

Document Destruction

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

Scope of Work

- Dusting all surfaces, including shelves, desks, and equipment.
- Vacuuming all carpeted areas and mats.
- Mopping hard floors with appropriate cleaning solutions.
- Sanitising all high-touch surfaces, including door handles, light switches, and equipment controls.
- Emptying and sanitising rubbish bins.
- Cleaning and sanitising shredders and other document destruction equipment.
- Ensuring all cleaning activities comply with Australian workplace health and safety requirements.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust and prevent dispersion.
2. Vacuum all carpeted areas using a HEPA-filter vacuum cleaner to ensure air quality is maintained.
3. Mop hard floors with a neutral pH cleaner to prevent damage to surfaces.
4. Sanitise high-touch surfaces using a disinfectant that meets Australian standards for effectiveness against bacteria and viruses.
5. Empty rubbish bins, replace liners, and sanitise the bins using a suitable disinfectant.
6. Wipe down and sanitise shredders and other equipment, ensuring no paper debris is left.
7. Conduct a final inspection to ensure all tasks are completed to the required standard.

Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Mop and bucket with neutral pH cleaner
- Disinfectant spray and wipes
- Rubbish bin liners
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust. Floors are spotless with no streaks. High-touch surfaces are sanitised and free of smudges. Rubbish bins are empty, sanitised, and odour-free. Equipment is clean with no paper debris.
Good	Minor dust on surfaces. Floors are clean with minimal streaks. High-touch surfaces are mostly sanitised. Rubbish bins are empty and sanitised with slight odour. Equipment is mostly clean with minimal debris.
Pass	Noticeable dust on some surfaces. Floors have visible streaks. High-touch surfaces are partially sanitised. Rubbish bins are emptied but not sanitised. Equipment has some debris.
Fail	Surfaces are dusty. Floors are dirty with visible marks. High-touch surfaces are not sanitised. Rubbish bins are full or not sanitised. Equipment is dirty with significant debris.