

## Staff Areas

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

### Scope of Work

- Dusting of all horizontal surfaces including desks, tables, and shelves.
- Vacuuming of carpeted areas and spot cleaning as necessary.
- Mopping of hard floors with appropriate cleaning solutions.
- Sanitising of high-touch surfaces such as door handles, light switches, and lift buttons.
- Emptying and sanitising rubbish bins and replacing liners.
- Cleaning and sanitising of kitchenettes, including benchtops, sinks, and taps.
- Cleaning of glass surfaces and mirrors to remove smudges and fingerprints.
- Restocking of consumables such as hand soap and paper towels.

### Method

1. Prepare the cleaning trolley with all necessary supplies and equipment, ensuring colour-coded cleaning systems are used to prevent cross-contamination.
2. Begin with dusting all horizontal surfaces using microfibre cloths to capture dust effectively.
3. Vacuum carpeted areas thoroughly, paying attention to corners and under furniture.
4. Mop hard floors using a damp mop and appropriate cleaning solution, ensuring no excess water is left on the floor.
5. Sanitise high-touch surfaces using disinfectant wipes or sprays, allowing appropriate contact time for effectiveness.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Clean kitchenettes by wiping down benchtops, sinks, and taps, ensuring all food residues are removed.
8. Clean glass surfaces with glass cleaner and a lint-free cloth for a streak-free finish.
9. Check and restock consumables, ensuring all dispensers are functioning correctly.

### Equipment

- Microfibre cloths
- Vacuum cleaner with HEPA filter
- Mop and bucket with wringer
- Colour-coded cleaning cloths and mops
- Disinfectant wipes and sprays
- Glass cleaner
- Rubbish bin liners
- Cleaning trolley

### Quality Criteria

| Performance Level | Criteria                                                                                                                                                                                                                                          |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Excellent</b>  | All surfaces are visibly clean and free of dust, dirt, and smudges. Floors are spotless with no streaks or residue. High-touch surfaces are sanitised with no visible marks. Rubbish bins are empty and sanitised. Consumables are fully stocked. |
| <b>Good</b>       | Most surfaces are clean with minimal dust or smudges. Floors are clean with slight streaks. High-touch surfaces are mostly sanitised. Rubbish bins are empty but not sanitised. Consumables are mostly stocked.                                   |
| <b>Pass</b>       | Surfaces have some dust and smudges. Floors are clean but have visible streaks. High-touch surfaces are partially sanitised. Rubbish bins are emptied but not sanitised. Consumables are low but available.                                       |
| <b>Fail</b>       | Surfaces are visibly dusty and dirty. Floors have visible dirt and streaks. High-touch surfaces are not sanitised. Rubbish bins are full or not emptied. Consumables are not stocked.                                                             |