

## Stationery Store

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

### Scope of Work

- Dusting of all surfaces including shelves, desks, and storage units.
- Vacuuming of carpeted areas and mats.
- Mopping of hard floors using appropriate cleaning solutions.
- Wiping and sanitising of high-touch surfaces such as door handles, light switches, and taps.
- Emptying and sanitising rubbish bins.
- Ensuring all cleaning activities adhere to colour-coded cleaning systems to prevent cross-contamination.

### Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust and prevent dispersion.
2. Vacuum carpeted areas using a HEPA-filter vacuum cleaner to ensure dust and allergens are effectively removed.
3. Mop hard floors with a neutral pH cleaner, ensuring no residue is left behind.
4. Wipe and sanitise high-touch surfaces with a disinfectant that meets Australian standards for effectiveness against bacteria and viruses.
5. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
6. Ensure all cleaning tools and equipment are cleaned and stored properly after use.

### Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Mop and bucket with wringer
- Neutral pH floor cleaner
- Disinfectant spray
- Colour-coded cleaning cloths
- Rubbish bin liners

### Quality Criteria

| Performance Level | Criteria                                                                                                                                                                                               |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Excellent</b>  | All surfaces are visibly clean and free of dust. Floors are spotless with no streaks or residue. High-touch surfaces are sanitised and free of smudges. Rubbish bins are empty, clean, and odour-free. |
| <b>Good</b>       | Minor dust on less accessible surfaces. Floors are clean with minimal streaks. High-touch surfaces are mostly sanitised. Rubbish bins are empty and clean with slight odour.                           |
| <b>Pass</b>       | Noticeable dust on surfaces. Floors have visible streaks or residue. Some high-touch surfaces are not sanitised. Rubbish bins are emptied but not sanitised.                                           |
| <b>Fail</b>       | Significant dust accumulation. Floors are dirty with visible marks. High-touch surfaces are not sanitised. Rubbish bins are full or have strong odour.                                                 |