

Dispatch Area

Code: ANCMF-AU-GB-DA-02 • Facility: Government Building • Frequency: daily

Scope of Work

- Dust all surfaces, including desks, shelves, and equipment.
- Sanitise high-touch areas such as door handles, light switches, and telephones.
- Vacuum all carpeted areas and mats.
- Mop hard floors with appropriate cleaning solution.
- Empty and clean rubbish bins, replacing liners as needed.
- Clean glass surfaces, including windows and partitions.
- Ensure all cleaning supplies are stored safely and securely.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust particles effectively.
2. Sanitise high-touch areas using a disinfectant spray and a clean cloth, ensuring all surfaces are visibly wet for the contact time specified by the product.
3. Vacuum carpets and mats using a vacuum cleaner with a HEPA filter to minimise airborne dust.
4. Mop hard floors with a neutral pH floor cleaner, using a colour-coded mop to prevent cross-contamination.
5. Empty rubbish bins, clean them with a disinfectant wipe, and replace liners.
6. Clean glass surfaces with a glass cleaner and a lint-free cloth to avoid streaks.
7. Inspect the area to ensure all tasks are completed to the required standard.

Equipment

- Microfibre cloths
- Disinfectant spray
- Vacuum cleaner with HEPA filter
- Colour-coded mop and bucket
- Neutral pH floor cleaner
- Glass cleaner
- Lint-free cloths
- 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 and dry; rubbish bins are clean and odour-free; glass surfaces are streak-free.
Good	Minor dust on less accessible surfaces; high-touch areas are mostly sanitised; floors have minimal marks; rubbish bins are clean but may have slight odour; glass surfaces have minor streaks.
Pass	Noticeable dust on surfaces; some high-touch areas missed; floors have visible marks; rubbish bins are not entirely clean; glass surfaces have visible streaks.
Fail	Significant dust accumulation; high-touch areas not sanitised; floors are dirty; rubbish bins are overflowing or have strong odour; glass surfaces are dirty.