

Fire Pump Room

Code: ANCMF-AU-R-FPR-01 • Facility: Retail • Frequency: daily

Scope of Work

- Dust all surfaces, including equipment, pipes, and shelving.
- Sanitise all high-touch surfaces, including door handles and light switches.
- Vacuum and mop the floor using a colour-coded cleaning system to prevent cross-contamination.
- Remove rubbish and replace bin liners.
- Inspect and clean any visible cobwebs or insect presence.
- Ensure all cleaning activities comply with Australian workplace health and safety requirements.

Method

1. Prepare the area by removing any obstacles and ensuring the space is safe to clean.
2. Dust all surfaces using a microfibre cloth to capture dust effectively.
3. Sanitise high-touch areas with an approved disinfectant, ensuring contact time as per manufacturer's instructions.
4. Vacuum the floor using a HEPA-filtered vacuum cleaner to minimise airborne dust.
5. Mop the floor with a neutral pH cleaner, ensuring no residue is left behind.
6. Dispose of rubbish in the designated waste area and replace bin liners.
7. Conduct a final inspection to ensure all cleaning tasks are completed to standard.

Equipment

- Microfibre cloths (colour-coded)
- HEPA-filtered vacuum cleaner
- Mop and bucket (colour-coded)
- Neutral pH floor cleaner
- Approved disinfectant
- Rubbish bin liners
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless with no residue; high-touch areas are sanitised with no streaks; no rubbish present; no odours detected.
Good	Minor dust on non-essential surfaces; floors are clean with minimal residue; high-touch areas are sanitised with slight streaks; rubbish bins are empty; faint odours may be present.
Pass	Noticeable dust on surfaces; floors have visible residue; high-touch areas are sanitised but with visible streaks; rubbish bins are not overflowing; noticeable odours present.
Fail	Heavy dust accumulation; floors are dirty with significant residue; high-touch areas are not sanitised; rubbish bins are overflowing; strong odours present.