

Public Gallery

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

Scope of Work

- Dusting of all surfaces including displays, ledges, and fixtures.
- Vacuuming of carpeted areas and rugs.
- Mopping of hard floors with appropriate cleaning solutions.
- Sanitising of high-touch areas such as door handles, light switches, and railings.
- Cleaning of glass surfaces including windows and display cases.
- Emptying and sanitising of rubbish bins.
- Spot cleaning of walls and skirting boards.
- 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 standards are met.
3. Mop hard floors with a neutral pH cleaner, ensuring no residue is left behind.
4. Sanitise high-touch areas with a hospital-grade disinfectant.
5. Clean glass surfaces using a streak-free glass cleaner and a lint-free cloth.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Spot clean walls and skirting boards with a damp cloth and mild detergent.

Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Mop and bucket with neutral pH cleaner
- Hospital-grade disinfectant
- Streak-free glass cleaner
- Lint-free cloths
- Colour-coded cleaning trolley
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless with no streaks or residue; glass surfaces are crystal clear; high-touch areas are sanitised and free of smudges; rubbish bins are empty and odour-free.
Good	Minor dust on less accessible surfaces; floors are clean with minimal streaks; glass surfaces have minor smudges; high-touch areas are mostly sanitised; rubbish bins are emptied but may have slight odour.
Pass	Noticeable dust on surfaces; floors have visible streaks or residue; glass surfaces have visible smudges; high-touch areas are inconsistently sanitised; rubbish bins are not emptied regularly.
Fail	Significant dust accumulation; floors are dirty with visible debris; glass surfaces are cloudy; high-touch areas are not sanitised; rubbish bins are overflowing and malodorous.