

Terminal Building

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

Scope of Work

- Dusting all surfaces including counters, seating areas, and information desks.
- Vacuuming carpeted areas and sweeping hard floors.
- Mopping hard floors with appropriate cleaning solutions.
- Sanitising high-touch areas such as handrails, lift buttons, and door handles.
- Cleaning and sanitising toilets, including basins, taps, and mirrors.
- Emptying and sanitising rubbish bins and replacing liners.
- Cleaning glass surfaces and windows for streak-free clarity.
- Maintaining cleanliness in food court areas, including tables and chairs.
- Ensuring all cleaning is conducted using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Begin by organising cleaning equipment and ensuring all necessary supplies are on the trolley.
2. Dust all surfaces using microfibre cloths, starting from high surfaces and working downwards.
3. Vacuum carpeted areas thoroughly, paying special attention to corners and edges.
4. Sweep hard floors and then mop using a suitable cleaning solution, ensuring no residue is left.
5. Sanitise high-touch areas with disinfectant wipes or sprays, ensuring full coverage.
6. Clean toilets using appropriate cleaning agents, ensuring all surfaces are sanitised.
7. Empty rubbish bins, replace liners, and sanitise the bin surfaces.
8. Clean glass surfaces with a glass cleaner and microfibre cloth for a streak-free finish.
9. Inspect food court areas, wipe down tables and chairs, and ensure no food debris is left.

Equipment

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|---------------------|---|----------------------|
| • Microfibre cloths | • Disinfectant wipes and sprays | • Cleaning trolley |
| • Vacuum cleaner | • Glass cleaner | • Rubbish bin liners |
| • Mop and bucket | • Colour-coded cleaning cloths and mops | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless with no residue; toilets are fully sanitised and odour-free; glass surfaces are streak-free; bins are empty and sanitised; no visible litter or debris in any area.
Good	Minor dust on high surfaces; floors are clean with minimal residue; toilets are clean with no visible stains; glass surfaces have minor streaks; bins are empty but not sanitised; minimal litter present.
Pass	Noticeable dust on surfaces; floors have visible residue; toilets are clean but with some odour; glass surfaces have visible streaks; bins are not emptied; some litter present.
Fail	Heavy dust accumulation; floors are dirty with significant residue; toilets are visibly dirty and odorous; glass surfaces are heavily streaked; bins are overflowing; significant litter and debris present.