

Rest Room

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

Scope of Work

- Thorough cleaning and sanitising of all surfaces including sinks, toilets, and urinals.
- Refilling of soap dispensers and paper products.
- Emptying and sanitising rubbish bins.
- Cleaning mirrors and glass surfaces to a streak-free finish.
- Mopping floors with appropriate disinfectant solutions.
- Dusting and wiping of all ledges, partitions, and fixtures.
- Ensuring all drains are clear and free from debris.
- Checking and removing any graffiti or marks on walls and doors.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Begin with high surfaces and work downwards to avoid re-soiling cleaned areas.
3. Apply disinfectant to all surfaces and allow appropriate contact time before wiping.
4. Use microfibre cloths for wiping surfaces to ensure maximum dirt and bacteria removal.
5. Ensure all cleaning agents are used according to manufacturer instructions and safety data sheets.
6. Dispose of waste in designated rubbish bins and replace liners.
7. Conduct a final inspection to ensure all areas meet quality criteria.

Equipment

- Colour-coded microfibre cloths and mops.
- Disinfectant and cleaning agents compliant with Australian standards.
- Cleaning trolley equipped with necessary supplies.
- Personal protective equipment (PPE) including gloves and masks.
- Rubbish bin liners.
- Scrubbing brushes and sponges.

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and sanitised with no streaks or residue. No odours present. Supplies are fully stocked. Floors are dry and free from debris.
Good	Surfaces are clean with minimal streaks. No strong odours. Supplies are mostly stocked. Floors are mostly dry with minimal debris.
Pass	Surfaces are generally clean but may have some streaks. Mild odours present. Supplies are low but available. Floors have some wet spots and debris.
Fail	Surfaces are visibly dirty or sticky. Strong odours present. Supplies are depleted. Floors are wet or littered with debris.