

Communications

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

Scope of Work

- Dust all surfaces including desks, shelves, and equipment.
- Sanitise high-touch areas such as door handles, light switches, and telephones.
- Vacuum all carpeted areas and spot clean stains.
- Mop hard floors using a colour-coded system to prevent cross-contamination.
- Empty rubbish bins and replace liners.
- Clean glass surfaces and partitions to remove fingerprints and smudges.
- Ensure all cleaning activities comply with relevant Australian health and safety regulations.

Method

1. Prepare the cleaning trolley with appropriate colour-coded cloths and cleaning agents.
2. Dust all surfaces using a microfibre cloth to capture dust particles effectively.
3. Sanitise high-touch areas with a disinfectant solution, ensuring contact time as per manufacturer's instructions.
4. Vacuum carpets using a HEPA-filter vacuum cleaner to minimise airborne dust.
5. Mop hard floors with a neutral pH cleaner, using a damp mop technique to avoid excess moisture.
6. Empty rubbish bins, ensuring waste is disposed of according to building waste management protocols.
7. Clean glass surfaces with a glass cleaner and a lint-free cloth for a streak-free finish.

Equipment

- Microfibre cloths (colour-coded)
- Disinfectant solution
- HEPA-filter vacuum cleaner
- Neutral pH floor cleaner
- Glass cleaner
- Lint-free cloths
- Cleaning trolley

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 stains; glass surfaces are crystal clear.
Good	Minor dust on less accessible surfaces; high-touch areas are mostly sanitised; floors have minimal stains; glass surfaces have minor smudges.
Pass	Noticeable dust on surfaces; high-touch areas partially sanitised; floors have visible stains; glass surfaces have visible smudges.
Fail	Significant dust accumulation; high-touch areas not sanitised; floors are dirty with multiple stains; glass surfaces are heavily smudged.