

Video Production

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

Scope of Work

- Dusting all surfaces, including desks, shelves, and equipment.
- Vacuuming all carpeted areas and rugs.
- Mopping hard floors with appropriate cleaning solutions.
- Sanitising high-touch areas such as door handles, light switches, and equipment controls.
- Emptying and cleaning rubbish bins, replacing liners as needed.
- Cleaning and sanitising toilets and washbasins.
- Wiping down and disinfecting video production equipment surfaces.
- Ensuring all cleaning activities comply with Australian workplace health and safety standards.

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 by dusting all surfaces using microfibre cloths, starting from the highest points and working downwards.
3. Vacuum all carpeted areas thoroughly, paying special 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 areas using disinfectant wipes or sprays, allowing surfaces to air dry.
6. Empty rubbish bins, replace liners, and clean the bins with a disinfectant spray.
7. Clean and sanitise toilets and washbasins using appropriate cleaning agents, ensuring all surfaces are wiped dry.
8. Wipe down video production equipment with a suitable disinfectant, ensuring no moisture enters the equipment.
9. Conduct a final inspection to ensure all areas meet the quality criteria.

Equipment

- Microfibre cloths
- Vacuum cleaner
- Mop and bucket
- Disinfectant wipes and sprays
- Colour-coded cleaning supplies
- Cleaning trolley
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and smudges; floors are spotless with no visible marks; high-touch areas are sanitised and free of fingerprints; rubbish bins are clean and odour-free; toilets and washbasins are sparkling clean.
Good	Minor dust on surfaces; floors have minimal marks; high-touch areas are mostly sanitised; rubbish bins are clean but may have slight odour; toilets and washbasins are clean with minor water spots.
Pass	Noticeable dust on surfaces; floors have visible marks; high-touch areas are partially sanitised; rubbish bins have noticeable odour; toilets and washbasins are clean but with visible water spots.
Fail	Significant dust accumulation; floors are dirty with visible stains; high-touch areas are not sanitised; rubbish bins are dirty and have strong odour; toilets and washbasins are visibly dirty.