

Workstation Area

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

Scope of Work

- Dust all surfaces including desks, chairs, and partitions.
- Vacuum carpeted areas and spot clean stains.
- Mop hard floors with appropriate cleaning solution.
- Sanitise high-touch surfaces such as keyboards, phones, and door handles.
- Empty rubbish bins and replace liners.
- Clean and polish glass surfaces and mirrors.
- Ensure all cleaning activities comply with Australian workplace health and safety requirements.

Method

1. Prepare the cleaning trolley with all necessary supplies and equipment, ensuring colour-coded cleaning systems are used to prevent cross-contamination.
2. Begin by dusting all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Vacuum all carpeted areas thoroughly, paying special attention to corners and under furniture.
4. Mop hard floors using a damp mop and appropriate cleaning solution, ensuring no excess water is left on the floor.
5. Sanitise high-touch surfaces with a disinfectant wipe or spray, allowing the solution to air dry for maximum effectiveness.
6. Empty rubbish bins, replace liners, and dispose of waste according to local regulations.
7. Clean glass surfaces with a glass cleaner and a lint-free cloth, ensuring no streaks are left behind.

Equipment

- Microfibre cloths
- Disinfectant wipes/spray
- Cleaning trolley
- Vacuum cleaner
- Glass cleaner
- Rubbish bin liners
- Mop and bucket

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and smudges; carpets are spotless and free of debris; floors are shiny with no streaks; high-touch surfaces are sanitised and free of fingerprints; rubbish bins are empty and clean; glass surfaces are crystal clear.
Good	Minor dust on less accessible surfaces; carpets have minimal debris; floors have slight streaks; high-touch surfaces are mostly sanitised; rubbish bins are empty but may have minor residue; glass surfaces have minor streaks.
Pass	Noticeable dust on surfaces; carpets have visible debris; floors have visible streaks; high-touch surfaces are partially sanitised; rubbish bins are not overflowing but have visible residue; glass surfaces have visible streaks.
Fail	Heavy dust accumulation; carpets are dirty with visible stains; floors are dirty with streaks and residue; high-touch surfaces are not sanitised; rubbish bins are overflowing; glass surfaces are dirty with smudges and streaks.