

Staff Parking

Code: ANCMF-AU-TH-SP-01 • Facility: Transportation Hub • Frequency: daily

Scope of Work

- Remove all rubbish and debris from the parking area.
- Sweep and mop all hard surfaces.
- Sanitise high-touch surfaces such as handrails and lift buttons.
- Clean and sanitise any public seating areas.
- Ensure all rubbish bins are emptied and cleaned.
- Remove any graffiti or stains from surfaces.
- Check and clean signage for visibility and cleanliness.

Method

1. Conduct an initial inspection to identify areas requiring attention.
2. Use a colour-coded cleaning system to prevent cross-contamination.
3. Remove rubbish using a trolley and dispose of it in designated waste areas.
4. Sweep the area with a broom, followed by mopping with a suitable detergent.
5. Sanitise high-touch surfaces using an approved sanitising solution.
6. Inspect and clean all signage and seating areas.
7. Perform a final inspection to ensure all tasks are completed to standard.

Equipment

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|---------------------|---------------------------------|------------------------|
| • Broom and dustpan | • Approved sanitising solutions | • Rubbish trolley |
| • Mop and bucket | • Colour-coded cleaning cloths | • Graffiti removal kit |

Quality Criteria

Performance Level	Criteria
Excellent	No visible rubbish or debris; surfaces are spotless and sanitised; high-touch areas are free of fingerprints and smudges; bins are empty and clean; signage is clear and legible.
Good	Minor rubbish or debris present; surfaces are mostly clean with minor marks; high-touch areas have minimal fingerprints; bins are emptied but may have minor residue; signage is mostly clear.
Pass	Some rubbish or debris present; surfaces have visible marks; high-touch areas have noticeable fingerprints; bins are not overflowing but have visible residue; signage is legible but dirty.
Fail	Significant rubbish or debris present; surfaces are dirty; high-touch areas are heavily marked; bins are overflowing; signage is obscured or unreadable.