

Clothing Bank

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

Scope of Work

- Dust all surfaces including shelves, counters, and display areas.
- Vacuum all carpeted areas and spot clean as necessary.
- Mop hard floors with appropriate cleaning solution.
- Sanitise all frequently touched surfaces including door handles, light switches, and taps.
- Empty rubbish bins and replace liners.
- Clean and sanitise changing rooms and fitting areas.
- Ensure all cleaning is conducted using a colour-coded system to prevent cross-contamination.

Method

1. Begin by organising cleaning trolley with all necessary supplies, ensuring colour-coded cloths and mops are used.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Vacuum carpeted areas thoroughly, paying special attention to corners and edges.
4. Mop hard floors using a damp mop and appropriate cleaning solution, ensuring no excess water is left on the floor.
5. Sanitise all high-touch surfaces using a disinfectant spray and cloth, ensuring full coverage.
6. Empty rubbish bins, replace liners, and dispose of waste in designated areas.
7. Inspect changing rooms and fitting areas, cleaning mirrors and sanitising surfaces.

Equipment

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| • Microfibre cloths (colour-coded) | • Mop and bucket (colour-coded) | • Rubbish bin liners |
| • Vacuum cleaner | • Disinfectant spray | • Cleaning trolley |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless with no visible debris; all high-touch surfaces are sanitised and free of smudges; rubbish bins are empty and clean; no unpleasant odours present.
Good	Minor dust on high surfaces; floors are clean with minimal debris; high-touch surfaces are mostly sanitised; rubbish bins are emptied but may have minor residue; faint odours may be present.
Pass	Noticeable dust on surfaces; floors have visible debris; some high-touch surfaces not sanitised; rubbish bins are full or have noticeable residue; odours are noticeable but not overpowering.
Fail	Heavy dust accumulation; floors are dirty with significant debris; high-touch surfaces are unsanitised; rubbish bins are overflowing; strong unpleasant odours present.