

Sorting Facility

Code: ANCMF-AU-TH-SF-02 • Facility: Transportation Hub • Frequency: daily

Scope of Work

- Dusting of all surfaces including sorting tables, shelves, and equipment.
- Vacuuming of all carpeted areas and mats.
- Mopping of hard floors with appropriate cleaning solutions.
- Sanitising of high-touch areas such as door handles, light switches, and handrails.
- Emptying and cleaning of rubbish bins and replacement of liners.
- Cleaning and sanitising of toilets and washbasins.
- Spot cleaning of walls and partitions to remove marks and stains.
- Cleaning of windows and glass surfaces to remove smudges and fingerprints.
- Ensuring all cleaning activities comply with colour-coded cleaning systems to prevent cross-contamination.

Method

1. Begin with dusting all surfaces using microfibre cloths to capture dust effectively.
2. Vacuum all carpeted areas using a HEPA-filter vacuum to reduce airborne dust particles.
3. Mop hard floors using a neutral pH floor cleaner to maintain surface integrity.
4. Sanitise high-touch areas with a hospital-grade disinfectant.
5. Empty rubbish bins, clean with a disinfectant, and replace liners.
6. Clean toilets and washbasins using a toilet-specific cleaner and sanitiser.
7. Spot clean walls and partitions with a mild detergent solution.
8. Clean windows and glass surfaces using a glass cleaner and squeegee.
9. Ensure all cleaning tools and equipment are cleaned and stored properly after use.

Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Mop and bucket with wringer
- Hospital-grade disinfectant
- Neutral pH floor cleaner
- Toilet-specific cleaner
- Glass cleaner and squeegee
- Colour-coded cleaning tools

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless and dry; no visible rubbish; high-touch areas are sanitised and free of smudges; toilets are clean and odour-free; windows are clear with no streaks.
Good	Minor dust on surfaces; floors are clean with minimal streaks; rubbish bins are empty; high-touch areas are mostly sanitised; toilets are clean with slight odour; windows have minor streaks.
Pass	Noticeable dust on surfaces; floors have visible streaks; rubbish bins are not overflowing; high-touch areas are partially sanitised; toilets are clean but with noticeable odour; windows have visible streaks.
Fail	Heavy dust accumulation; floors are dirty and wet; rubbish bins are overflowing; high-touch areas are not sanitised; toilets are dirty with strong odour; windows are dirty with significant streaks.