

Truck Bay

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

Scope of Work

- Remove all rubbish and debris from the truck bay area.
- Sweep and mop the entire bay floor using appropriate cleaning solutions.
- Sanitise all high-touch surfaces, including handrails and door handles.
- Clean and sanitise any public seating areas.
- Empty and clean rubbish bins, replacing liners as needed.
- Ensure all signage is free from dust and dirt.
- Spot clean walls and remove any visible marks or graffiti.
- Check and clean any drainage grates to ensure they are free from blockages.

Method

1. Begin by removing all visible rubbish and debris, placing it in designated rubbish bins.
2. Use a broom to sweep the entire floor area, ensuring all corners and edges are reached.
3. Prepare a mop bucket with a suitable cleaning solution and mop the floor, starting from the farthest point and working towards the exit.
4. Use a sanitising spray and cloth to wipe down all high-touch surfaces, ensuring thorough coverage.
5. Empty rubbish bins, clean them with a disinfectant, and replace liners.
6. Use a damp cloth to wipe down signage, ensuring it is legible and free from dust.
7. Inspect walls for marks or graffiti and use appropriate cleaning agents to remove them.
8. Check drainage grates and remove any debris to prevent blockages.

Equipment

- Broom and dustpan
- Rubbish bin liners
- Colour-coded cleaning cloths
- Mop and bucket
- Graffiti remover
- Sanitising spray and cloths
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless, no visible rubbish or debris, high-touch areas are sanitised, and bins are empty and clean. No odours present.
Good	Minor dust or marks on surfaces, minimal rubbish present, high-touch areas mostly sanitised, bins are emptied but may have minor residue.
Pass	Noticeable dust or marks, some rubbish present, high-touch areas partially sanitised, bins emptied but not cleaned.
Fail	Significant dust, dirt, or rubbish present, high-touch areas not sanitised, bins overflowing or dirty, unpleasant odours detected.