

Public Warning System

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

Scope of Work

- Dust all surfaces including control panels, screens, and surrounding areas.
- Sanitise all touchpoints including buttons, handles, and switches.
- Vacuum and mop floors to remove dirt and debris.
- Empty and clean rubbish bins, ensuring proper waste segregation.
- Wipe down walls and doors to remove marks and fingerprints.
- Ensure all signage is clean and legible.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Dust surfaces using microfibre cloths to capture dust effectively.
3. Sanitise touchpoints with an approved disinfectant, allowing appropriate contact time.
4. Vacuum floors using a HEPA-filtered vacuum cleaner to ensure air quality.
5. Mop floors with a neutral pH cleaner to maintain surface integrity.
6. Empty rubbish bins, replace liners, and clean bins with a sanitising solution.
7. Wipe walls and doors with a damp cloth and appropriate cleaner.
8. Inspect and clean signage, ensuring visibility and cleanliness.

Equipment

- Microfibre cloths
- HEPA-filtered vacuum cleaner
- Colour-coded cleaning cloths and mops
- Neutral pH floor cleaner
- Approved disinfectant
- Rubbish bin liners
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless and dry; no odours present; all touchpoints are sanitised; bins are empty and clean; signage is clear and legible.
Good	Minor dust on non-essential surfaces; floors are clean with minimal streaks; faint odours may be present; most touchpoints are sanitised; bins are emptied but may have minor residue; signage is mostly clear.
Pass	Noticeable dust on surfaces; floors have visible dirt or streaks; noticeable odours; some touchpoints are sanitised; bins are not overflowing but have visible residue; signage is legible but not clean.
Fail	Heavy dust accumulation; floors are dirty or sticky; strong odours present; touchpoints are not sanitised; bins are overflowing; signage is dirty or illegible.