

Cleaning Store

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

Scope of Work

- Dust all surfaces including shelves, ledges, and equipment.
- Sanitise all high-touch surfaces such as door handles and light switches.
- Vacuum and mop floors to remove dirt and debris.
- Organise cleaning supplies and ensure proper storage according to colour-coded systems.
- Empty rubbish bins and replace liners.
- Check for and report any pest activity.
- Ensure all cleaning chemicals are stored safely and labelled correctly.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust particles.
2. Sanitise high-touch areas with an approved disinfectant, ensuring contact time as per manufacturer's instructions.
3. Vacuum the floor using a HEPA-filter vacuum cleaner to minimise airborne dust.
4. Mop the floor with a neutral pH cleaner, ensuring no residue is left behind.
5. Organise cleaning supplies on shelves, ensuring items are stored according to colour-coded systems to prevent cross-contamination.
6. Empty rubbish bins, replace liners, and dispose of waste in accordance with local regulations.
7. Inspect the area for signs of pests and report any findings to the appropriate personnel.
8. Check that all cleaning chemicals are correctly labelled and stored in compliance with safety data sheets (SDS).

Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Mop and bucket
- Approved disinfectants
- Rubbish bin liners
- Colour-coded storage containers
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and marks; floors are spotless with no residue; supplies are perfectly organised and labelled; no odours present; rubbish bins are empty and clean.
Good	Minor dust on high surfaces; floors are clean with minimal residue; supplies are mostly organised; faint odours may be present; rubbish bins are emptied but may have minor marks.
Pass	Visible dust on surfaces; floors have some residue; supplies are disorganised; noticeable odours; rubbish bins are not emptied regularly.
Fail	Heavy dust accumulation; floors are dirty with visible residue; supplies are in disarray; strong odours present; rubbish bins are overflowing.