

Balcony

Code: ANCMF-AU-CO-B-02 • Facility: Commercial Office • Frequency: daily

Scope of Work

- Remove all rubbish and debris from the balcony area.
- Sweep and mop the balcony floor using appropriate cleaning solutions.
- Wipe down all railings, ledges, and surfaces to remove dust and dirt.
- Clean and sanitise outdoor furniture, ensuring no stains or marks are present.
- Inspect and clean any glass surfaces, ensuring they are streak-free.
- Ensure all drains are free from blockages and clean.
- Check for and remove any cobwebs or insect nests.
- Ensure all cleaning activities comply with Australian workplace health and safety standards.

Method

1. Begin by collecting all visible rubbish and placing it in the designated rubbish bin.
2. Use a broom to sweep the entire balcony area, ensuring all debris is collected.
3. Prepare a mop with a suitable cleaning solution and mop the floor, paying attention to corners and edges.
4. Use a damp cloth with a mild detergent to wipe down railings, ledges, and any other surfaces.
5. Apply a glass cleaner to all glass surfaces and wipe with a lint-free cloth for a streak-free finish.
6. Sanitise outdoor furniture using a disinfectant spray and wipe dry.
7. Inspect and clean drains, ensuring they are clear of any obstructions.
8. Conduct a final inspection to ensure all areas meet the quality criteria.

Equipment

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| • Broom and dustpan | • Glass cleaner | • Rubbish bin liners |
| • Mop and bucket | • Disinfectant spray | • Cleaning trolley |
| • Microfibre cloths | • Colour-coded cleaning cloths | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless, with no visible dust, dirt, or marks. Glass surfaces are streak-free. No rubbish or debris present. Furniture is sanitised and free from stains. Drains are clear and functioning.
Good	Minor dust or marks on surfaces. Glass surfaces may have slight streaks. Minimal rubbish or debris present. Furniture is mostly clean with minor stains. Drains are mostly clear.
Pass	Noticeable dust or dirt on surfaces. Glass surfaces have visible streaks. Some rubbish or debris present. Furniture has visible stains. Drains are partially blocked.
Fail	Significant dust, dirt, or marks on surfaces. Glass surfaces are heavily streaked. Rubbish or debris is abundant. Furniture is heavily stained. Drains are blocked and not functioning.