

Photography Studio

Code: ANCMF-AU-GB-PS-03 • Facility: Government Building • Frequency: daily

Scope of Work

- Dusting all surfaces, including equipment, furniture, and fixtures.
- Vacuuming all carpeted areas and rugs.
- Mopping hard floors with appropriate cleaning solutions.
- Wiping down and sanitising all high-touch surfaces, including door handles, light switches, and equipment controls.
- Emptying and sanitising rubbish bins.
- Cleaning and sanitising any kitchenette or refreshment areas.
- Ensuring all cleaning activities adhere to colour-coded cleaning systems to prevent cross-contamination.

Method

1. Prepare the cleaning trolley with all necessary supplies, ensuring colour-coded cloths and mops are used for different areas.
2. Dust all surfaces using a microfibre cloth, starting from higher surfaces and working downwards.
3. Vacuum all carpeted areas using a HEPA-filter vacuum cleaner to minimise dust and allergens.
4. Mop hard floors using a neutral pH floor cleaner, ensuring no residue is left behind.
5. Wipe down and sanitise high-touch surfaces with a disinfectant solution, allowing appropriate contact time for efficacy.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Clean kitchenette surfaces, ensuring all food contact surfaces are sanitised according to Food Standards Australia New Zealand.

Equipment

- Microfibre cloths (colour-coded)
- HEPA-filter vacuum cleaner
- Neutral pH floor cleaner
- Disinfectant solution
- Mop and bucket (colour-coded)
- Cleaning trolley
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust, smudges, and fingerprints. Floors are spotless with no streaks or residue. Rubbish bins are empty and sanitised. No unpleasant odours present. High-touch surfaces are sanitised and free of marks.
Good	Most surfaces are clean with minimal dust or smudges. Floors are clean with minor streaks. Rubbish bins are empty but may have minor marks. No strong odours present. High-touch surfaces are mostly sanitised.
Pass	Surfaces have some dust or smudges. Floors have visible streaks or residue. Rubbish bins are emptied but not sanitised. Mild odours may be present. High-touch surfaces have some marks.
Fail	Surfaces are visibly dusty or dirty. Floors have significant streaks or residue. Rubbish bins are full or unsanitised. Strong odours are present. High-touch surfaces are not sanitised and have visible marks.