

## Fire Inspection

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

### Scope of Work

- Dust all surfaces including shelves, ledges, and equipment.
- Sanitise high-touch areas such as door handles, light switches, and control panels.
- Vacuum all carpeted areas and mats.
- Mop hard floors using a colour-coded system to prevent cross-contamination.
- Empty rubbish bins and replace liners.
- Wipe down walls and remove any visible marks or stains.
- Clean and polish glass surfaces and mirrors.
- Ensure all cleaning activities comply with fire safety regulations and do not obstruct fire equipment.

### Method

1. Prepare the cleaning trolley with appropriate supplies and equipment, ensuring all items are in good condition and colour-coded as per Australian standards.
2. Begin by dusting all surfaces from top to bottom to prevent re-contamination.
3. Sanitise high-touch areas using a disinfectant approved by Australian health standards.
4. Vacuum carpets and mats thoroughly, paying special attention to corners and edges.
5. Mop hard floors with a neutral pH cleaner, ensuring no residue is left behind.
6. Empty rubbish bins, replace liners, and ensure bins are clean and odour-free.
7. Wipe down walls and remove any marks using a suitable cleaning solution.
8. Clean glass surfaces with a streak-free glass cleaner.
9. Conduct a final inspection to ensure all areas meet the quality criteria.

### Equipment

- Colour-coded cleaning cloths and mops
- Disinfectant spray
- Rubbish bin liners
- Vacuum cleaner with HEPA filter
- Glass cleaner
- Cleaning trolley
- Neutral pH floor cleaner
- Dusting tools

### Quality Criteria

Performance Level	Criteria
<b>Excellent</b>	All surfaces are free of dust and marks; high-touch areas are sanitised and shine; floors are spotless with no residue; bins are empty and odour-free; glass surfaces are streak-free.
<b>Good</b>	Minor dust on high surfaces; high-touch areas are mostly sanitised; floors are clean with minimal residue; bins are empty but may have slight odour; glass surfaces have minor streaks.
<b>Pass</b>	Noticeable dust on surfaces; high-touch areas are partially sanitised; floors have visible residue; bins are not emptied; glass surfaces have visible streaks.
<b>Fail</b>	Heavy dust accumulation; high-touch areas are not sanitised; floors are dirty with significant residue; bins are full and odorous; glass surfaces are dirty.