

Broadcast Center

Code: ANCMF-AU-TH-BC-02 • Facility: Transportation Hub • Frequency: daily

Scope of Work

- Dusting all surfaces including desks, equipment, and shelving.
- Vacuuming carpeted areas and spot cleaning as necessary.
- Mopping hard floors with appropriate cleaning solutions.
- Sanitising high-touch surfaces such as door handles, light switches, and equipment controls.
- Emptying and sanitising rubbish bins.
- Cleaning and polishing glass surfaces and windows.
- Ensuring all cleaning activities comply with Australian workplace health and safety requirements.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust particles effectively.
2. Vacuum all carpeted areas using a HEPA-filter vacuum cleaner to ensure air quality is maintained.
3. Mop hard floors using a colour-coded mop system to prevent cross-contamination, using a neutral pH floor cleaner.
4. Sanitise high-touch surfaces with a hospital-grade disinfectant, ensuring contact time as per manufacturer's instructions.
5. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
6. Clean glass surfaces with a streak-free glass cleaner and a microfibre cloth.

Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Colour-coded mop and bucket
- Neutral pH floor cleaner
- Hospital-grade disinfectant
- Streak-free glass cleaner
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and smudges; floors are spotless and dry; no visible rubbish or odours; glass surfaces are crystal clear with no streaks.
Good	Minor dust on less accessible surfaces; floors are clean with minimal spots; rubbish bins are empty and odour-free; glass surfaces have minimal streaks.
Pass	Noticeable dust on surfaces; floors have some spots; rubbish bins are not overflowing but may have slight odour; glass surfaces have visible streaks.
Fail	Significant dust accumulation; floors are dirty or sticky; rubbish bins are overflowing or have strong odours; glass surfaces are heavily streaked or dirty.