

Taxi Rank

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

Scope of Work

- Remove all rubbish and debris from the taxi rank area.
- Sanitise all high-touch surfaces including handrails, ticket machines, and benches.
- Sweep and mop the floors to remove dirt and spills.
- Clean and polish any glass surfaces, including windows and signage.
- Empty and sanitise rubbish bins, replacing liners as necessary.
- Ensure all surfaces are free from dust and grime.
- Check and clean any public telephones or information kiosks.
- Maintain cleanliness of any adjacent public toilets, ensuring they are stocked with necessary supplies.

Method

1. Begin by collecting all visible rubbish and debris, placing it in a trolley for disposal.
2. Use a colour-coded cleaning system to sanitise high-touch surfaces, ensuring no cross-contamination between areas.
3. Sweep the entire area thoroughly, paying attention to corners and under benches.
4. Mop the floors using a suitable cleaning solution, ensuring the surface is not slippery.
5. Clean glass surfaces with a glass cleaner and microfibre cloth, ensuring no streaks remain.
6. Empty rubbish bins, replace liners, and sanitise the bin surfaces.
7. Dust all surfaces using a damp cloth to prevent dust from becoming airborne.
8. Inspect and clean public telephones and kiosks, ensuring they are free from fingerprints and smudges.
9. Check adjacent public toilets, clean as necessary, and restock supplies.

Equipment

- Colour-coded cleaning cloths and mops
- Microfibre cloths
- Glass cleaner
- Multi-surface sanitiser
- Broom and dustpan
- Mop and bucket
- Rubbish trolley
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless, with no visible dust, dirt, or smudges. Floors are clean and dry. Rubbish bins are empty and sanitised. High-touch surfaces are sanitised and free from fingerprints. Glass surfaces are streak-free. No unpleasant odours present.
Good	Minor dust or smudges on surfaces. Floors are mostly clean with minor spots. Rubbish bins are empty but may have minor residue. High-touch surfaces are mostly clean. Glass surfaces have minor streaks. No strong odours present.
Pass	Noticeable dust or dirt on surfaces. Floors have visible dirt or spills. Rubbish bins are not overflowing but not fully sanitised. High-touch surfaces have visible fingerprints. Glass surfaces have visible streaks. Mild odours present.
Fail	Significant dust, dirt, or smudges on surfaces. Floors are dirty or sticky. Rubbish bins are overflowing or unsanitised. High-touch surfaces are visibly dirty. Glass surfaces are heavily streaked. Strong unpleasant odours present.