

Public Seating

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

Scope of Work

- Dust and wipe all seating surfaces, including backs, armrests, and legs.
- Vacuum fabric seats and surrounding floor areas to remove dust, dirt, and debris.
- Sanitise all high-touch areas, including armrests and seat edges, using appropriate disinfectants.
- Remove any visible stains or marks from seating surfaces.
- Empty and clean rubbish bins located near seating areas.
- Ensure all seating areas are free from unpleasant odours.
- Check and replenish any necessary supplies, such as tissues or hand sanitiser stations, if applicable.

Method

1. Begin by dusting all seating surfaces using a microfibre cloth to capture dust and allergens.
2. Vacuum fabric seats and surrounding floor areas with a HEPA-filtered vacuum cleaner to ensure thorough removal of dust and debris.
3. Apply a hospital-grade disinfectant to all high-touch areas, ensuring contact time as per manufacturer's instructions for effective sanitisation.
4. Spot clean any visible stains using an appropriate upholstery cleaner, following the manufacturer's guidelines.
5. Empty rubbish bins, replace liners, and wipe down the exterior and interior surfaces of the bins.
6. Conduct a final inspection to ensure all areas are clean, sanitised, and free from odours.

Equipment

- Microfibre cloths
- Hospital-grade disinfectant
- Rubbish bin liners
- HEPA-filtered vacuum cleaner
- Upholstery cleaner
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust, dirt, and stains. High-touch areas are sanitised with no residue. No unpleasant odours are present. Rubbish bins are empty and clean.
Good	Minor dust or dirt may be present on less visible areas. High-touch areas are sanitised with minimal residue. No strong odours. Rubbish bins are empty but may have minor marks.
Pass	Visible dust or dirt on some surfaces. High-touch areas are sanitised but with visible residue. Mild odours may be present. Rubbish bins are emptied but not thoroughly cleaned.
Fail	Significant dust, dirt, or stains on surfaces. High-touch areas are not sanitised. Strong unpleasant odours present. Rubbish bins are full or dirty.