

Baggage Storage

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

Scope of Work

- Dust all surfaces, including shelving and storage units.
- Sanitise high-touch areas such as door handles, light switches, and trolley handles.
- Vacuum all carpeted areas and mop hard floors.
- Empty and clean rubbish bins, replacing liners as needed.
- Wipe down walls and doors to remove marks and stains.
- Ensure 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 and prevent dispersion.
2. Sanitise high-touch areas with a disinfectant approved for use in public spaces, ensuring contact time as per product instructions.
3. Vacuum carpeted areas using a HEPA-filter vacuum cleaner to reduce airborne particles.
4. Mop hard floors with a neutral pH cleaner to avoid damage to surfaces.
5. Empty rubbish bins, clean with a disinfectant, and replace liners.
6. Wipe walls and doors with a damp cloth and appropriate cleaner to remove visible marks.

Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Neutral pH floor cleaner
- Disinfectant spray
- Colour-coded cleaning buckets and mops
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; high-touch areas are sanitised with no visible residue; floors are spotless with no debris; bins are empty and clean; no unpleasant odours present.
Good	Minor dust on less accessible surfaces; high-touch areas are mostly sanitised; floors have minimal debris; bins are emptied but may have slight odour.
Pass	Noticeable dust on surfaces; some high-touch areas missed; floors have visible debris; bins are emptied but not cleaned.
Fail	Significant dust accumulation; high-touch areas unsanitised; floors are dirty; bins are full or have strong odours.