

K-9 Unit

Code: ANCMF-AU-GB-KU-01 • 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 all high-touch surfaces such as door handles, light switches, and taps.
- Cleaning and sanitising of toilets and washbasins.
- Emptying and sanitising of rubbish bins.
- Cleaning of windows and glass surfaces.
- Odour control measures to ensure a fresh environment.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust and allergens.
2. Vacuum all carpeted areas using a HEPA-filter vacuum cleaner to ensure air quality.
3. Mop hard floors with a neutral pH cleaner, ensuring no residue is left.
4. Sanitise high-touch surfaces with a disinfectant approved by the Therapeutic Goods Administration (TGA).
5. Clean toilets and washbasins using a non-abrasive cleaner, followed by a disinfectant.
6. Empty rubbish bins, replace liners, and sanitise the bin interior.
7. Clean windows and glass surfaces with a streak-free glass cleaner.
8. Apply odour control products as needed to maintain a neutral scent.

Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Mop and bucket with wringer
- Neutral pH floor cleaner
- Disinfectant spray
- Non-abrasive toilet cleaner
- Streak-free glass cleaner
- Odour control products

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless with no residue; high-touch surfaces are sanitised and free of smudges; toilets are pristine with no odours; bins are empty and sanitised; windows are crystal clear.
Good	Minor dust on high surfaces; floors are clean with minimal residue; high-touch surfaces are mostly sanitised; toilets are clean with slight odour; bins are empty but not sanitised; windows have minor streaks.
Pass	Visible dust on surfaces; floors have noticeable residue; high-touch surfaces are inconsistently sanitised; toilets are clean but with noticeable odour; bins are not emptied; windows are streaky.
Fail	Heavy dust accumulation; floors are dirty; high-touch surfaces are unsanitised; toilets are dirty with strong odour; bins are overflowing; windows are dirty.