

Market Square

Code: ANCMF-AU-GB-MS-02 • Facility: Government Building • Frequency: daily

Scope of Work

- Dusting of all surfaces including benches, tables, and decorative elements.
- Vacuuming of all carpeted areas and mats.
- Mopping of hard floors with appropriate cleaning solutions.
- Sanitising of high-touch areas such as door handles, lift buttons, and handrails.
- Emptying and cleaning of rubbish bins, ensuring waste is disposed of according to environmental standards.
- Cleaning and polishing of glass surfaces and windows.
- Spot cleaning of walls and partitions to remove marks and stains.
- Ensuring all cleaning activities comply with Australian workplace health and safety requirements.

Method

1. Begin with dusting all surfaces using a microfibre cloth to capture dust and allergens.
2. Vacuum carpeted areas using a HEPA-filter vacuum to ensure air quality is maintained.
3. Mop hard floors using a colour-coded mop system to prevent cross-contamination, using a neutral pH floor cleaner.
4. Sanitise high-touch areas with a hospital-grade disinfectant, ensuring contact time as per manufacturer's instructions.
5. Empty rubbish bins, replace liners, and clean bins with a disinfectant spray.
6. Clean glass surfaces with a streak-free glass cleaner and a microfibre cloth.
7. Spot clean walls and partitions with a mild detergent solution and a soft cloth.
8. Conduct a final inspection to ensure all areas meet the quality criteria.

Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Colour-coded mop and bucket
- Neutral pH floor cleaner
- Hospital-grade disinfectant
- Rubbish bin liners
- Streak-free glass cleaner
- Soft cloths

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless and dry; no rubbish is visible; glass surfaces are streak-free; high-touch areas are sanitised with no residue.
Good	Minor dust on surfaces; floors are clean with minimal streaks; bins are empty; glass surfaces have minor streaks; high-touch areas are mostly sanitised.
Pass	Noticeable dust on some surfaces; floors have visible streaks or spots; bins are not overflowing; glass surfaces have visible streaks; high-touch areas are partially sanitised.
Fail	Significant dust accumulation; floors are dirty or sticky; bins are overflowing; glass surfaces are dirty; high-touch areas are not sanitised.