

Fingerprint Lab

Code: ANCMF-AU-GB-FL-02 • Facility: Government Building • Frequency: daily

Scope of Work

- Dusting of all surfaces including workbenches, shelves, and equipment.
- Sanitising of high-touch areas such as door handles, light switches, and taps.
- Vacuuming of carpeted areas and mats.
- Mopping of hard floors using appropriate cleaning solutions.
- Emptying and sanitising rubbish bins.
- Cleaning and sanitising sinks and taps.
- Wiping down of glass surfaces and partitions.
- Ensuring all cleaning activities comply with relevant Australian health and safety standards.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust and prevent airborne particles.
2. Sanitise high-touch areas with a disinfectant solution, ensuring contact time as per manufacturer's instructions.
3. Vacuum carpeted areas using a HEPA-filter vacuum to minimise dust and allergens.
4. Mop hard floors with a neutral pH cleaner, ensuring no residue is left behind.
5. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
6. Clean sinks and taps with a non-abrasive cleaner, ensuring all soap scum and stains are removed.
7. Wipe glass surfaces with a streak-free glass cleaner.
8. Inspect all areas to ensure compliance with cleaning standards and rectify any deficiencies.

Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Mop and bucket with wringer
- Neutral pH floor cleaner
- Disinfectant solution
- Glass cleaner
- Colour-coded cleaning cloths and mops
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust, debris, and stains. High-touch areas are sanitised with no visible residue. Floors are spotless with no streaks or marks. Rubbish bins are empty, clean, and odour-free.
Good	Surfaces are mostly clean with minimal dust or debris. High-touch areas are sanitised with slight residue. Floors have minor streaks or marks. Rubbish bins are empty and mostly clean.
Pass	Surfaces have some dust or debris. High-touch areas are sanitised but may have visible residue. Floors have noticeable streaks or marks. Rubbish bins are emptied but may have some odour.
Fail	Surfaces are visibly dusty or dirty. High-touch areas are not sanitised. Floors have significant streaks, marks, or debris. Rubbish bins are not emptied or cleaned, with noticeable odour.