

Fire Station

Code: ANCMF-AU-GB-FS-04 • Facility: Government Building • Frequency: daily

Scope of Work

- Dusting of all surfaces including desks, shelves, and equipment.
- Vacuuming of all carpeted areas and mats.
- Mopping of hard floors with appropriate cleaning solutions.
- Sanitising of high-touch surfaces such as door handles, light switches, and taps.
- Cleaning and sanitising of kitchen areas including benchtops, sinks, and appliances.
- Cleaning and sanitising of toilets and washrooms, ensuring all fixtures are free from stains and odours.
- Emptying and sanitising of rubbish bins and replacement of liners.
- Cleaning of windows and glass surfaces to ensure they are free from smudges and streaks.
- Ensuring all cleaning activities comply with relevant Australian workplace health and safety standards.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths and mops are used to prevent cross-contamination.
2. Begin by dusting all surfaces from top to bottom to capture all dust particles.
3. Vacuum all carpeted areas thoroughly, paying special attention to corners and edges.
4. Mop hard floors using a damp mop and appropriate cleaning solution, ensuring no residue is left behind.
5. Sanitise high-touch surfaces using a disinfectant spray and cloth, ensuring all areas are covered.
6. Clean kitchen areas, focusing on removing food residues and sanitising surfaces.
7. Clean and sanitise toilets, ensuring all fixtures are free from stains and odours.
8. Empty rubbish bins, replace liners, and sanitise bin surfaces.
9. Clean windows and glass surfaces using a glass cleaner and squeegee for a streak-free finish.
10. Conduct a final inspection to ensure all areas meet the quality criteria.

Equipment

- Cleaning trolley with colour-coded cloths and mops
- Vacuum cleaner with HEPA filter
- Mop and bucket with wringer
- Disinfectant spray and sanitising wipes
- Glass cleaner and squeegee
- Rubbish bin liners
- Personal protective equipment (PPE) including gloves and masks

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless, no dust or debris visible. Floors are shiny and free from marks. High-touch surfaces are sanitised and have no visible smudges. Toilets and washrooms are odour-free and sparkling clean. Windows and glass surfaces are crystal clear.
Good	Minor dust or debris on less accessible surfaces. Floors are clean with minimal marks. High-touch surfaces are mostly sanitised with few smudges. Toilets and washrooms are clean with slight odour. Windows and glass surfaces have minor streaks.
Pass	Noticeable dust or debris on surfaces. Floors have visible marks. High-touch surfaces are partially sanitised with visible smudges. Toilets and washrooms have noticeable odour and stains. Windows and glass surfaces have visible streaks.
Fail	Significant dust or debris on surfaces. Floors are dirty with numerous marks. High-touch surfaces are not sanitised and have visible smudges. Toilets and washrooms have strong odour and visible stains. Windows and glass surfaces are dirty with numerous streaks.