

Sprinkler Room

Code: ANCMF-AU-GB-SR-06 • Facility: Government Building • Frequency: daily

Scope of Work

- Dust all surfaces, including pipes, valves, and sprinkler heads.
- Wipe down walls and doors to remove any marks or stains.
- Sanitise high-touch areas such as door handles and light switches.
- Sweep and mop the floor using a colour-coded cleaning system to prevent cross-contamination.
- Empty rubbish bins and replace liners.
- Check for and remove any cobwebs from corners and ceilings.
- Ensure all cleaning activities comply with Australian workplace health and safety requirements.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring the use of colour-coded cloths and mops.
2. Dust all surfaces using a microfibre cloth, starting from the top and working downwards.
3. Wipe down walls and doors with a damp cloth and appropriate cleaning solution.
4. Sanitise high-touch areas using a disinfectant spray and cloth.
5. Sweep the floor thoroughly, then mop using a neutral detergent solution.
6. Empty rubbish bins, replace liners, and dispose of waste according to local regulations.
7. Inspect the room for cobwebs and remove them using a long-handled duster.

Equipment

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| • Microfibre cloths (colour-coded) | • Disinfectant spray | • Rubbish bin liners |
| • Cleaning trolley | • Broom and dustpan | • Long-handled duster |
| • Neutral detergent | • Mop and bucket (colour-coded) | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; high-touch areas are sanitised; floors are spotless with no debris; no cobwebs present; rubbish bins are empty and clean.
Good	Minor dust on high surfaces; high-touch areas mostly sanitised; floors are clean with minimal debris; no cobwebs present; rubbish bins are empty.
Pass	Noticeable dust on some surfaces; high-touch areas partially sanitised; floors have some debris; few cobwebs present; rubbish bins are not overflowing.
Fail	Significant dust accumulation; high-touch areas not sanitised; floors are dirty with visible debris; cobwebs present; rubbish bins are overflowing.