

Library

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

Scope of Work

- Dusting of all surfaces including shelves, tables, and chairs.
- Vacuuming of carpeted areas and rugs.
- Mopping of hard floors.
- Sanitising of high-touch surfaces such as door handles, light switches, and computer keyboards.
- Cleaning and sanitising of toilets and washbasins.
- Emptying and sanitising rubbish bins.
- Spot cleaning of glass surfaces and windows.
- Replenishing of consumables such as toilet paper, hand soap, and paper towels.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Begin with dusting from high to low surfaces to capture all dust particles.
3. Vacuum carpets using a HEPA filter vacuum cleaner to ensure air quality.
4. Mop hard floors with a neutral pH cleaner and appropriate mop head.
5. Sanitise high-touch surfaces using a disinfectant approved by Australian standards.
6. Clean toilets with a toilet-specific cleaner and brush, ensuring all surfaces are sanitised.
7. Empty rubbish bins, replace liners, and sanitise bin surfaces.
8. Spot clean glass surfaces with a glass cleaner and microfibre cloth.
9. Check and replenish consumables as needed.

Equipment

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|--------------------------------------|----------------------------|----------------------------|
| • HEPA filter vacuum cleaner | • Neutral pH floor cleaner | • Toilet brush and cleaner |
| • Microfibre cloths | • Disinfectant spray | • Rubbish bin liners |
| • Colour-coded mop and bucket system | • Glass cleaner | • Cleaning trolley |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless and dry; no odours present; all consumables fully stocked; bins empty and sanitised; glass surfaces streak-free.
Good	Minor dust on high surfaces; floors clean with minimal marks; faint odours present; most consumables stocked; bins empty but not sanitised; minor streaks on glass.
Pass	Visible dust on surfaces; floors have noticeable marks; noticeable odours; some consumables missing; bins not emptied; visible streaks on glass.
Fail	Heavy dust accumulation; floors dirty and wet; strong odours; consumables depleted; bins overflowing; glass surfaces heavily streaked.