

Corridor

Code: ANCMF-AU-GB-C-07 • Facility: Government Building • Frequency: daily

Scope of Work

- Dusting of all horizontal surfaces including ledges, skirting boards, and light fixtures.
- Vacuuming of carpeted areas and mats.
- Mopping of hard floor surfaces using appropriate cleaning solutions.
- Spot cleaning of walls and doors to remove marks and stains.
- Cleaning and sanitising of high-touch surfaces such as door handles, light switches, and handrails.
- Emptying and sanitising of rubbish bins.
- Inspection and removal of cobwebs from ceilings and corners.
- Ensuring all cleaning activities comply with Australian workplace health and safety requirements.

Method

1. Prepare the cleaning trolley with colour-coded cleaning cloths, mop heads, and appropriate cleaning solutions.
2. Begin by dusting all horizontal surfaces using a damp microfibre cloth to capture dust and prevent dispersal.
3. Vacuum carpeted areas thoroughly, paying special attention to corners and edges.
4. Mop hard floor surfaces using a damp mop and a neutral pH floor cleaner, ensuring no excess water is left on the floor.
5. Spot clean walls and doors with a suitable cleaner to remove any visible marks or stains.
6. Sanitise high-touch surfaces with a disinfectant solution, allowing appropriate contact time for effective germ kill.
7. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
8. Inspect ceilings and corners for cobwebs and remove them using an extendable duster.

Equipment

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| • Colour-coded microfibre cloths | • Neutral pH floor cleaner | • Cleaning trolley |
| • Vacuum cleaner with HEPA filter | • Disinfectant solution | • Rubbish bin liners |
| • Microfibre mop and bucket | • Extendable duster | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust, marks, and stains; floors are spotless and dry; no visible cobwebs; high-touch surfaces are sanitised and free from smudges; rubbish bins are empty and sanitised.
Good	Minor dust on less accessible surfaces; floors are clean with minimal streaks; high-touch surfaces are mostly sanitised; rubbish bins are empty but may have minor residue.
Pass	Noticeable dust on some surfaces; floors are generally clean but may have visible streaks or spots; high-touch surfaces are partially sanitised; rubbish bins are emptied but not sanitised.
Fail	Visible dust accumulation; floors are dirty or wet; high-touch surfaces are not sanitised; rubbish bins are full or unsanitised.