

Ballistics Lab

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

Scope of Work

- Dusting of all surfaces including workbenches, shelves, and equipment.
- Sanitising of high-touch areas such as door handles, light switches, and taps.
- Vacuuming of all carpeted areas and mats.
- Mopping of hard floors with appropriate cleaning solutions.
- Emptying and sanitising of rubbish bins.
- Cleaning of glass surfaces and windows.
- Ensuring all cleaning activities comply with relevant Australian health and safety standards.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cleaning systems are used to prevent cross-contamination.
2. Begin with dusting all surfaces using microfibre cloths to capture dust effectively.
3. Sanitise high-touch areas with approved disinfectants, ensuring contact time is adhered to as per product instructions.
4. Vacuum all carpeted areas using a HEPA-filter vacuum to minimise airborne particles.
5. Mop hard floors using a damp mop and appropriate cleaning solution, ensuring no residue is left.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Clean glass surfaces with a streak-free glass cleaner.
8. Conduct a final inspection to ensure all areas meet the quality criteria.

Equipment

- Microfibre cloths
- Colour-coded cleaning cloths and mops
- HEPA-filter vacuum cleaner
- Approved disinfectants and cleaning solutions
- Cleaning trolley
- Rubbish bin liners
- Glass cleaner

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; high-touch areas are sanitised with no visible residue; floors are spotless with no streaks or debris; bins are empty and odour-free; glass surfaces are crystal clear.
Good	Minor dust on less accessible surfaces; high-touch areas are sanitised with minimal residue; floors are clean with slight streaks; bins are empty with slight odour; glass surfaces have minor smudges.
Pass	Noticeable dust on surfaces; high-touch areas have visible residue; floors have visible streaks and debris; bins are not emptied regularly; glass surfaces have visible smudges.
Fail	Excessive dust on surfaces; high-touch areas are not sanitised; floors are dirty with significant debris; bins are overflowing; glass surfaces are dirty and obstruct visibility.