

File Storage

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

Scope of Work

- Dust all surfaces including shelves, cabinets, and files using a microfibre cloth.
- Vacuum floors using a HEPA-filter vacuum cleaner to minimise dust and allergens.
- Mop hard floors with a neutral pH cleaner to prevent damage to surfaces.
- Sanitise high-touch areas such as door handles and light switches with a disinfectant approved by the Therapeutic Goods Administration (TGA).
- Empty rubbish bins and replace liners, ensuring waste is disposed of according to local regulations.
- Inspect and clean air vents to ensure proper air circulation and minimise dust accumulation.

Method

1. Begin by organising the cleaning trolley with all necessary supplies, ensuring colour-coded cloths are used to prevent cross-contamination.
2. Dust all surfaces from top to bottom, ensuring no dust is left on files or shelves.
3. Vacuum the entire floor area, paying special attention to corners and under furniture.
4. Mop the floor using a damp mop and neutral cleaner, ensuring no excess water is left on the floor.
5. Sanitise all high-touch areas, allowing the disinfectant to dwell for the recommended time before wiping.
6. Empty rubbish bins, replace liners, and ensure bins are clean and odour-free.
7. Check air vents for dust build-up and clean as necessary.

Equipment

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| • Microfibre cloths (colour-coded) | • Disinfectant (TGA approved) | • Rubbish bin liners |
| • HEPA-filter vacuum cleaner | • Mop and bucket | |
| • Neutral pH floor cleaner | • Cleaning trolley | |

Quality Criteria

Performance Level	Criteria
Excellent	No visible dust on any surfaces; floors are spotless with no streaks; all high-touch areas are sanitised and free of smudges; rubbish bins are clean and odour-free; air vents are dust-free.
Good	Minor dust on less accessible surfaces; floors are clean with minimal streaks; high-touch areas are mostly sanitised; rubbish bins are clean with slight odour; air vents have minimal dust.
Pass	Visible dust on some surfaces; floors have noticeable streaks; some high-touch areas missed during sanitising; rubbish bins have noticeable odour; air vents have visible dust.
Fail	Significant dust accumulation on surfaces; floors are dirty with streaks and debris; high-touch areas are not sanitised; rubbish bins are dirty and odorous; air vents are clogged with dust.