

Evidence Room

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

Scope of Work

- Dust all surfaces, including shelves, cabinets, and evidence storage areas.
- Sanitise high-touch areas such as door handles, light switches, and work surfaces.
- Vacuum all carpeted areas using a HEPA-filter vacuum cleaner.
- Mop hard floors with a neutral detergent and disinfectant solution.
- Empty rubbish bins and replace liners, ensuring proper disposal of waste.
- Inspect and clean air vents and filters to maintain air quality.
- Ensure all cleaning activities comply with Australian workplace health and safety requirements.

Method

1. Begin by organising the cleaning trolley with all necessary supplies, 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 an approved disinfectant, allowing appropriate contact time for effectiveness.
4. Vacuum carpeted areas thoroughly, paying special attention to corners and edges.
5. Mop hard floors using a two-bucket system to ensure clean and dirty water are kept separate.
6. Empty rubbish bins, replace liners, and dispose of waste according to facility protocols.
7. Inspect air vents and filters, cleaning as necessary to ensure optimal air quality.

Equipment

- Microfibre cloths (colour-coded)
- HEPA-filter vacuum cleaner
- Mop and bucket (colour-coded)
- Neutral detergent and disinfectant solution
- Rubbish bin liners
- Cleaning trolley
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust. High-touch areas are sanitised with no visible residue. Floors are spotless with no marks or streaks. Air quality is fresh with no odours. Rubbish bins are empty and clean.
Good	Surfaces are mostly clean with minimal dust. High-touch areas are sanitised with slight residue. Floors have minor marks but are generally clean. Air quality is acceptable with minor odours. Rubbish bins are empty but may have slight residue.
Pass	Surfaces have some dust accumulation. High-touch areas are sanitised but with visible residue. Floors have noticeable marks. Air quality is tolerable but with noticeable odours. Rubbish bins are emptied but not cleaned.
Fail	Surfaces are dusty and unclean. High-touch areas are not sanitised. Floors are dirty with significant marks. Air quality is poor with strong odours. Rubbish bins are full or unclean.