

Viewing Area

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

Scope of Work

- Dust all surfaces including ledges, railings, and seating areas.
- Vacuum carpeted areas and spot clean stains as needed.
- Mop hard floors with appropriate cleaning solution.
- Wipe and sanitise all touchpoints including handrails, door handles, and seating.
- Empty and clean rubbish bins, replacing liners as necessary.
- Clean and polish glass surfaces and windows.
- Ensure all signage and information boards are free from dust and smudges.
- Check and clean air vents and diffusers.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust particles effectively.
2. Vacuum carpeted areas using a HEPA-filter vacuum cleaner to ensure air quality is maintained.
3. Spot clean any visible stains on carpets using a suitable carpet cleaner.
4. Mop hard floors with a neutral pH cleaner, ensuring no residue is left behind.
5. Use a disinfectant solution to wipe and sanitise all touchpoints, focusing on high-traffic areas.
6. Empty rubbish bins, clean them with a disinfectant, and replace liners.
7. Clean glass surfaces with a glass cleaner, ensuring no streaks are left.
8. Dust and clean air vents and diffusers to maintain air quality.

Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Mop and bucket with neutral pH cleaner
- Disinfectant solution
- Glass cleaner
- Rubbish bin liners
- Colour-coded cleaning cloths

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and smudges; floors are spotless with no residue; all touchpoints are sanitised and free from fingerprints; rubbish bins are clean and odour-free; glass surfaces are streak-free; air vents are dust-free.
Good	Minor dust on less accessible surfaces; floors are clean with minimal residue; most touchpoints are sanitised; rubbish bins are clean but may have slight odour; glass surfaces have minimal streaks; air vents have minimal dust.
Pass	Noticeable dust on some surfaces; floors have some residue; touchpoints are mostly clean; rubbish bins are emptied but may have odour; glass surfaces have visible streaks; air vents have visible dust.
Fail	Significant dust on surfaces; floors are dirty with visible residue; touchpoints are not sanitised; rubbish bins are full or have strong odour; glass surfaces are heavily streaked; air vents are clogged with dust.