

## Administration

Code: ANCMF-AU-I-A-01 • Facility: Industrial • Frequency: daily

### Scope of Work

- Dusting of all surfaces including desks, chairs, and shelves.
- Vacuuming of 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 telephones.
- Emptying and sanitising rubbish bins.
- Cleaning and polishing of glass surfaces and mirrors.
- Ensuring all cleaning activities are performed using colour-coded cleaning systems to prevent cross-contamination.

### Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust and allergens.
2. Vacuum carpeted areas using a HEPA-filter vacuum cleaner to ensure air quality standards are met.
3. Mop hard floors with a neutral pH cleaner, ensuring no residue is left behind.
4. Sanitise high-touch areas with a disinfectant approved by the Therapeutic Goods Administration (TGA).
5. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
6. Clean glass surfaces with a streak-free glass cleaner and polish with a lint-free cloth.

### Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Colour-coded mops and buckets
- Neutral pH floor cleaner
- TGA-approved disinfectant
- Streak-free glass cleaner
- Lint-free polishing cloths

### Quality Criteria

| Performance Level | Criteria                                                                                                                                                                                                                          |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Excellent</b>  | All surfaces are free of dust and smudges; floors are spotless with no residue; high-touch areas are sanitised and free of fingerprints; rubbish bins are clean and odour-free; glass surfaces are crystal clear with no streaks. |
| <b>Good</b>       | Minor dust on high surfaces; floors are clean with minimal residue; high-touch areas are mostly sanitised; rubbish bins are clean with slight odour; glass surfaces have minor streaks.                                           |
| <b>Pass</b>       | Visible dust on surfaces; floors have some residue; high-touch areas are partially sanitised; rubbish bins have noticeable odour; glass surfaces have visible streaks.                                                            |
| <b>Fail</b>       | Heavy dust accumulation; floors are dirty with significant residue; high-touch areas are unsanitised; rubbish bins are overflowing and odorous; glass surfaces are heavily streaked.                                              |