

ATM Area

Code: ANCMF-AU-TH-AA-01 • Facility: Transportation Hub • Frequency: daily

Scope of Work

- Dust and wipe all ATM surfaces, including screens, keypads, and surrounding areas.
- Sanitise ATM touchpoints using approved disinfectants.
- Empty and clean rubbish bins, replacing liners as needed.
- Vacuum and mop floors, ensuring no debris or spills are present.
- Clean and polish glass surfaces and signage.
- Ensure all cleaning activities comply with Australian workplace health and safety requirements.

Method

1. Begin by dusting all surfaces using a microfibre cloth to remove visible dust and debris.
2. Apply a sanitising solution to a clean cloth and wipe down all ATM touchpoints, including screens and keypads.
3. Empty rubbish bins, replace liners, and sanitise the bin exterior.
4. Vacuum the floor area thoroughly, paying attention to corners and edges.
5. Mop the floor using a neutral pH cleaner, ensuring no residue is left behind.
6. Clean glass surfaces with a glass cleaner, ensuring a streak-free finish.

Equipment

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| • Microfibre cloths | • Vacuum cleaner | • Glass cleaner |
| • Sanitising solution | • Mop and bucket | • Rubbish bin liners |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust, fingerprints, and smudges. No rubbish is present. Floors are spotless and dry. Glass surfaces are streak-free.
Good	Minor dust or smudges on surfaces. Rubbish bins are empty but may have minor odour. Floors are clean but may have slight dampness. Glass surfaces have minimal streaks.
Pass	Visible dust or smudges on surfaces. Rubbish bins are not overflowing but have noticeable odour. Floors are clean but damp. Glass surfaces have visible streaks.
Fail	Surfaces are visibly dirty with dust and smudges. Rubbish bins are overflowing. Floors are dirty or wet. Glass surfaces are heavily streaked.