

## Weather Station

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

### Scope of Work

- Dusting of all surfaces including desks, equipment, and window sills.
- Vacuuming of all carpeted areas and mats.
- Mopping of hard floors using appropriate cleaning solutions.
- Sanitising of high-touch surfaces such as door handles, light switches, and taps.
- Cleaning and sanitising of toilets and replenishment of supplies.
- Emptying and sanitising of rubbish bins and replacement of liners.
- Cleaning of windows and glass surfaces to remove smudges and fingerprints.
- Ensuring all cleaning activities comply with Australian workplace health and safety requirements.

### Method

1. Begin with dusting all surfaces using a microfibre cloth to capture dust and allergens.
2. Vacuum all carpeted areas using a HEPA-filter vacuum to ensure air quality is maintained.
3. Mop hard floors with a neutral pH cleaner to prevent damage to surfaces.
4. Use a disinfectant solution to sanitise high-touch areas, ensuring contact time as per product instructions.
5. Clean toilets with a toilet-specific cleaner, ensuring all surfaces are scrubbed and sanitised.
6. Empty rubbish bins, sanitise the interior, and replace liners.
7. Clean windows with a glass cleaner, ensuring no streaks are left.
8. Conduct a final inspection to ensure all areas meet the quality criteria.

### Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Mop and bucket with wringer
- Neutral pH floor cleaner
- Disinfectant solution
- Toilet brush and cleaner
- Rubbish bin liners
- Glass cleaner

### Quality Criteria

| Performance Level | Criteria                                                                                                                                                                                                                        |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Excellent</b>  | All surfaces are free of dust and smudges; floors are spotless with no streaks; high-touch areas are sanitised with no residue; toilets are immaculate with no odours; bins are empty and sanitised; windows are crystal clear. |
| <b>Good</b>       | Minor dust on surfaces; floors are clean with minimal streaks; high-touch areas are mostly sanitised; toilets are clean with slight odour; bins are empty but not sanitised; windows have minor smudges.                        |
| <b>Pass</b>       | Noticeable dust on surfaces; floors have visible streaks; high-touch areas are partially sanitised; toilets are clean but with noticeable odour; bins are emptied but not sanitised; windows have visible smudges.              |
| <b>Fail</b>       | Heavy dust accumulation; floors are dirty with streaks; high-touch areas are not sanitised; toilets are dirty with strong odour; bins are full and unsanitised; windows are dirty with smudges.                                 |