

Machine Workshop

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

Scope of Work

- Dusting of all horizontal surfaces including machinery, workbenches, and storage areas.
- Vacuuming of floors using industrial-grade equipment to remove metal shavings and debris.
- Mopping of non-carpeted areas with appropriate cleaning solutions to ensure slip resistance.
- Sanitising of high-touch surfaces such as door handles, light switches, and control panels.
- Emptying and cleaning of rubbish bins, ensuring waste is disposed of according to environmental standards.
- Cleaning of windows and glass surfaces to ensure visibility and safety.
- Maintaining cleanliness of staff amenities including toilets and break areas.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination between different areas.
2. Begin with dusting all surfaces using microfibre cloths to capture fine particles.
3. Vacuum floors with a HEPA-filtered industrial vacuum to ensure air quality is maintained.
4. Mop floors with a neutral pH cleaner, ensuring all spills and stains are removed.
5. Sanitise high-touch areas with a disinfectant approved by the Therapeutic Goods Administration (TGA).
6. Empty rubbish bins and replace liners, ensuring waste is segregated and disposed of correctly.
7. Clean windows and glass surfaces with a streak-free solution.
8. Ensure all cleaning equipment is cleaned and stored correctly after use.

Equipment

- Industrial vacuum cleaner with HEPA filter
- Microfibre cloths
- Colour-coded mops and buckets
- Neutral pH floor cleaner
- TGA-approved disinfectant
- Glass cleaning solution
- Rubbish bin liners
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and debris; floors are spotless and dry; high-touch areas are sanitised and free of smudges; windows are crystal clear; no rubbish is visible; amenities are pristine.
Good	Minor dust on less accessible surfaces; floors are clean with minimal marks; high-touch areas are mostly sanitised; windows have minor streaks; rubbish bins are empty; amenities are clean.
Pass	Noticeable dust on surfaces; floors have visible marks; high-touch areas have some smudges; windows are streaked; rubbish bins are not overflowing; amenities are usable but not spotless.
Fail	Heavy dust accumulation; floors are dirty and slippery; high-touch areas are unsanitised; windows are dirty; rubbish bins are overflowing; amenities are unhygienic.