

Security Office

Code: ANCMF-AU-CO-SO-01 • Facility: Commercial Office • Frequency: daily

Scope of Work

- Dust all surfaces including desks, shelves, and equipment.
- Sanitise high-touch areas such as door handles, light switches, and security equipment.
- Vacuum carpeted areas and spot clean stains.
- Mop hard floors using a colour-coded system to prevent cross-contamination.
- Empty rubbish bins and replace liners.
- Clean and polish glass surfaces, including windows and screens.
- Ensure all cleaning activities comply with relevant Australian workplace health and safety standards.

Method

1. Prepare cleaning trolley with appropriate supplies and equipment, ensuring colour-coded cloths and mops are used.
2. Dust surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Sanitise high-touch areas with a disinfectant solution, allowing appropriate contact time.
4. Vacuum carpets using a HEPA-filter vacuum cleaner to minimise dust and allergens.
5. Mop hard floors with a neutral pH cleaner, using a figure-eight motion to ensure thorough coverage.
6. Empty rubbish bins, replace liners, and dispose of waste according to facility protocols.
7. Clean glass surfaces with a glass cleaner and microfibre cloth, ensuring streak-free results.

Equipment

- Microfibre cloths (colour-coded)
- Disinfectant solution
- Rubbish bin liners
- HEPA-filter vacuum cleaner
- Glass cleaner
- Mop and bucket (colour-coded)
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are dust-free and sanitised; no visible stains or marks on carpets or floors; glass surfaces are streak-free; rubbish bins are empty and clean; no unpleasant odours present.
Good	Minor dust on less accessible surfaces; minimal stains on carpets or floors; glass surfaces mostly streak-free; rubbish bins are empty but may have minor residue; no strong odours present.
Pass	Noticeable dust on surfaces; visible stains on carpets or floors; glass surfaces have some streaks; rubbish bins are emptied but not thoroughly cleaned; mild odours present.
Fail	Significant dust accumulation; large stains on carpets or floors; glass surfaces are streaked; rubbish bins are full or have strong odours; unpleasant odours present in the office.