

Valet Parking

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

Scope of Work

- Dust and wipe all surfaces including counters, kiosks, and waiting areas.
- Sanitise high-touch areas such as payment machines, door handles, and lift buttons.
- Empty and clean rubbish bins, ensuring proper waste segregation.
- Sweep and mop floors, ensuring no debris or spills are present.
- Clean and polish glass surfaces, including windows and mirrors.
- Remove any visible stains or marks from walls and floors.
- Ensure all signage is clean and legible.
- Maintain cleanliness of any seating areas, ensuring they are free from dust and stains.

Method

1. Begin by donning appropriate personal protective equipment (PPE) as per Australian workplace health and safety guidelines.
2. Use a colour-coded cleaning system to prevent cross-contamination between different areas.
3. Start with dusting and wiping surfaces using microfibre cloths and appropriate cleaning agents.
4. Sanitise high-touch areas with a disinfectant approved by Australian health standards.
5. Empty rubbish bins, replace liners, and clean the bins with a sanitising solution.
6. Sweep the floors thoroughly before mopping with a neutral pH cleaner.
7. Clean glass surfaces using a streak-free glass cleaner.
8. Inspect the area for any remaining marks or stains and address them with spot cleaning techniques.
9. Conduct a final inspection to ensure all tasks are completed to the required standard.

Equipment

- Microfibre cloths
- Colour-coded cleaning buckets and mops
- Disinfectant spray
- Neutral pH floor cleaner
- Glass cleaner
- Rubbish bin liners
- Personal protective equipment (PPE)
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless and sanitised, no visible dust or debris, bins are empty and clean, floors are shiny with no marks, glass surfaces are streak-free, and high-touch areas are thoroughly sanitised.
Good	Minor dust or debris present, bins are empty but may have minor marks, floors are clean with minimal marks, glass surfaces have minor streaks, high-touch areas are mostly sanitised.
Pass	Noticeable dust or debris, bins are not overflowing but have visible marks, floors have visible marks, glass surfaces have visible streaks, high-touch areas are partially sanitised.
Fail	Significant dust or debris, bins are overflowing or dirty, floors are dirty with significant marks, glass surfaces are dirty, high-touch areas are not sanitised.