

Building Approvals

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

Scope of Work

- Dusting of all surfaces including desks, shelves, and window sills.
- Vacuuming of carpets and rugs.
- Mopping of hard floors.
- Sanitising of high-touch surfaces such as door handles, light switches, and telephones.
- Emptying and sanitising rubbish bins.
- Cleaning of glass surfaces and partitions.
- Spot cleaning of walls and doors.
- Ensuring all cleaning activities comply with colour-coded cleaning systems to prevent cross-contamination.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust particles effectively.
2. Vacuum carpets and rugs using a HEPA-filter vacuum cleaner to maintain air quality.
3. Mop hard floors with a neutral pH cleaner to avoid damage to surfaces.
4. Sanitise high-touch surfaces using a disinfectant approved by the Therapeutic Goods Administration (TGA).
5. Empty rubbish bins and replace liners, ensuring bins are sanitised before replacing.
6. Clean glass surfaces with a streak-free glass cleaner.
7. Perform spot cleaning on walls and doors with a mild detergent solution.
8. Ensure all cleaning equipment is cleaned and stored properly after use.

Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Mop and bucket with neutral pH cleaner
- Disinfectant approved by TGA
- Rubbish bin liners
- Streak-free glass cleaner
- Mild detergent solution
- Colour-coded cleaning equipment

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and smudges; floors are spotless and dry; no rubbish or odours present; high-touch surfaces are sanitised and free of marks; glass surfaces are streak-free.
Good	Minor dust on surfaces; floors are clean with minimal streaks; rubbish bins are empty; high-touch surfaces are mostly sanitised; glass surfaces have minor streaks.
Pass	Noticeable dust on some surfaces; floors have visible streaks; rubbish bins are not overflowing; high-touch surfaces are partially sanitised; glass surfaces have visible streaks.
Fail	Significant dust accumulation; floors are dirty or sticky; rubbish bins are overflowing; high-touch surfaces are not sanitised; glass surfaces are dirty.