

Internal Audit

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

Scope of Work

- Dusting of all surfaces including desks, shelves, and equipment.
- Vacuuming of carpeted areas and spot cleaning as necessary.
- Mopping of hard floors using appropriate cleaning solutions.
- Sanitising of high-touch areas such as door handles, light switches, and telephones.
- Emptying and sanitising rubbish bins.
- Cleaning and polishing of glass surfaces and partitions.
- Ensuring all cleaning activities comply with colour-coded cleaning systems to prevent cross-contamination.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust and allergens.
2. Vacuum carpeted areas using a HEPA-filter vacuum cleaner to ensure air quality standards are met.
3. Mop hard floors with a neutral pH cleaner, ensuring no residue is left behind.
4. Sanitise high-touch areas with a disinfectant approved by Australian health standards.
5. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
6. Clean glass surfaces with a streak-free glass cleaner.
7. Inspect the area to ensure all tasks are completed to the required standard.

Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Mop and bucket with neutral pH cleaner
- Disinfectant spray
- Rubbish bin liners
- Streak-free glass cleaner
- Colour-coded cleaning tools

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; carpets are spotless; floors are shiny with no residue; high-touch areas are fully sanitised; bins are odour-free and sanitised; glass surfaces are streak-free.
Good	Minor dust on high surfaces; carpets have no visible debris; floors are clean with minimal residue; high-touch areas mostly sanitised; bins are clean with no odour; glass surfaces have minimal streaks.
Pass	Noticeable dust on surfaces; some debris on carpets; floors have visible residue; high-touch areas partially sanitised; bins have slight odour; glass surfaces have visible streaks.
Fail	Heavy dust accumulation; carpets visibly dirty; floors sticky or dirty; high-touch areas not sanitised; bins are dirty and odorous; glass surfaces are dirty.