

Currency Exchange

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

Scope of Work

- Dusting all surfaces including counters, shelves, and equipment.
- Sanitising high-touch areas such as door handles, counters, and electronic devices.
- Vacuuming carpeted areas and spot cleaning as necessary.
- Mopping hard floors with appropriate cleaning solutions.
- Emptying and sanitising rubbish bins.
- Cleaning glass surfaces to remove fingerprints and smudges.
- Ensuring all cleaning activities comply with Australian workplace health and safety requirements.

Method

1. Begin by organising cleaning supplies on a trolley, ensuring all items are colour-coded according to the cleaning area.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Sanitise high-touch areas using a disinfectant spray and a clean cloth, ensuring thorough coverage.
4. Vacuum carpeted areas using a HEPA-filter vacuum cleaner to minimise dust and allergens.
5. Mop hard floors with a neutral pH cleaner, ensuring no residue is left behind.
6. Empty rubbish bins, replace liners, and sanitise the bin surfaces.
7. Clean glass surfaces with a glass cleaner and a lint-free cloth, ensuring a streak-free finish.

Equipment

- Microfibre cloths (colour-coded)
- Disinfectant spray
- HEPA-filter vacuum cleaner
- Mop and bucket with neutral pH cleaner
- Glass cleaner and lint-free cloth
- Rubbish bin liners
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust, smudges, and fingerprints. High-touch areas are sanitised with no visible residue. Floors are spotless with no debris or stains. Glass surfaces are streak-free. Rubbish bins are empty and odour-free.
Good	Surfaces are mostly clean with minor dust or smudges. High-touch areas are sanitised with minimal residue. Floors have minor debris but no stains. Glass surfaces have minor streaks. Rubbish bins are empty with slight odour.
Pass	Surfaces have visible dust or smudges. High-touch areas are partially sanitised. Floors have visible debris or stains. Glass surfaces have noticeable streaks. Rubbish bins are not completely empty or have noticeable odour.
Fail	Surfaces are visibly dirty with significant dust or smudges. High-touch areas are not sanitised. Floors are dirty with significant debris or stains. Glass surfaces are heavily streaked. Rubbish bins are full or have strong odour.