

Fire Control Room

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

Scope of Work

- Dust all surfaces including control panels, desks, and equipment.
- Sanitise high-touch areas such as door handles, light switches, and control buttons.
- Vacuum and mop floors using appropriate cleaning agents.
- 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. Use a colour-coded cleaning system to prevent cross-contamination.
2. Start by dusting from top to bottom to capture all dust particles.
3. Sanitise high-touch areas with approved disinfectants.
4. Vacuum floors using a HEPA-filter vacuum cleaner to minimise airborne particles.
5. Mop floors with a neutral pH cleaner to maintain surface integrity.
6. Dispose of rubbish in designated bins and replace liners.
7. Inspect and clean glass surfaces with a streak-free cleaner.

Equipment

- Colour-coded microfibre cloths
- HEPA-filter vacuum cleaner
- Neutral pH floor cleaner
- Approved disinfectants
- Glass cleaner
- Cleaning trolley
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and smudges; floors are spotless and dry; no rubbish present; glass surfaces are streak-free; high-touch areas are sanitised and free of fingerprints.
Good	Minor dust on non-critical surfaces; floors are clean with minimal streaks; rubbish bins are empty; glass surfaces have minor streaks; high-touch areas are mostly sanitised.
Pass	Noticeable dust on surfaces; floors have visible streaks; rubbish bins are not overflowing; glass surfaces have visible streaks; high-touch areas are partially sanitised.
Fail	Heavy dust accumulation; floors are dirty or wet; rubbish bins are overflowing; glass surfaces are dirty; high-touch areas are not sanitised.