

Emergency Vehicle Bay

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

Scope of Work

- Dust all surfaces including ledges, equipment, and fixtures.
- Sweep and mop floors using appropriate cleaning solutions.
- Sanitise all high-touch surfaces such as door handles, switches, and control panels.
- Empty and clean rubbish bins, replacing liners as needed.
- Clean and polish windows and glass surfaces.
- Remove any visible stains or marks from walls and floors.
- Ensure all cleaning activities comply with Australian workplace health and safety requirements.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cleaning systems are used to prevent cross-contamination.
2. Dust all surfaces using microfibre cloths, starting from the highest points and working downwards.
3. Sweep the entire floor area, paying special attention to corners and under equipment.
4. Mop the floor using a neutral detergent, ensuring the mop is rinsed frequently to maintain cleanliness.
5. Sanitise high-touch surfaces with a disinfectant solution, allowing adequate contact time as per manufacturer's instructions.
6. Empty rubbish bins, replace liners, and clean the bin exterior with a sanitising wipe.
7. Clean windows and glass surfaces with a glass cleaner, ensuring no streaks are left.
8. Inspect the area for any remaining marks or stains and remove them using appropriate cleaning agents.

Equipment

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|---------------------------------|-------------------------|---------------------------------------|
| • Microfibre cloths | • Disinfectant solution | • Cleaning trolley |
| • Colour-coded mops and buckets | • Glass cleaner | • Personal protective equipment (PPE) |
| • Neutral detergent | • Rubbish bin liners | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless with no residue; high-touch surfaces are sanitised and free of smudges; windows are crystal clear with no streaks; rubbish bins are clean and odour-free.
Good	Minor dust on high surfaces; floors are clean with minimal residue; high-touch surfaces are mostly sanitised; windows have minor streaks; rubbish bins are clean with slight odour.
Pass	Visible dust on multiple surfaces; floors have some residue; high-touch surfaces are partially sanitised; windows have noticeable streaks; rubbish bins have moderate odour.
Fail	Heavy dust accumulation; floors are dirty with significant residue; high-touch surfaces are unsanitised; windows are dirty with heavy streaks; rubbish bins are overflowing or have strong odour.