

Transit Area

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

Scope of Work

- Dust and wipe all surfaces including benches, railings, and signage.
- Vacuum and mop all flooring, ensuring no debris or spills are present.
- Sanitise high-touch areas such as handrails, lift buttons, and ticket machines.
- Empty and clean rubbish bins, replacing liners as needed.
- Clean and polish glass surfaces, including windows and doors.
- Ensure all public toilets are cleaned and sanitised, with supplies replenished.
- Remove any graffiti or marks from walls and surfaces promptly.
- Maintain cleanliness of seating areas, ensuring they are free from litter and stains.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Begin with dusting and wiping surfaces using microfibre cloths.
3. Vacuum all carpeted areas and mop hard floors with appropriate cleaning solutions.
4. Sanitise high-touch areas with disinfectant wipes or sprays.
5. Empty rubbish bins and replace liners, ensuring bins are clean and odour-free.
6. Clean glass surfaces with a glass cleaner and squeegee for a streak-free finish.
7. Thoroughly clean toilets using toilet-specific cleaning agents and tools.
8. Inspect and clean seating areas, using upholstery cleaner if necessary.

Equipment

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|---------------------|------------------------------------|-----------------------------|
| • Microfibre cloths | • Disinfectant wipes and sprays | • Rubbish bin liners |
| • Vacuum cleaner | • Glass cleaner and squeegee | • Graffiti removal products |
| • Mop and bucket | • Toilet cleaning tools and agents | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless, floors are free of debris and stains, high-touch areas are sanitised, bins are empty and odour-free, glass is streak-free, toilets are immaculate, and no graffiti is present.
Good	Minor dust on surfaces, floors mostly clean with minimal debris, high-touch areas mostly sanitised, bins mostly empty, glass mostly streak-free, toilets clean with minor issues, and minimal graffiti.
Pass	Noticeable dust on surfaces, some debris on floors, high-touch areas partially sanitised, bins not overflowing, glass with some streaks, toilets acceptable with some issues, and some graffiti present.
Fail	Surfaces dusty, floors dirty, high-touch areas unsanitised, bins overflowing, glass streaked, toilets unclean, and graffiti prevalent.