

Ceremonial Area

Code: ANCMF-AU-GB-CA-03 • Facility: Government Building • Frequency: daily

Scope of Work

- Dusting of all surfaces including furniture, fixtures, and decorative items.
- Vacuuming of carpets and rugs.
- Mopping of hard floors using appropriate cleaning solutions.
- Sanitising of high-touch areas such as door handles, light switches, and handrails.
- Cleaning of windows and glass surfaces to remove smudges and fingerprints.
- Emptying and sanitising of rubbish bins.
- Spot cleaning of walls and skirting boards to remove marks and stains.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust and allergens.
2. Vacuum carpets and rugs thoroughly, ensuring all corners and edges are reached.
3. Mop hard floors with a neutral pH cleaner, ensuring no residue is left behind.
4. Sanitise high-touch areas with a disinfectant that meets Australian standards.
5. Clean windows and glass surfaces using a streak-free glass cleaner.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Spot clean walls and skirting boards using a mild detergent and a damp cloth.

Equipment

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

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust, smudges, and fingerprints. Floors are spotless with no visible marks. High-touch areas are sanitised and free from germs. Windows are crystal clear. Rubbish bins are empty and odour-free.
Good	Minor dust on less accessible surfaces. Floors have minimal marks. High-touch areas are mostly sanitised. Windows have minor smudges. Rubbish bins are empty but may have slight odour.
Pass	Noticeable dust on surfaces. Floors have visible marks. High-touch areas are partially sanitised. Windows have visible smudges. Rubbish bins are not emptied regularly.
Fail	Heavy dust accumulation. Floors are dirty with significant marks. High-touch areas are not sanitised. Windows are dirty. Rubbish bins are overflowing and have strong odour.