

Courier Collection

Code: ANCMF-AU-GB-CC-05 • Facility: Government Building • Frequency: daily

Scope of Work

- Dust all surfaces, including shelves, counters, and equipment.
- Sanitise high-touch areas such as door handles, light switches, and counters.
- Vacuum all carpeted areas and mats.
- Mop hard floors using appropriate cleaning solutions.
- Empty rubbish bins and replace liners.
- Clean and polish glass surfaces, including windows and doors.
- Ensure all cleaning activities comply with Australian workplace health and safety requirements.

Method

1. Prepare the cleaning trolley with all necessary supplies, ensuring colour-coded cloths are used for different areas to prevent cross-contamination.
2. Begin by dusting all surfaces from top to bottom to capture all dust particles.
3. Sanitise high-touch areas using a disinfectant solution, ensuring adequate contact time as per product instructions.
4. Vacuum carpeted areas thoroughly, paying attention to corners and edges.
5. Mop hard floors with a neutral pH cleaner, ensuring no residue is left behind.
6. Empty rubbish bins, replace liners, and dispose of waste according to local regulations.
7. Clean glass surfaces with a streak-free glass cleaner, ensuring no smudges remain.

Equipment

- Colour-coded microfibre cloths
- Vacuum cleaner with HEPA filter
- Mop and bucket with wringer
- Neutral pH floor cleaner
- Disinfectant solution
- Glass cleaner
- Rubbish bin liners

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 streaks; bins are empty and clean; glass surfaces are crystal clear.
Good	Minor dust on high surfaces; high-touch areas are mostly sanitised; floors have minimal streaks; bins are emptied but may have minor residue; glass surfaces have minor smudges.
Pass	Noticeable dust on surfaces; high-touch areas partially sanitised; floors have visible streaks; bins are emptied but dirty; glass surfaces have visible smudges.
Fail	Significant dust accumulation; high-touch areas not sanitised; floors are dirty with streaks; bins are full or overflowing; glass surfaces are dirty.