

Mechanical Room

Code: ANCMF-AU-GB-MR-08 • Facility: Government Building • Frequency: daily

Scope of Work

- Dust all surfaces including equipment, pipes, and shelving.
- Sanitise high-touch areas such as door handles and light switches.
- Vacuum and mop floors using a colour-coded cleaning system.
- Empty rubbish bins and replace liners.
- Wipe down walls and remove any cobwebs.
- Ensure all cleaning activities comply with relevant Australian workplace health and safety standards.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths and mops are used.
2. Dust all surfaces using a microfibre cloth, starting from the highest points and working downwards.
3. Sanitise high-touch areas with an appropriate disinfectant, allowing sufficient contact time as per product instructions.
4. Vacuum the floor using a HEPA-filter vacuum cleaner to minimise dust dispersion.
5. Mop the floor with a neutral detergent, ensuring no excess water is left on the floor to prevent slip hazards.
6. Empty rubbish bins, replace liners, and dispose of waste according to local regulations.
7. Wipe down walls and remove cobwebs using an extendable duster.

Equipment

- Microfibre cloths (colour-coded)
- HEPA-filter vacuum cleaner
- Mop and bucket (colour-coded)
- Neutral detergent
- Disinfectant spray
- Extendable duster
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; high-touch areas are sanitised with no visible residue; floors are spotless with no debris; rubbish bins are empty and clean; no cobwebs present.
Good	Minor dust on non-essential surfaces; high-touch areas are mostly sanitised; floors have minimal debris; rubbish bins are emptied but may have minor marks; few cobwebs.
Pass	Noticeable dust on surfaces; high-touch areas partially sanitised; floors have some debris; rubbish bins are emptied but dirty; cobwebs in corners.
Fail	Significant dust accumulation; high-touch areas not sanitised; floors are dirty with visible debris; rubbish bins are full or dirty; multiple cobwebs present.