

Background Check

Code: ANCMF-AU-GB-BC-02 • Facility: Government Building • Frequency: daily

Scope of Work

- Dusting of all surfaces including desks, chairs, and shelves.
- Vacuuming of carpeted areas and mats.
- Mopping of hard floors using appropriate cleaning solutions.
- Sanitising of high-touch surfaces such as door handles, light switches, and telephones.
- Emptying and sanitising rubbish bins.
- Cleaning and polishing of glass surfaces and partitions.
- Ensuring all cleaning activities are conducted using a colour-coded cleaning system to prevent cross-contamination.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust and allergens.
2. Vacuum carpeted areas thoroughly, paying special attention to corners and under furniture.
3. Mop hard floors with a neutral pH cleaner, ensuring no residue is left behind.
4. Sanitise high-touch surfaces with a disinfectant approved by Australian health standards.
5. Empty rubbish bins, replace liners, and sanitise the interior and exterior of the bins.
6. Clean glass surfaces with a streak-free glass cleaner, ensuring no smudges or fingerprints remain.

Equipment

- Microfibre cloths
- Vacuum cleaner with HEPA filter
- Mop and bucket with wringer
- Neutral pH floor cleaner
- Disinfectant spray
- Glass cleaner
- Colour-coded cleaning cloths and mops

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and smudges; floors are spotless with no residue; high-touch areas are sanitised and free of fingerprints; bins are empty and sanitised; glass surfaces are crystal clear.
Good	Minor dust on surfaces; floors are clean with minimal residue; high-touch areas are mostly sanitised; bins are empty but not fully sanitised; glass surfaces have minor smudges.
Pass	Noticeable dust on surfaces; floors have visible residue; high-touch areas are partially sanitised; bins are emptied but not sanitised; glass surfaces have visible smudges.
Fail	Significant dust accumulation; floors are dirty with visible stains; high-touch areas are not sanitised; bins are full or not emptied; glass surfaces are dirty with fingerprints and smudges.