

Reference Library

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

Scope of Work

- Dusting of all surfaces including shelves, desks, and equipment.
- Vacuuming of all carpeted areas and rugs.
- Mopping of hard floors using appropriate cleaning solutions.
- Sanitising of high-touch areas such as door handles, light switches, and computer keyboards.
- Emptying and cleaning of rubbish bins.
- Cleaning of glass surfaces including windows and display cases.
- Spot cleaning of walls and partitions.
- Ensuring all cleaning activities comply with Australian workplace health and safety requirements.

Method

1. Begin by dusting all surfaces using a microfibre cloth, starting from the highest point and working downwards.
2. Vacuum all carpeted areas using a HEPA-filter vacuum cleaner to ensure dust and allergens are effectively removed.
3. Mop hard floors with a neutral pH cleaner, ensuring no residue is left behind.
4. Sanitise high-touch areas using a disinfectant that meets Australian standards for effectiveness against bacteria and viruses.
5. Empty rubbish bins, replace liners, and wipe down the exterior and interior of bins with a sanitising solution.
6. Clean glass surfaces with a streak-free glass cleaner, ensuring no smudges or fingerprints remain.
7. Spot clean walls and partitions using a mild detergent solution, focusing on visible marks and stains.
8. Conduct a final inspection to ensure all areas meet the quality criteria outlined.

Equipment

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| • Microfibre cloths | • Disinfectant spray | • Spot cleaning detergent |
| • HEPA-filter vacuum cleaner | • Rubbish bin liners | • Colour-coded cleaning trolley |
| • Mop and bucket with neutral pH cleaner | • Glass cleaner | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless with no residue; high-touch areas are sanitised and free of smudges; bins are clean and odour-free; glass surfaces are crystal clear.
Good	Minor dust on less accessible surfaces; floors are clean with minimal residue; high-touch areas are mostly sanitised; bins are clean with slight odour; glass surfaces have minor smudges.
Pass	Noticeable dust on surfaces; floors have visible residue; high-touch areas are inconsistently sanitised; bins have noticeable odour; glass surfaces have visible smudges.
Fail	Heavy dust accumulation; floors are dirty with significant residue; high-touch areas are not sanitised; bins are overflowing and odorous; glass surfaces are heavily smudged.