

Watch Room

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

Scope of Work

- Dust all surfaces including desks, shelves, and equipment.
- Sanitise all high-touch areas such as door handles, light switches, and communication equipment.
- Vacuum all carpeted areas and ensure no debris is left behind.
- Mop hard floors using appropriate cleaning solutions.
- Empty and sanitise rubbish bins, replacing liners as needed.
- Clean and polish glass surfaces and windows.
- Ensure all cleaning activities comply with Australian workplace health and safety requirements.

Method

1. Prepare the cleaning trolley with colour-coded cleaning cloths and appropriate cleaning agents.
2. Dust all surfaces using a microfibre cloth to capture dust and prevent airborne particles.
3. Sanitise high-touch areas using a disinfectant spray and a clean cloth, ensuring all surfaces are visibly wet for the recommended contact time.
4. Vacuum carpets using a HEPA-filter vacuum cleaner to reduce allergens and dust particles.
5. Mop hard floors with a neutral pH cleaner, ensuring no streaks or residue are left.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Clean glass surfaces with a glass cleaner and a lint-free cloth for a streak-free finish.

Equipment

- Colour-coded microfibre cloths
- HEPA-filter vacuum cleaner
- Mop and bucket with neutral pH cleaner
- Disinfectant spray
- Glass cleaner
- Cleaning trolley
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; high-touch areas are sanitised with no visible residue; floors are spotless with no streaks; bins are empty and sanitised; glass surfaces are crystal clear.
Good	Minor dust on non-essential surfaces; high-touch areas are sanitised but may have slight residue; floors are clean with minimal streaks; bins are empty but not sanitised; glass surfaces have minor smudges.
Pass	Noticeable dust on surfaces; high-touch areas are partially sanitised; floors are clean but streaky; bins are emptied but not sanitised; glass surfaces have visible smudges.
Fail	Heavy dust accumulation; high-touch areas are not sanitised; floors are dirty or sticky; bins are full or not emptied; glass surfaces are dirty or streaked.