

Council Chambers

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

Scope of Work

- Dusting of all surfaces including desks, chairs, and decorative items.
- Vacuuming of all carpeted areas and spot cleaning as necessary.
- Mopping of hard floors using appropriate cleaning solutions.
- Sanitising of all high-touch areas such as door handles, light switches, and handrails.
- Emptying and sanitising of rubbish bins and replacement of liners.
- Cleaning and polishing of glass surfaces including windows and mirrors.
- Wiping down and sanitising of all electronic equipment surfaces.
- Ensuring all cleaning activities comply with Australian workplace health and safety requirements.

Method

1. Begin by organising the cleaning trolley with all necessary supplies and equipment, ensuring colour-coded cloths are used for different areas to prevent cross-contamination.
2. Dust all surfaces using a microfibre cloth, starting from the highest points and working downwards.
3. Vacuum all carpeted areas thoroughly, paying special attention to corners and under furniture.
4. Mop hard floors using a neutral pH floor cleaner, ensuring no excess water is left on the floor.
5. Sanitise high-touch areas using a disinfectant spray and a clean cloth.
6. Empty rubbish bins, replace liners, and sanitise the bin surfaces.
7. Clean glass surfaces with a glass cleaner and a lint-free cloth for a streak-free finish.
8. Wipe down electronic equipment with a damp cloth and a suitable electronic-safe cleaner.

Equipment

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|------------------------------------|----------------------------|--------------------|
| • Microfibre cloths (colour-coded) | • Neutral pH floor cleaner | • Lint-free cloths |
| • Vacuum cleaner with HEPA filter | • Disinfectant spray | • Cleaning trolley |
| • Mop and bucket with wringer | • Glass cleaner | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless with no streaks; high-touch areas are sanitised and free of smudges; bins are empty and odour-free; glass surfaces are crystal clear with no streaks.
Good	Minor dust on less accessible surfaces; floors are clean with minimal streaks; high-touch areas are mostly sanitised; bins are empty but may have slight odour; glass surfaces have minor streaks.
Pass	Noticeable dust on surfaces; floors have visible streaks; high-touch areas are partially sanitised; bins are not emptied regularly; glass surfaces have visible streaks.
Fail	Heavy dust accumulation; floors are dirty; high-touch areas are not sanitised; bins are overflowing; glass surfaces are dirty and streaked.