

Courtroom

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

Scope of Work

- Dusting all surfaces including benches, tables, and chairs.
- Vacuuming carpeted areas and spot cleaning as necessary.
- Mopping hard floors with appropriate cleaning solutions.
- Sanitising high-touch areas such as door handles, light switches, and handrails.
- Cleaning and sanitising public seating areas.
- Emptying and sanitising rubbish bins.
- Cleaning glass surfaces including windows and partitions.
- Ensuring all cleaning activities comply with Australian workplace health and safety requirements.

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 by dusting all surfaces using microfibre cloths, starting from the highest points and working downwards.
3. Vacuum all carpeted areas thoroughly, paying special attention to corners and edges.
4. Mop hard floors using a neutral pH cleaner, ensuring no residue is left behind.
5. Sanitise all high-touch areas with an appropriate disinfectant, allowing sufficient contact time for effectiveness.
6. Clean and sanitise all seating areas, ensuring no visible stains or debris remain.
7. Empty rubbish bins, replace liners, and sanitise the bin surfaces.
8. Clean all glass surfaces with a streak-free glass cleaner.
9. Conduct a final inspection to ensure all areas meet the quality criteria.

Equipment

- Colour-coded microfibre cloths
- Vacuum cleaner with HEPA filter
- Mop and bucket with wringer
- Neutral pH floor cleaner
- Disinfectant spray
- Glass cleaner
- Cleaning trolley
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless with no residue; high-touch areas are sanitised and free of smudges; glass surfaces are streak-free; no rubbish or odours present.
Good	Minor dust on surfaces; floors are clean with minimal residue; high-touch areas are mostly sanitised; glass surfaces have minor streaks; rubbish bins are empty and odour-free.
Pass	Noticeable dust on some surfaces; floors have some residue; high-touch areas are partially sanitised; glass surfaces have visible streaks; rubbish bins are emptied but may have slight odour.
Fail	Significant dust and marks on surfaces; floors are dirty with visible residue; high-touch areas are not sanitised; glass surfaces are streaked and dirty; rubbish bins are full or have strong odours.