

Taxi Queue

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

Scope of Work

- Regularly remove rubbish and debris from the taxi queue area.
- Sanitise all high-touch surfaces including railings, benches, and ticket machines.
- Sweep and mop the flooring to remove dirt and spills.
- Ensure all signage is clean and legible.
- Maintain cleanliness of any adjacent public toilets.
- Ensure all rubbish bins are emptied and sanitised.
- Check and clean any glass surfaces for smudges and marks.

Method

1. Begin by collecting all visible rubbish and debris, placing it in the appropriate rubbish bins.
2. Use a colour-coded cleaning system to sanitise high-touch surfaces, ensuring compliance with health and safety standards.
3. Sweep the area thoroughly, followed by mopping with a suitable cleaning solution.
4. Wipe down all signage and ensure it is free from dirt and graffiti.
5. Inspect and clean adjacent public toilets, focusing on high-touch areas and ensuring supplies are stocked.
6. Empty rubbish bins, replace liners, and sanitise the bins before returning them to their locations.
7. Clean glass surfaces using a glass cleaner and microfibre cloth to remove all marks and smudges.

Equipment

- Colour-coded cleaning cloths and mops
- Sanitising solutions
- Broom and dustpan
- Microfibre cloths
- Glass cleaner
- Rubbish bags
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless, no visible dirt or debris, bins are empty and sanitised, no odours present, glass surfaces are streak-free, and signage is completely legible.
Good	Minor dirt or debris present, bins are mostly empty and sanitised, slight odours may be present, glass surfaces have minimal streaks, and signage is mostly legible.
Pass	Noticeable dirt or debris, bins are not full but not sanitised, odours are noticeable, glass surfaces have visible streaks, and signage is legible but dirty.
Fail	Significant dirt or debris, bins are full and not sanitised, strong odours present, glass surfaces are heavily streaked, and signage is illegible.