

Assembly Area

Code: ANCMF-AU-GB-AA-01 • Facility: Government Building • Frequency: daily

Scope of Work

- Dust all horizontal surfaces including tables, chairs, and ledges.
- Vacuum all carpeted areas and spot clean stains.
- Mop hard floors using appropriate cleaning solution.
- Sanitise all high-touch surfaces such as door handles, light switches, and handrails.
- 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. Begin by dusting all horizontal surfaces using a microfibre cloth to capture dust and allergens.
2. Vacuum carpeted areas thoroughly, paying special attention to corners and edges.
3. Spot clean any visible stains on carpets using a suitable stain remover.
4. Mop hard floors with a neutral pH cleaner, ensuring no residue is left behind.
5. Sanitise high-touch surfaces with a hospital-grade disinfectant.
6. Empty rubbish bins, replace liners, and ensure bins are clean and odour-free.
7. Clean glass surfaces with a streak-free glass cleaner.

Equipment

- Microfibre cloths
- Vacuum cleaner with HEPA filter
- Mop and bucket with wringer
- Neutral pH floor cleaner
- Hospital-grade disinfectant
- Streak-free glass cleaner
- Rubbish bin liners

Quality Criteria

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