

Short Term Parking

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

Scope of Work

- Remove all rubbish and debris from parking areas and dispose of in designated rubbish bins.
- Sweep and mop all hard surfaces, ensuring no dirt or stains remain.
- Sanitise all touchpoints, including ticket machines, lift buttons, and handrails.
- Clean and polish all signage and information boards.
- Ensure all lighting fixtures are free from dust and cobwebs.
- Check and clean all lifts, ensuring floors and walls are free from marks and smudges.
- Maintain cleanliness of stairwells, ensuring they are free from litter and spills.
- Ensure all emergency exits are clear and clean.

Method

1. Begin by collecting all visible rubbish and debris, placing it in a trolley for disposal.
2. Sweep all hard surfaces to remove loose dirt and dust.
3. Use a mop and appropriate cleaning solution to clean all hard surfaces, focusing on high-traffic areas.
4. Sanitise all touchpoints using a colour-coded cleaning system to prevent cross-contamination.
5. Wipe down and polish signage and information boards with a microfibre cloth.
6. Dust lighting fixtures and remove any cobwebs using an extendable duster.
7. Clean lift interiors with a non-abrasive cleaner, ensuring all surfaces are streak-free.
8. Inspect stairwells and clean as necessary, focusing on corners and edges.
9. Ensure emergency exits are unobstructed and clean, with clear signage.

Equipment

- Trolley for rubbish collection
- Broom and dustpan
- Mop and bucket with appropriate cleaning solution
- Microfibre cloths
- Colour-coded cleaning cloths and sanitisers
- Extendable duster
- Non-abrasive cleaner

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless, with no visible dirt, dust, or marks. Touchpoints are sanitised and free from smudges. Rubbish bins are empty and clean. Signage is polished and legible. Lighting fixtures are dust-free. Lifts and stairwells are immaculate.
Good	Minor dust or marks on surfaces, but overall clean. Touchpoints are mostly sanitised. Rubbish bins are emptied. Signage is clean and legible. Lighting fixtures have minimal dust. Lifts and stairwells are generally clean.
Pass	Noticeable dust or marks on surfaces. Some touchpoints may be missed. Rubbish bins are not overflowing. Signage is readable but not polished. Lighting fixtures have visible dust. Lifts and stairwells have some dirt or litter.
Fail	Surfaces are dirty with visible dust and marks. Touchpoints are unsanitised. Rubbish bins are overflowing. Signage is dirty or unreadable. Lighting fixtures are dusty. Lifts and stairwells are dirty or littered.