

Relief Supplies

Code: ANCMF-AU-GB-RS-02 • Facility: Government Building • Frequency: daily

Scope of Work

- Dust all surfaces, including shelves, storage units, and equipment.
- Sanitise high-touch areas such as door handles, light switches, and taps.
- Vacuum all carpeted areas and mop hard floors.
- Empty and sanitise rubbish bins.
- Clean and sanitise any communal areas, including tables and chairs.
- Ensure all cleaning is performed using a colour-coded system to prevent cross-contamination.

Method

1. Prepare the cleaning trolley with all necessary supplies and equipment, ensuring colour-coded cloths and mops are used.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Sanitise high-touch areas with an approved disinfectant, allowing appropriate contact time.
4. Vacuum carpeted areas using a HEPA-filter vacuum cleaner to minimise dust and allergens.
5. Mop hard floors with a neutral pH cleaner, ensuring no residue is left.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Inspect the area for any missed spots and rectify as necessary.

Equipment

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| • Microfibre cloths (colour-coded) | • Mop and bucket (colour-coded) | • Cleaning trolley |
| • HEPA-filter vacuum cleaner | • Approved disinfectants | • Rubbish bin liners |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust, dirt, and smudges. High-touch areas are sanitised and free from fingerprints. Floors are spotless with no visible debris. Rubbish bins are empty, clean, and odour-free.
Good	Most surfaces are clean with minimal dust or smudges. High-touch areas are mostly sanitised. Floors have minor debris but are generally clean. Rubbish bins are empty and mostly clean.
Pass	Surfaces have some dust and smudges. High-touch areas have been sanitised but may have some fingerprints. Floors have visible debris. Rubbish bins are emptied but may have some odour.
Fail	Surfaces are visibly dusty and dirty. High-touch areas are not sanitised. Floors are dirty with visible debris. Rubbish bins are full or have not been cleaned.