

Furniture Store

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

Scope of Work

- Dusting of all furniture surfaces, including shelves, tables, and display units.
- Vacuuming of carpeted areas and rugs.
- Mopping of hard floors using appropriate cleaning solutions.
- Sanitising of high-touch surfaces such as door handles, light switches, and taps.
- Emptying and cleaning of rubbish bins.
- Spot cleaning of walls and partitions as needed.
- Cleaning of glass surfaces, including windows and mirrors.
- Ensuring all cleaning activities comply with Australian workplace health and safety requirements.

Method

1. Prepare cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cleaning systems are used to prevent cross-contamination.
2. Begin by dusting all furniture surfaces using microfibre cloths, working from top to bottom.
3. Vacuum carpeted areas thoroughly, paying special attention to corners and under furniture.
4. Mop hard floors with a suitable cleaning solution, ensuring no residue is left behind.
5. Sanitise high-touch surfaces using a disinfectant spray and cloth.
6. Empty rubbish bins, replace liners, and clean bins with a disinfectant wipe.
7. Spot clean walls and partitions with a damp cloth and mild detergent.
8. Clean glass surfaces with a glass cleaner and squeegee for a streak-free finish.

Equipment

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|---------------------|----------------------|--------------------------------|
| • Microfibre cloths | • Disinfectant spray | • Rubbish bin liners |
| • Vacuum cleaner | • Glass cleaner | • Colour-coded cleaning cloths |
| • Mop and bucket | • Cleaning trolley | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and marks; floors are spotless with no residue; high-touch areas are sanitised and free from smudges; bins are empty and clean; glass surfaces are streak-free.
Good	Minor dust on surfaces; floors are clean with minimal residue; high-touch areas are mostly sanitised; bins are empty but may have minor marks; glass surfaces have minimal streaks.
Pass	Noticeable dust on surfaces; floors have visible residue; high-touch areas are partially sanitised; bins are not emptied regularly; glass surfaces have visible streaks.
Fail	Heavy dust accumulation; floors are dirty with significant residue; high-touch areas are unsanitised; bins are overflowing; glass surfaces are heavily streaked.