

## Dining Room

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

### Scope of Work

- Dust all surfaces including tables, chairs, and window sills.
- Sanitise tables, chairs, and high-touch areas such as door handles and light switches.
- Vacuum carpeted areas and mop hard floors.
- Empty rubbish bins and replace liners.
- Clean and polish glass surfaces and mirrors.
- Ensure all cleaning is conducted using colour-coded cleaning systems to prevent cross-contamination.
- Maintain cleanliness of air vents and ensure no visible dust accumulation.

### Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust effectively.
2. Sanitise tables and chairs using a disinfectant solution compliant with Australian standards.
3. Vacuum carpeted areas using a HEPA-filter vacuum cleaner to ensure dust and allergens are effectively removed.
4. Mop hard floors with a neutral pH floor cleaner to prevent damage to surfaces.
5. Empty rubbish bins, replace liners, and ensure bins are sanitised.
6. Clean glass surfaces with a streak-free glass cleaner.
7. Inspect air vents and clean using a vacuum with a brush attachment if dust is visible.

### Equipment

- Microfibre cloths
- Colour-coded cleaning cloths and mops
- HEPA-filter vacuum cleaner
- Neutral pH floor cleaner
- Disinfectant solution
- Streak-free glass cleaner
- Rubbish bin liners

### Quality Criteria

| Performance Level | Criteria                                                                                                                                                                                |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Excellent</b>  | All surfaces are spotless with no visible dust or marks. Floors are free of debris and stains. No odours present. Rubbish bins are empty and sanitised. Glass surfaces are streak-free. |
| <b>Good</b>       | Minor dust on surfaces but no visible marks. Floors are mostly clean with minor debris. No strong odours. Rubbish bins are empty but not sanitised. Glass surfaces have minor streaks.  |
| <b>Pass</b>       | Noticeable dust and some marks on surfaces. Floors have visible debris. Mild odours present. Rubbish bins are not emptied. Glass surfaces have visible streaks.                         |
| <b>Fail</b>       | Heavy dust and marks on surfaces. Floors are dirty with significant debris. Strong odours present. Rubbish bins are overflowing. Glass surfaces are dirty with streaks.                 |