

Hazardous Materials

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

Scope of Work

- Thorough cleaning and sanitising of all surfaces exposed to hazardous materials.
- Proper disposal of hazardous waste in compliance with Australian regulations.
- Regular dusting and vacuuming to prevent accumulation of hazardous particles.
- Mopping of floors with appropriate cleaning agents to neutralise hazardous residues.
- Wiping down of walls, doors, and windows with approved cleaning solutions.
- Inspection and cleaning of air vents and filters to maintain air quality.
- Use of colour-coded cleaning systems to prevent cross-contamination.

Method

1. Prepare the cleaning trolley with all necessary equipment and cleaning agents, ensuring all items are colour-coded according to the cleaning area.
2. Wear appropriate personal protective equipment (PPE) as per safety guidelines.
3. Begin by dusting and vacuuming all surfaces to remove loose particles.
4. Sanitise all surfaces using approved cleaning solutions, focusing on high-touch areas.
5. Dispose of hazardous waste in designated rubbish bins, following proper waste management protocols.
6. Mop floors with a neutralising cleaning agent, ensuring no residue is left behind.
7. Wipe down walls, doors, and windows, ensuring all surfaces are free from streaks and residues.
8. Inspect and clean air vents and filters, replacing them if necessary.
9. Conduct a final inspection to ensure all areas meet the required cleanliness standards.

Equipment

- Cleaning trolley with colour-coded buckets and cloths
- HEPA vacuum cleaner
- Mop and bucket with neutralising cleaning agent
- Approved sanitising solutions
- Personal protective equipment (PPE)
- Rubbish bins for hazardous waste
- Air filter cleaning tools

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from any hazardous residues. Air quality is optimal with no detectable odours. Waste is disposed of correctly, and all cleaning protocols are followed without deviation.
Good	Surfaces are mostly clean with minor residues in low-traffic areas. Air quality is acceptable with minimal odours. Waste disposal is mostly compliant, with minor deviations in cleaning protocols.
Pass	Surfaces show some residues, particularly in corners and less accessible areas. Air quality is below optimal with noticeable odours. Waste disposal and cleaning protocols show several deviations.
Fail	Surfaces are visibly dirty with significant hazardous residues. Air quality is poor with strong odours. Waste disposal is non-compliant, and cleaning protocols are not followed.