

Traffic Control

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

Scope of Work

- Dusting of all surfaces including desks, counters, and equipment.
- Sanitising of high-touch areas such as door handles, light switches, and control panels.
- Vacuuming of carpeted areas and mats.
- Mopping of hard floors with appropriate cleaning solutions.
- Emptying and sanitising of rubbish bins.
- Cleaning of glass surfaces and windows.
- Spot cleaning of walls and partitions.
- Ensuring 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 a disinfectant solution, ensuring contact time as per manufacturer's instructions.
3. Vacuum carpeted areas using a HEPA-filter vacuum cleaner to reduce airborne particles.
4. Mop hard floors with a neutral pH cleaner, ensuring no residue is left behind.
5. Empty rubbish bins and replace liners, then sanitise the bin interior and exterior.
6. Clean glass surfaces with a streak-free glass cleaner.
7. Spot clean walls and partitions with a mild detergent solution.
8. Review all completed tasks to ensure compliance with quality criteria.

Equipment

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|------------------------------|-----------------------------|--------------------|
| • Microfibre cloths | • Neutral pH floor cleaner | • Mild detergent |
| • Disinfectant solution | • Rubbish bin liners | • Cleaning trolley |
| • HEPA-filter vacuum cleaner | • Streak-free glass cleaner | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust, dirt, and smudges. High-touch areas are sanitised and free from any residue. Floors are spotless with no visible marks or stains. Rubbish bins are empty and odour-free. Glass surfaces are streak-free.
Good	Minor dust or smudges on surfaces. High-touch areas are mostly sanitised with minimal residue. Floors have minor marks but are generally clean. Rubbish bins are empty with slight odour. Glass surfaces have minor streaks.
Pass	Noticeable dust or smudges on surfaces. High-touch areas have some residue. Floors have visible marks. Rubbish bins are not emptied regularly. Glass surfaces have visible streaks.
Fail	Surfaces are visibly dirty with dust and smudges. High-touch areas are not sanitised. Floors are dirty with significant marks. Rubbish bins are full and odorous. Glass surfaces are heavily streaked.