

Monitoring Center

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

Scope of Work

- Dusting of all surfaces including desks, monitors, and equipment.
- Sanitising of high-touch areas such as keyboards, mice, and door handles.
- Vacuuming of carpeted areas and spot cleaning as necessary.
- Mopping of hard floors with appropriate cleaning solutions.
- Emptying and sanitising of rubbish bins.
- Cleaning of glass surfaces including windows and screens.
- Ensuring all cleaning activities comply with Australian workplace health and safety requirements.

Method

1. Begin by organising the cleaning trolley with colour-coded cleaning cloths and solutions.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Sanitise high-touch areas using a disinfectant spray and a clean cloth.
4. Vacuum all carpeted areas using a HEPA-filter vacuum cleaner.
5. Mop hard floors with a neutral pH floor cleaner, ensuring no residue is left.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Clean glass surfaces with a glass cleaner and a lint-free cloth.
8. Conduct a final inspection to ensure all areas meet the quality criteria.

Equipment

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| • Microfibre cloths (colour-coded) | • Neutral pH floor cleaner | • Cleaning trolley |
| • Disinfectant spray | • Glass cleaner | • Rubbish bin liners |
| • HEPA-filter vacuum cleaner | • Lint-free cloths | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and smudges; high-touch areas are sanitised and free of fingerprints; floors are spotless with no visible debris; rubbish bins are empty and odour-free; glass surfaces are streak-free.
Good	Minor dust on less accessible surfaces; high-touch areas are mostly sanitised; floors have minimal debris; rubbish bins are empty but may have slight odour; glass surfaces have minor streaks.
Pass	Noticeable dust on surfaces; high-touch areas are partially sanitised; floors have visible debris; rubbish bins are not emptied regularly; glass surfaces have visible streaks.
Fail	Significant dust accumulation; high-touch areas are unsanitised; floors are dirty with visible debris; rubbish bins are full and odorous; glass surfaces are dirty and streaked.