

Consultation Room

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

Scope of Work

- Dust all surfaces including desks, chairs, and shelves.
- Sanitise high-touch areas such as door handles, light switches, and telephones.
- Vacuum carpeted areas and spot clean as necessary.
- Mop hard floors using a colour-coded system to prevent cross-contamination.
- Empty rubbish bins and replace liners.
- Clean and sanitise any sinks and taps.
- Ensure all cleaning activities comply with Australian workplace health and safety requirements.

Method

1. Prepare the cleaning trolley with appropriate supplies and equipment, ensuring all items are in good condition.
2. Begin by dusting all surfaces, working from high to low to prevent recontamination.
3. Sanitise high-touch areas using a disinfectant approved by Australian health standards.
4. Vacuum carpeted areas thoroughly, paying special attention to corners and edges.
5. Mop hard floors with a neutral detergent, using a colour-coded mop head.
6. Empty rubbish bins, replace liners, and ensure bins are clean and odour-free.
7. Clean sinks and taps with a non-abrasive cleaner, ensuring all surfaces are dry and streak-free.
8. Conduct a final inspection to ensure all tasks are completed to the required standard.

Equipment

- Colour-coded cleaning cloths and mop heads
- Neutral detergent and disinfectant
- Rubbish bin liners
- Cleaning trolley
- Non-abrasive cleaner for sinks and taps
- Vacuum cleaner with HEPA filter

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; high-touch areas are sanitised and dry; floors are spotless and streak-free; bins are empty and odour-free; no visible dirt or debris.
Good	Minor dust or marks on less than 5% of surfaces; high-touch areas sanitised; floors mostly clean with minor streaks; bins empty with no odour.
Pass	Noticeable dust or marks on 10% of surfaces; high-touch areas mostly sanitised; floors have visible streaks; bins emptied but slight odour present.
Fail	Dust or marks on more than 10% of surfaces; high-touch areas not sanitised; floors dirty or streaked; bins not emptied or have strong odour.