

Exhibition Area

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

Scope of Work

- Dust all surfaces, including displays, furniture, and fixtures.
- Vacuum all carpeted areas and spot clean stains as necessary.
- Mop hard floors with appropriate cleaning solution.
- Wipe and sanitise all high-touch surfaces, including door handles, light switches, and railings.
- Empty rubbish bins and replace liners.
- Clean and polish glass surfaces and mirrors.
- Ensure all cleaning activities comply with Australian workplace health and safety requirements.

Method

1. Prepare the area by removing any obstacles and ensuring safety signs are in place.
2. Use a colour-coded cleaning system to prevent cross-contamination.
3. Dust surfaces using microfibre cloths to trap dust and allergens.
4. Vacuum carpets using a HEPA-filter vacuum cleaner to maintain air quality.
5. Mop hard floors with a neutral pH cleaner to prevent damage to surfaces.
6. Sanitise high-touch areas with an approved disinfectant.
7. Dispose of rubbish in designated bins and replace liners.
8. Inspect the area for any missed spots and rectify as needed.

Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Colour-coded mops and buckets
- Neutral pH floor cleaner
- Approved disinfectant
- Rubbish bin liners
- Safety signs

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless and free of dust. Floors are immaculate with no visible stains. High-touch areas are thoroughly sanitised. Rubbish bins are empty and clean. Glass surfaces are streak-free.
Good	Minor dust on less accessible surfaces. Floors are clean with minimal stains. High-touch areas are mostly sanitised. Rubbish bins are emptied but may have minor residue. Glass surfaces have minimal streaks.
Pass	Noticeable dust on surfaces. Floors have visible stains. High-touch areas are inconsistently sanitised. Rubbish bins are not emptied regularly. Glass surfaces have visible streaks.
Fail	Significant dust accumulation. Floors are dirty with multiple stains. High-touch areas are not sanitised. Rubbish bins are overflowing. Glass surfaces are heavily streaked.