

Mass Notification

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

Scope of Work

- Dust all surfaces including desks, chairs, and equipment.
- Sanitise high-touch areas such as door handles, light switches, and communication devices.
- Vacuum all carpeted areas and spot clean stains.
- Mop hard floors using a colour-coded system to prevent cross-contamination.
- Empty rubbish bins and replace liners.
- Clean and polish glass surfaces and windows.
- Ensure all cleaning activities comply with relevant Australian workplace health and safety standards.

Method

1. Prepare cleaning trolley with appropriate supplies and PPE.
2. Dust all surfaces using microfibre cloths, starting from high surfaces and working downwards.
3. Sanitise high-touch areas with approved disinfectant, ensuring adequate contact time.
4. Vacuum carpets using a HEPA-filter vacuum cleaner to minimise dust and allergens.
5. Mop hard floors with a neutral pH cleaner, using a two-bucket system to maintain water cleanliness.
6. Empty rubbish bins, replace liners, and dispose of waste according to local regulations.
7. Clean glass surfaces with a streak-free cleaner and microfibre cloth.
8. Conduct a final inspection to ensure all areas meet quality criteria.

Equipment

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| • Microfibre cloths | • Colour-coded cleaning supplies | • Rubbish bin liners |
| • HEPA-filter vacuum cleaner | • Approved disinfectants | • Personal protective equipment (PPE) |
| • Mop and bucket with wringer | • Glass cleaner | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; high-touch areas are sanitised with no visible residue; carpets are clean with no stains; hard floors are spotless and dry; glass surfaces are streak-free; bins are empty and clean.
Good	Minor dust on high surfaces; high-touch areas are sanitised with minimal residue; carpets have minor stains; hard floors have slight marks; glass surfaces have minor streaks; bins are empty but may have slight odour.
Pass	Noticeable dust on surfaces; high-touch areas sanitised but with visible residue; carpets have visible stains; hard floors have visible marks; glass surfaces have visible streaks; bins are not overflowing but have odour.
Fail	Heavy dust accumulation; high-touch areas not sanitised; carpets are heavily stained; hard floors are dirty and wet; glass surfaces are dirty; bins are overflowing and have strong odour.