

Communications Room

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

Scope of Work

- Dust all surfaces including equipment, shelves, and ledges.
- Sanitise all high-touch surfaces such as door handles, light switches, and communication equipment.
- Vacuum all carpeted areas and mats.
- Mop hard floors with a suitable cleaning solution.
- Empty rubbish bins and replace liners.
- Check and clean air vents and filters.
- Ensure all cleaning activities comply with Australian workplace health and safety requirements.

Method

1. Prepare the area by removing any obstructions and ensuring all equipment is safely powered down if necessary.
2. Use a colour-coded cleaning system to prevent cross-contamination.
3. Dust surfaces using a microfibre cloth to capture dust effectively.
4. Sanitise high-touch surfaces with an approved disinfectant, allowing appropriate contact time.
5. Vacuum carpets using a HEPA-filter vacuum cleaner to minimise airborne particles.
6. Mop hard floors with a neutral pH cleaner, ensuring no residue is left.
7. Dispose of rubbish in designated bins and replace liners.
8. Inspect air vents and filters, cleaning as necessary to ensure proper airflow.

Equipment

- Microfibre cloths
- Colour-coded cleaning cloths and mops
- HEPA-filter vacuum cleaner
- Neutral pH floor cleaner
- Approved disinfectant
- Rubbish bin liners
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and marks; high-touch areas are sanitised with no visible residue; floors are spotless with no streaks; air vents are clean and unobstructed; rubbish bins are empty and clean.
Good	Minor dust on non-essential surfaces; high-touch areas are sanitised with minimal residue; floors are clean with slight streaks; air vents are mostly clean; rubbish bins are emptied but may have minor marks.
Pass	Noticeable dust on surfaces; high-touch areas are sanitised but with visible residue; floors have visible streaks; air vents have some dust; rubbish bins are emptied but dirty.
Fail	Significant dust accumulation; high-touch areas are not sanitised; floors are dirty with visible debris; air vents are clogged; rubbish bins are full or overflowing.