

Transportation

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

Scope of Work

- Dusting and wiping of all surfaces including benches, ticket counters, and information desks.
- Vacuuming and mopping of all floors, including waiting areas and corridors.
- Sanitising of high-touch areas such as handrails, lift buttons, and door handles.
- Cleaning and sanitising of public toilets, ensuring all fixtures are spotless and free from odours.
- Emptying and sanitising of rubbish bins and recycling stations.
- Cleaning of glass surfaces, including windows and display cases, to ensure they are free from smudges and streaks.
- Maintaining cleanliness of entrance and exit areas, ensuring they are free from debris and litter.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination between different areas.
2. Begin with dusting and wiping all surfaces using microfibre cloths and appropriate cleaning agents.
3. Vacuum all carpeted areas and mop hard floors with a neutral pH cleaner.
4. Sanitise high-touch areas using a disinfectant spray and disposable wipes.
5. Clean toilets using a toilet-specific cleaner, ensuring all surfaces are scrubbed and disinfected.
6. Empty rubbish bins, replace liners, and sanitise the bin surfaces.
7. Clean glass surfaces with a glass cleaner and a squeegee for a streak-free finish.
8. Conduct a final inspection to ensure all areas meet the required cleanliness standards.

Equipment

- Microfibre cloths and mops
- Vacuum cleaner
- Neutral pH floor cleaner
- Disinfectant spray and wipes
- Toilet cleaning supplies
- Glass cleaner and squeegee
- Colour-coded cleaning trolleys

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless and free from dust. Floors are shiny and free from debris. No visible smudges on glass surfaces. Toilets are immaculate with no odours. Rubbish bins are empty and sanitised.
Good	Minor dust on surfaces. Floors are clean with minimal debris. Few smudges on glass surfaces. Toilets are clean with slight odours. Rubbish bins are empty but not sanitised.
Pass	Noticeable dust on surfaces. Floors have visible debris. Smudges on glass surfaces. Toilets are clean but have noticeable odours. Rubbish bins are not emptied.
Fail	Heavy dust accumulation. Floors are dirty with significant debris. Glass surfaces are heavily smudged. Toilets are dirty with strong odours. Rubbish bins are overflowing.