

Screening Area

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

Scope of Work

- Dust all surfaces including counters, desks, and equipment.
- Sanitise high-touch areas such as door handles, light switches, and security equipment.
- Vacuum all carpeted areas and mats.
- Mop hard floors using a colour-coded system to prevent cross-contamination.
- Empty and sanitise rubbish bins, replacing liners as needed.
- Clean and polish glass surfaces and partitions.
- Ensure all cleaning activities comply with Australian workplace health and safety requirements.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust and allergens.
2. Sanitise high-touch areas with an approved disinfectant, ensuring contact time as per product instructions.
3. Vacuum carpets and mats thoroughly, paying attention to corners and edges.
4. Mop hard floors with a neutral detergent, using a colour-coded mop head to prevent cross-contamination.
5. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
6. Clean glass surfaces with a glass cleaner, ensuring no streaks or smudges remain.

Equipment

- Microfibre cloths
- Approved disinfectant
- Vacuum cleaner with HEPA filter
- Colour-coded mop and bucket
- Glass cleaner
- Rubbish bin liners

Quality Criteria

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