

Emergency Broadcast

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

Scope of Work

- Dust all surfaces including desks, equipment, and shelving.
- Sanitise all high-touch areas such as door handles, light switches, and communication equipment.
- Vacuum all carpeted areas and spot clean as necessary.
- Mop hard floors with appropriate cleaning solution.
- Empty and sanitise rubbish bins, replacing liners as needed.
- Clean and polish glass surfaces and screens.
- Ensure all cleaning activities comply with Australian workplace health and safety requirements.

Method

1. Begin by organising the cleaning trolley with all necessary supplies and equipment, ensuring colour-coded cloths and mops are used to prevent cross-contamination.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Sanitise high-touch areas with a disinfectant solution, allowing appropriate contact time for effective germ kill.
4. Vacuum carpeted areas using a HEPA-filter vacuum cleaner to minimise dust and allergens.
5. Mop hard floors using a neutral pH floor cleaner, ensuring no residue is left behind.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Clean glass surfaces with a glass cleaner, ensuring no streaks or smudges remain.

Equipment

- Microfibre cloths (colour-coded)
- Disinfectant solution
- HEPA-filter vacuum cleaner
- Neutral pH floor cleaner
- Glass cleaner
- Cleaning trolley
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and smudges; high-touch areas are sanitised with no visible residue; floors are spotless with no debris; rubbish bins are empty and odour-free; glass surfaces are crystal clear.
Good	Minor dust on less accessible surfaces; high-touch areas are mostly sanitised; floors have minimal debris; rubbish bins are empty but may have slight odour; glass surfaces have minor streaks.
Pass	Noticeable dust on surfaces; high-touch areas are inconsistently sanitised; floors have visible debris; rubbish bins are not emptied regularly; glass surfaces have visible streaks.
Fail	Significant dust accumulation; high-touch areas are not sanitised; floors are dirty with debris; rubbish bins are overflowing; glass surfaces are dirty and obstruct visibility.