

## Public Address

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

### Scope of Work

- Dusting all surfaces including podiums, lecterns, and furniture.
- Vacuuming carpets and rugs.
- Mopping hard floors.
- Wiping and sanitising all high-touch surfaces such as microphones, control panels, and door handles.
- Emptying and sanitising rubbish bins.
- Cleaning and polishing glass surfaces and windows.
- Ensuring all areas are free from visible dirt, dust, and debris.

### Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust and prevent dispersal into the air.
2. Vacuum carpets and rugs using a HEPA-filter vacuum cleaner to ensure dust and allergens are effectively removed.
3. Mop hard floors with a neutral pH cleaner to prevent damage to surfaces.
4. Wipe and sanitise high-touch surfaces with a disinfectant approved by Australian health standards.
5. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
6. Clean glass surfaces using a streak-free glass cleaner and a lint-free cloth.
7. Conduct a final inspection to ensure all areas meet the quality criteria.

### Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Mop and bucket with neutral pH cleaner
- Disinfectant spray
- Rubbish bin liners
- Glass cleaner
- Lint-free cloths

### Quality Criteria

| Performance Level | Criteria                                                                                                                                                                                                                                                                  |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Excellent</b>  | All surfaces are free from dust and smudges; carpets are free from debris and stains; floors are spotless and dry; high-touch surfaces are sanitised and free from fingerprints; rubbish bins are empty and odour-free; glass surfaces are crystal clear with no streaks. |
| <b>Good</b>       | Minor dust on less accessible surfaces; carpets have minimal debris; floors are clean with slight dampness; high-touch surfaces are mostly sanitised; rubbish bins are empty with slight odour; glass surfaces have minor streaks.                                        |
| <b>Pass</b>       | Visible dust on some surfaces; carpets have noticeable debris; floors are clean but damp; high-touch surfaces have some fingerprints; rubbish bins are not overflowing but have noticeable odour; glass surfaces have visible streaks.                                    |
| <b>Fail</b>       | Significant dust accumulation; carpets are visibly dirty; floors are wet or sticky; high-touch surfaces are unsanitised; rubbish bins are overflowing; glass surfaces are dirty and streaked.                                                                             |