

Plant Room

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

Scope of Work

- Dust all surfaces including machinery, pipes, and ledges.
- Sanitise high-touch areas such as door handles and light switches.
- Vacuum and mop floors to remove dust and debris.
- Empty rubbish bins and replace liners.
- Wipe down walls and remove any visible marks or stains.
- Ensure all cleaning activities comply with Australian workplace health and safety requirements.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths are used for different surfaces.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Sanitise high-touch areas using an appropriate disinfectant spray and cloth.
4. Vacuum the floor using a commercial-grade vacuum cleaner, paying attention to corners and edges.
5. Mop the floor with a neutral pH cleaner, ensuring no residue is left behind.
6. Empty rubbish bins, replace liners, and dispose of waste according to local regulations.
7. Wipe down walls with a damp cloth to remove any marks or stains.

Equipment

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| • Microfibre cloths (colour-coded) | • Mop and bucket with neutral pH cleaner | • Rubbish bin liners |
| • Commercial-grade vacuum cleaner | • Disinfectant spray | • Cleaning trolley |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; high-touch areas are sanitised; floors are spotless with no residue; bins are empty and clean; no odours present.
Good	Minor dust on non-essential surfaces; high-touch areas mostly sanitised; floors are clean with minimal residue; bins are empty; faint odours may be present.
Pass	Visible dust on some surfaces; high-touch areas partially sanitised; floors have some residue; bins are not overflowing; noticeable odours present.
Fail	Significant dust accumulation; high-touch areas not sanitised; floors are dirty with visible residue; bins are overflowing; strong odours present.