

Treasury

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

Scope of Work

- Dusting of all surfaces including desks, shelves, and window sills.
- Vacuuming of all carpeted areas and spot cleaning as necessary.
- Mopping of hard floors using appropriate cleaning solutions.
- Sanitising of high-touch areas such as door handles, light switches, and lift buttons.
- Cleaning and sanitising of toilets and replenishing of supplies.
- Emptying and sanitising of rubbish bins and recycling bins.
- Cleaning of glass surfaces including windows and mirrors.
- Ensuring all cleaning activities comply with Australian workplace health and safety standards.

Method

1. Prepare the cleaning trolley with colour-coded cleaning cloths and appropriate cleaning agents.
2. Begin with dusting all surfaces using a microfibre cloth to capture dust effectively.
3. Vacuum all carpeted areas, paying special attention to corners and under furniture.
4. Mop hard floors using a neutral pH cleaner to avoid damage to surfaces.
5. Sanitise high-touch areas with a disinfectant spray and a clean cloth.
6. Clean toilets using a toilet brush and sanitising cleaner, ensuring all surfaces are wiped down.
7. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
8. Clean glass surfaces with a glass cleaner and a lint-free cloth for a streak-free finish.

Equipment

- | | | |
|-----------------------------------|----------------------------|----------------------|
| • Colour-coded microfibre cloths | • Cleaning trolley | • Toilet brush |
| • Vacuum cleaner with HEPA filter | • Neutral pH floor cleaner | • Glass cleaner |
| • Mop and bucket with wringer | • Disinfectant spray | • Rubbish bin liners |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless and streak-free; high-touch areas are sanitised and free of smudges; toilets are clean with no odours; bins are empty and sanitised.
Good	Minor dust on surfaces; floors are clean with minimal streaks; high-touch areas are mostly sanitised; toilets are clean with slight odours; bins are empty but not sanitised.
Pass	Visible dust on surfaces; floors have visible streaks; high-touch areas are partially sanitised; toilets are clean but with noticeable odours; bins are not emptied.
Fail	Heavy dust accumulation; floors are dirty and streaked; high-touch areas are not sanitised; toilets are dirty with strong odours; bins are overflowing.