

## Hallway

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

### Scope of Work

- Dust all horizontal surfaces including ledges, skirting boards, and window sills.
- Vacuum all carpeted areas and mats.
- Mop hard floors using a damp mop and appropriate cleaning solution.
- Wipe down walls and doors to remove marks and fingerprints.
- Clean and sanitise high-touch areas such as door handles, light switches, and handrails.
- Empty rubbish bins and replace liners.
- Ensure all cleaning activities comply with Australian workplace health and safety requirements.

### Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cleaning systems are used to prevent cross-contamination.
2. Begin by dusting all horizontal surfaces using a microfibre cloth.
3. Vacuum carpeted areas thoroughly, paying special attention to corners and edges.
4. Mop hard floors with a damp mop, using a neutral pH cleaning solution suitable for the floor type.
5. Wipe down walls and doors with a damp cloth to remove any visible marks.
6. Sanitise high-touch areas using a disinfectant spray and cloth.
7. Empty rubbish bins, replace liners, and ensure bins are clean and odour-free.
8. Conduct a final inspection to ensure all tasks are completed to the required standard.

### Equipment

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

### Quality Criteria

| Performance Level | Criteria                                                                                                                                                             |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Excellent</b>  | No visible dust or debris on any surfaces; floors are spotless with no streaks; all high-touch areas are sanitised and free of marks; bins are empty and odour-free. |
| <b>Good</b>       | Minor dust on less accessible surfaces; floors are clean with minimal streaks; high-touch areas are mostly sanitised; bins are empty but may have slight odour.      |
| <b>Pass</b>       | Visible dust on some surfaces; floors have noticeable streaks; some high-touch areas missed; bins are emptied but not cleaned.                                       |
| <b>Fail</b>       | Significant dust and debris on surfaces; floors are dirty and streaked; high-touch areas are not sanitised; bins are full or have strong odour.                      |