

Bag Check

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

Scope of Work

- Dust all surfaces including counters, shelves, and equipment.
- Sanitise high-touch areas such as handles, buttons, and counters.
- Vacuum and mop floors using a colour-coded cleaning system.
- Empty and clean rubbish bins, replacing liners as needed.
- Clean glass surfaces and mirrors to remove smudges and fingerprints.
- Ensure all cleaning activities comply with Australian workplace health and safety requirements.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust particles.
2. Sanitise high-touch areas with an approved disinfectant, ensuring contact time as per manufacturer's instructions.
3. Vacuum the floor using a HEPA-filter vacuum cleaner to minimise airborne dust.
4. Mop the floor with a neutral pH cleaner, using a colour-coded mop head to prevent cross-contamination.
5. Empty rubbish bins, clean the interior and exterior, and replace liners.
6. Clean glass surfaces with a glass cleaner and a lint-free cloth for a streak-free finish.

Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Colour-coded mop and bucket
- Approved disinfectant
- Glass cleaner
- Lint-free cloths
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and smudges; high-touch areas are sanitised with no visible residue; floors are spotless with no debris; rubbish bins are clean and odour-free; glass surfaces are streak-free.
Good	Minor dust on surfaces; high-touch areas mostly sanitised; floors have minimal debris; rubbish bins are clean but may have slight odour; glass surfaces have minor streaks.
Pass	Noticeable dust on surfaces; some high-touch areas missed; floors have visible debris; rubbish bins are not fully clean; glass surfaces have visible streaks.
Fail	Surfaces are dusty; high-touch areas are not sanitised; floors are dirty with debris; rubbish bins are dirty and odorous; glass surfaces are heavily streaked.