

Crime Lab

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

Scope of Work

- Dusting of all surfaces including benches, shelves, and equipment.
- Sanitising of workstations, benches, and high-touch areas.
- Vacuuming of carpeted areas and mopping of hard floors.
- Cleaning and sanitising of sinks and taps.
- Emptying and sanitising of rubbish bins.
- Cleaning of glass surfaces and windows.
- Restocking of cleaning supplies and consumables.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Dust surfaces using microfibre cloths to capture particles effectively.
3. Sanitise workstations and high-touch areas with approved disinfectants.
4. Vacuum carpets using HEPA-filtered vacuum cleaners to minimise airborne particles.
5. Mop hard floors with a neutral pH cleaner to avoid damage to surfaces.
6. Clean sinks and taps with non-abrasive cleaners to maintain shine and hygiene.
7. Empty rubbish bins and replace liners, ensuring bins are sanitised.
8. Clean glass surfaces with streak-free glass cleaner.
9. Check and restock cleaning supplies, ensuring all materials are stored safely.

Equipment

- Microfibre cloths
- Colour-coded cleaning cloths and mops
- HEPA-filtered vacuum cleaner
- Neutral pH floor cleaner
- Approved disinfectants
- Non-abrasive sink and tap cleaner
- Streak-free glass cleaner
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust and marks. No odours present. Floors are spotless and free from debris. High-touch areas are sanitised and free from smudges. Glass surfaces are streak-free. Rubbish bins are empty and sanitised.
Good	Surfaces are mostly clean with minimal dust. Floors are clean with minor debris. High-touch areas are mostly sanitised. Glass surfaces have minor streaks. Rubbish bins are empty but not sanitised.
Pass	Surfaces have visible dust and marks. Floors have noticeable debris. High-touch areas are not fully sanitised. Glass surfaces have visible streaks. Rubbish bins are not empty.
Fail	Surfaces are heavily soiled. Floors are dirty with significant debris. High-touch areas are unsanitised. Glass surfaces are heavily streaked. Rubbish bins are overflowing.