

Event Space

Code: ANCMF-AU-GB-ES-03 • Facility: Government Building • Frequency: daily

Scope of Work

- Dust all surfaces including tables, chairs, and fixtures.
- Vacuum all carpeted areas and spot clean as necessary.
- Mop hard floors with appropriate cleaning solution.
- Sanitise all high-touch surfaces including door handles, light switches, and lift buttons.
- Empty and clean rubbish bins, replacing liners as needed.
- Clean and sanitise toilets and replenish supplies.
- Check and clean windows and glass surfaces for smudges and fingerprints.
- Ensure all cleaning is conducted in accordance with Australian workplace health and safety requirements.

Method

1. Begin by organising the cleaning trolley with all necessary supplies and equipment, ensuring colour-coded cleaning cloths are used for different areas to prevent cross-contamination.
2. Dust all surfaces using a microfibre cloth, starting from the highest points and working downwards.
3. Vacuum carpeted areas using a HEPA-filter vacuum cleaner to minimise dust and allergens.
4. Mop hard floors using a neutral pH floor cleaner, ensuring no residue is left behind.
5. Sanitise high-touch surfaces with a disinfectant spray, allowing appropriate contact time for effective germ kill.
6. Empty rubbish bins, clean them with a disinfectant, and replace liners.
7. Clean toilets using a toilet-specific cleaner, ensuring all surfaces are sanitised and supplies are replenished.
8. Clean windows and glass surfaces with a glass cleaner, ensuring no streaks are left.
9. Conduct a final inspection to ensure all areas meet the quality criteria.

Equipment

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| • Microfibre cloths (colour-coded) | • Neutral pH floor cleaner | • Toilet cleaner |
| • HEPA-filter vacuum cleaner | • Disinfectant spray | • Cleaning trolley |
| • Mop and bucket with wringer | • Glass cleaner | • Rubbish bin liners |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and smudges; floors are spotless with no residue; high-touch surfaces are sanitised and free of fingerprints; rubbish bins are clean and odour-free; toilets are spotless and fully stocked; windows are streak-free.
Good	Minor dust on high surfaces; floors are clean with minimal residue; high-touch surfaces are mostly sanitised; rubbish bins are clean but may have slight odour; toilets are clean and mostly stocked; windows have minor streaks.
Pass	Noticeable dust on surfaces; floors have visible residue; high-touch surfaces are partially sanitised; rubbish bins have noticeable odour; toilets are clean but supplies are low; windows have visible streaks.
Fail	Heavy dust accumulation; floors are dirty with significant residue; high-touch surfaces are unsanitised; rubbish bins are dirty and odorous; toilets are dirty and out of supplies; windows are dirty with heavy streaks.