

Backup Systems

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

Scope of Work

- Dust all surfaces including equipment, shelves, and ledges.
- Vacuum all carpeted areas and mats.
- Mop hard floors using appropriate cleaning solutions.
- Sanitise all high-touch surfaces such as door handles, light switches, and control panels.
- Empty rubbish bins and replace liners.
- Clean and sanitise sinks and taps.
- Ensure all cleaning activities comply with Australian workplace health and safety requirements.

Method

1. Prepare the cleaning trolley with all necessary supplies and equipment, ensuring colour-coded cleaning systems are used to prevent cross-contamination.
2. Dust all surfaces using microfibre cloths, starting from the highest point and working downwards.
3. Vacuum all carpeted areas thoroughly, paying special attention to corners and edges.
4. Mop hard floors with a neutral pH cleaner, ensuring no residue is left behind.
5. Sanitise high-touch surfaces using a disinfectant approved for use in government facilities.
6. Empty rubbish bins, replace liners, and dispose of waste according to local regulations.
7. Clean and sanitise sinks and taps, ensuring no water spots or residue remain.

Equipment

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

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and debris; floors are spotless with no streaks; high-touch surfaces are sanitised and free of smudges; no rubbish or odours present; sinks and taps are gleaming with no water spots.
Good	Minor dust on high surfaces; floors are clean with minimal streaks; high-touch surfaces are mostly sanitised; bins are empty with no odours; sinks and taps have minimal water spots.
Pass	Noticeable dust on surfaces; floors have visible streaks; some high-touch surfaces missed; bins are emptied but slight odour present; sinks and taps have visible water spots.
Fail	Significant dust accumulation; floors are dirty with streaks; high-touch surfaces are not sanitised; bins are full or odorous; sinks and taps are dirty with water spots.