

Control Room

Code: ANCMF-AU-I-CR-04 • Facility: Industrial • Frequency: daily

Scope of Work

- Dust all surfaces including control panels, desks, and equipment.
- Sanitise high-touch areas such as door handles, switches, and keyboards.
- Vacuum all carpeted areas and mats.
- Mop hard floors using a colour-coded system to prevent cross-contamination.
- Empty rubbish bins and replace liners.
- 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 all necessary equipment and supplies, ensuring colour-coded cloths and mops are used.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Sanitise high-touch areas with an approved disinfectant, allowing appropriate contact time.
4. Vacuum carpets and mats thoroughly, paying attention to corners and edges.
5. Mop hard floors with a neutral detergent, ensuring no residue is left behind.
6. Empty rubbish bins, replace liners, and dispose of waste according to facility protocols.
7. Clean glass surfaces with a glass cleaner, ensuring no streaks remain.
8. Conduct a final inspection to ensure all tasks are completed to standard.

Equipment

- Microfibre cloths (colour-coded)
- Vacuum cleaner with HEPA filter
- Mop and bucket (colour-coded)
- Approved disinfectant
- 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 residue; floors are spotless with no streaks; rubbish bins are empty and clean; glass surfaces are crystal clear.
Good	Minor dust on less accessible surfaces; high-touch areas sanitised with minimal residue; floors are clean with slight streaks; rubbish bins are empty; glass surfaces have minor streaks.
Pass	Noticeable dust on surfaces; high-touch areas partially sanitised; floors have visible streaks; rubbish bins are not overflowing; glass surfaces have visible streaks.
Fail	Significant dust accumulation; high-touch areas not sanitised; floors are dirty; rubbish bins are overflowing; glass surfaces are dirty.