

Control Tower

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

Scope of Work

- Dust all surfaces, including desks, consoles, and equipment.
- Sanitise high-touch areas such as door handles, light switches, and communication devices.
- Vacuum all carpeted areas and spot clean stains.
- Mop hard floors with appropriate cleaning solution.
- Empty rubbish bins and replace liners.
- Clean windows and glass partitions to ensure clear visibility.
- Wipe and sanitise control panels and screens.
- Ensure all cleaning activities comply with Australian workplace health and safety requirements.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Dust surfaces using a microfibre cloth to capture dust particles effectively.
3. Apply a disinfectant solution to high-touch areas and allow appropriate dwell time before wiping.
4. Vacuum carpets using a HEPA-filtered vacuum cleaner to reduce airborne dust.
5. Mop floors using a damp mop and a neutral pH cleaner suitable for the floor type.
6. Empty rubbish bins, ensuring waste is disposed of according to local regulations.
7. Clean windows with a glass cleaner and a squeegee for streak-free results.
8. Wipe control panels with an anti-static cleaner to prevent damage to electronic components.

Equipment

- Microfibre cloths
- HEPA-filtered vacuum cleaner
- Colour-coded cleaning buckets and mops
- Disinfectant solution
- Neutral pH floor cleaner
- Glass cleaner and squeegee
- Anti-static cleaner
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and smudges; high-touch areas are sanitised with no visible residue; floors are spotless with no stains; windows and glass are crystal clear; rubbish bins are empty and clean.
Good	Minor dust on less accessible surfaces; high-touch areas are mostly sanitised; floors have minimal stains; windows and glass have minor streaks; rubbish bins are empty but may have minor residue.
Pass	Noticeable dust on surfaces; high-touch areas partially sanitised; floors have visible stains; windows and glass are streaked; rubbish bins are not emptied regularly.
Fail	Heavy dust accumulation; high-touch areas are not sanitised; floors are dirty with multiple stains; windows and glass are dirty; rubbish bins are overflowing.