

Cleaning Store

Code: ANCMF-AU-GB-CS-06 • Facility: Government Building • Frequency: daily

Scope of Work

- Dusting all surfaces including shelves, storage units, and equipment.
- Sanitising all high-touch surfaces such as door handles and light switches.
- Vacuuming and mopping the floors to remove dirt and debris.
- Organising and maintaining a colour-coded cleaning system for equipment and supplies.
- Emptying and sanitising rubbish bins.
- Checking and restocking cleaning supplies as needed.

Method

1. Begin by removing all items from shelves and surfaces to ensure thorough dusting.
2. Use a damp microfibre cloth to dust all surfaces, starting from the top and working downwards.
3. Sanitise high-touch surfaces using an approved disinfectant, ensuring contact time as per manufacturer's instructions.
4. Vacuum the floor using a HEPA-filter vacuum cleaner to capture fine dust particles.
5. Mop the floor with a neutral pH cleaner, ensuring no residue is left behind.
6. Organise cleaning supplies according to the colour-coded system, ensuring all items are clearly labelled and stored safely.
7. Empty rubbish bins, replace liners, and sanitise the bins before replacing them.
8. Check inventory levels and restock supplies, ensuring all items are within their use-by dates.

Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Mop and bucket with neutral pH cleaner
- Approved disinfectant
- Colour-coded cleaning supplies
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; high-touch areas are sanitised with no visible residue; floors are spotless with no streaks; supplies are fully stocked and organised according to the colour-coded system; rubbish bins are clean and odour-free.
Good	Minor dust on less accessible surfaces; high-touch areas are sanitised with minimal residue; floors are clean with minor streaks; supplies are mostly stocked and organised; rubbish bins are clean with slight odour.
Pass	Noticeable dust on surfaces; high-touch areas are sanitised but with visible residue; floors have visible dirt or streaks; supplies are partially stocked and disorganised; rubbish bins are not fully clean and have noticeable odour.
Fail	Heavy dust accumulation; high-touch areas are not sanitised; floors are dirty with significant streaks; supplies are insufficient and disorganised; rubbish bins are dirty and have strong odour.