

Boardroom

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

Scope of Work

- Dust all surfaces including tables, chairs, and electronic equipment.
- Vacuum all carpeted areas and spot clean stains.
- Mop hard floors using appropriate cleaning solutions.
- Wipe and sanitise all high-touch surfaces such as door handles, light switches, and remote controls.
- Empty rubbish bins and replace liners.
- Clean and polish glass surfaces and windows.
- Ensure all furniture is arranged neatly and appropriately.
- Check for and remove any unpleasant odours.

Method

1. Prepare the cleaning trolley with colour-coded cleaning cloths and appropriate cleaning agents.
2. Dust all surfaces using a microfibre cloth to minimise airborne dust particles.
3. Vacuum carpets using a HEPA-filter vacuum cleaner to ensure air quality standards are met.
4. Mop hard floors with a neutral pH cleaner to avoid damage to surfaces.
5. Sanitise high-touch areas with a disinfectant that meets Australian standards for germicidal efficacy.
6. Empty rubbish bins, ensuring waste is disposed of according to local regulations.
7. Clean glass surfaces with a streak-free glass cleaner.
8. Reorganise furniture to its original layout, ensuring a tidy appearance.

Equipment

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

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; carpets are spotless; no odours present; glass surfaces are streak-free; furniture is perfectly arranged.
Good	Minor dust on surfaces; carpets have no visible stains; no strong odours; minor streaks on glass; furniture mostly arranged.
Pass	Noticeable dust on some surfaces; minor carpet stains; faint odours; visible streaks on glass; furniture slightly disorganised.
Fail	Significant dust accumulation; multiple carpet stains; strong odours present; glass surfaces are dirty; furniture is disorganised.