

Maintenance Store

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

Scope of Work

- Dust all surfaces including shelves, ledges, and equipment.
- Sanitise high-touch areas such as door handles and light switches.
- Vacuum and mop floors using appropriate cleaning solutions.
- Empty rubbish bins and replace liners.
- Ensure all cleaning supplies are stored in a tidy and organised manner.
- Check for and report any signs of pest activity.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust and allergens.
2. Sanitise high-touch areas with a disinfectant spray, ensuring contact time as per manufacturer's instructions.
3. Vacuum the floor using a HEPA-filter vacuum cleaner to remove dust and debris.
4. Mop the floor with a neutral pH cleaner, ensuring no residue is left behind.
5. Empty rubbish bins, replace liners, and dispose of waste in the designated area.
6. Organise cleaning supplies on shelves, ensuring labels are facing forward and items are easily accessible.
7. Inspect the area for any signs of pests and report findings to the facility manager.

Equipment

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| • Microfibre cloths | • HEPA-filter vacuum cleaner | • Neutral pH floor cleaner |
| • Disinfectant spray | • Mop and bucket | • Rubbish bin liners |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless with no residue; high-touch areas are sanitised and free of smudges; rubbish bins are empty and clean; supplies are perfectly organised.
Good	Minor dust on high surfaces; floors are clean with minimal residue; high-touch areas are mostly sanitised; rubbish bins are empty; supplies are organised with minor disarray.
Pass	Noticeable dust on surfaces; floors have some residue; high-touch areas are partially sanitised; rubbish bins are not overflowing; supplies are somewhat organised.
Fail	Visible dust and dirt on surfaces; floors are dirty with visible residue; high-touch areas are not sanitised; rubbish bins are full; supplies are disorganised.