

Disaster Relief

Code: ANCMF-AU-GB-DR-05 • Facility: Government Building • Frequency: daily

Scope of Work

- Sanitising all high-touch surfaces including door handles, light switches, and taps.
- Dusting and wiping all horizontal surfaces including desks, tables, and shelves.
- Vacuuming all carpeted areas and mopping hard floors.
- Emptying and sanitising rubbish bins.
- Cleaning and sanitising toilets and washbasins.
- Ensuring all cleaning activities comply with Australian workplace health and safety requirements.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Start with dusting and wiping surfaces from top to bottom.
3. Vacuum carpeted areas using a HEPA-filter vacuum cleaner.
4. Mop hard floors with a disinfectant solution.
5. Sanitise high-touch surfaces with an approved disinfectant.
6. Clean toilets and washbasins with a dedicated set of cleaning tools.
7. Dispose of rubbish in designated bins and replace liners.

Equipment

- Colour-coded microfibre cloths
- HEPA-filter vacuum cleaner
- Mop and bucket with disinfectant solution
- Sanitising sprays and wipes
- Rubbish bin liners
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust, dirt, and smudges. No unpleasant odours. High-touch surfaces are sanitised and dry. Floors are spotless and dry. Toilets are clean and sanitised with no stains or odours.
Good	Surfaces are mostly clean with minimal dust or smudges. No strong odours. High-touch surfaces are sanitised. Floors have minor spots but are generally clean. Toilets are clean with minor water spots.
Pass	Surfaces have some dust or smudges. Mild odours may be present. High-touch surfaces are mostly sanitised. Floors have visible spots. Toilets are generally clean but may have some stains.
Fail	Surfaces are visibly dirty with dust and smudges. Unpleasant odours present. High-touch surfaces are not sanitised. Floors are dirty with visible debris. Toilets are stained and have unpleasant odours.