

Evacuation Point

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

Scope of Work

- Dust and wipe all surfaces, including benches and seating areas.
- Sanitise all high-touch areas such as handrails, door handles, and light switches.
- Empty and clean rubbish bins, replacing liners as needed.
- Vacuum and mop all flooring, ensuring no debris or spills are present.
- Ensure all signage is clean and visible.
- Check and clean any emergency equipment storage areas.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust particles effectively.
2. Sanitise high-touch areas using a disinfectant solution compliant with Australian health standards.
3. Empty rubbish bins, ensuring waste is disposed of according to local regulations, and replace liners.
4. Vacuum the floor using a HEPA-filter vacuum cleaner to ensure air quality is maintained.
5. Mop the floor with a neutral pH cleaner to prevent damage to flooring materials.
6. Inspect and clean signage and emergency equipment storage areas, ensuring they are free of dust and dirt.

Equipment

- Microfibre cloths
- Disinfectant solution
- HEPA-filter vacuum cleaner
- Neutral pH floor cleaner
- Mop and bucket
- Colour-coded cleaning cloths and mops

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean with no dust or marks. High-touch areas are sanitised and free of smudges. Rubbish bins are empty with new liners. Floors are spotless with no debris or stains. Signage is clean and legible. Emergency equipment areas are immaculate.
Good	Surfaces are mostly clean with minimal dust. High-touch areas are sanitised but may have minor smudges. Rubbish bins are empty with new liners. Floors have minor debris but no stains. Signage is mostly clean and legible. Emergency equipment areas are clean with minor dust.
Pass	Surfaces have some dust. High-touch areas are sanitised but have visible smudges. Rubbish bins are not overflowing but liners may not be replaced. Floors have visible debris and minor stains. Signage is legible but not clean. Emergency equipment areas have visible dust.
Fail	Surfaces are dusty and marked. High-touch areas are not sanitised. Rubbish bins are overflowing. Floors have significant debris and stains. Signage is dirty and illegible. Emergency equipment areas are dusty and cluttered.