

CCTV Room

Code: ANCMF-AU-I-CR-05 • Facility: Industrial • Frequency: daily

Scope of Work

- Dust all surfaces, including monitors, control panels, and shelves.
- Sanitise high-touch areas such as door handles, light switches, and keyboards.
- Vacuum carpeted areas and spot clean as necessary.
- Wipe down and sanitise all hard surfaces, including desks and chairs.
- Empty rubbish bins and replace liners.
- 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 are used to prevent cross-contamination.
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 for effectiveness.
4. Vacuum the carpet using a HEPA-filter vacuum cleaner to minimise dust and allergens.
5. Wipe down all hard surfaces with a damp cloth and sanitiser, ensuring no streaks or residue remain.
6. Empty rubbish bins, replace liners, and dispose of waste according to facility protocols.
7. Conduct a final inspection to ensure all tasks are completed to the required standard.

Equipment

- Microfibre cloths (colour-coded)
- Approved disinfectant and sanitiser
- Rubbish bin liners
- HEPA-filter vacuum cleaner
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and smudges; high-touch areas are sanitised with no residue; carpet is clean with no visible debris; rubbish bins are empty with fresh liners; no unpleasant odours present.
Good	Minor dust on non-essential surfaces; high-touch areas mostly sanitised; carpet mostly clean with minor debris; rubbish bins empty with fresh liners; no strong odours present.
Pass	Noticeable dust on surfaces; some high-touch areas missed; carpet has visible debris; rubbish bins not emptied; mild odours present.
Fail	Significant dust accumulation; high-touch areas not sanitised; carpet dirty with visible debris; rubbish bins overflowing; strong odours present.