

Fire Control Room

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

Scope of Work

- Dust all surfaces including control panels, desks, and equipment.
- Sanitise high-touch areas such as door handles, light switches, and communication devices.
- Vacuum all carpeted areas and spot clean stains.
- Mop hard floors using a damp mop and appropriate cleaning solution.
- Empty rubbish bins and replace liners.
- Clean and polish glass surfaces and windows.
- Ensure all cleaning activities comply with relevant Australian workplace health and safety requirements.

Method

1. Prepare the cleaning trolley with colour-coded cleaning cloths and solutions.
2. Dust all surfaces using a microfibre cloth to prevent static build-up on electronic equipment.
3. Sanitise high-touch areas with a disinfectant solution, ensuring contact time as per manufacturer's instructions.
4. Vacuum carpets using a HEPA-filter vacuum cleaner to minimise dust and allergens.
5. Mop floors with a neutral pH cleaner to avoid damage to floor surfaces.
6. Empty rubbish bins, ensuring waste is disposed of according to facility protocols.
7. Clean glass surfaces with a streak-free glass cleaner.

Equipment

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|------------------------------------|----------------------------|--------------------|
| • Microfibre cloths (colour-coded) | • Disinfectant solution | • Cleaning trolley |
| • HEPA-filter vacuum cleaner | • Neutral pH floor cleaner | |
| • Damp mop and bucket | • Glass cleaner | |

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 and free of debris; rubbish bins are empty and clean; glass surfaces are streak-free.
Good	Minor dust on non-essential surfaces; high-touch areas are mostly sanitised; floors have minimal debris; rubbish bins are empty but may have minor marks; 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; glass surfaces have visible streaks.
Fail	Heavy dust accumulation; high-touch areas are not sanitised; floors are dirty with significant debris; rubbish bins are overflowing; glass surfaces are dirty and streaked.