

Fleet Maintenance

Code: ANCMF-AU-GB-FM-01 • 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 and mopping of all floor surfaces to remove dirt and debris.
- Cleaning of windows and glass surfaces to remove smudges and fingerprints.
- Emptying and sanitising of rubbish bins.
- Spot cleaning of walls and doors to remove marks and stains.
- Ensuring all cleaning activities comply with Australian workplace health and safety requirements.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust particles effectively.
2. Sanitise high-touch areas using a disinfectant spray and a clean cloth, ensuring all surfaces are thoroughly wiped.
3. Vacuum all floor areas using a commercial-grade vacuum cleaner, paying attention to corners and under equipment.
4. Mop floors with a neutral pH cleaner, ensuring no residue is left behind.
5. Clean windows and glass surfaces using a glass cleaner and a squeegee for a streak-free finish.
6. Empty rubbish bins, replace liners, and sanitise the bin interiors and exteriors.
7. Spot clean walls and doors using a mild detergent solution and a soft cloth.

Equipment

- Microfibre cloths
- Commercial-grade vacuum cleaner
- Mop and bucket with neutral pH cleaner
- Glass cleaner and squeegee
- Disinfectant spray
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and dirt; high-touch areas are sanitised with no visible residue; floors are spotless with no marks; windows and glass are streak-free; rubbish bins are clean and odour-free.
Good	Minor dust on surfaces; high-touch areas mostly sanitised; floors have minimal marks; windows and glass have minor streaks; rubbish bins are clean with slight odour.
Pass	Noticeable dust on surfaces; high-touch areas partially sanitised; floors have visible marks; windows and glass have noticeable streaks; rubbish bins have moderate odour.
Fail	Heavy dust accumulation; high-touch areas not sanitised; floors are dirty with significant marks; windows and glass are heavily streaked; rubbish bins are dirty with strong odour.