

Fire Station

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

Scope of Work

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

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Start with dusting from high to low surfaces to capture all dust particles.
3. Vacuum carpets using a HEPA-filter vacuum cleaner to ensure air quality.
4. Mop floors using a microfibre mop and appropriate cleaning solution.
5. Sanitise high-touch surfaces with a hospital-grade disinfectant.
6. Clean toilets and sinks with a non-abrasive cleaner, ensuring all surfaces are scrubbed and rinsed.
7. Empty rubbish bins, replace liners, and sanitise the bin interior.
8. Clean windows with a streak-free glass cleaner.

Equipment

- Colour-coded microfibre cloths and mops
- HEPA-filter vacuum cleaner
- Hospital-grade disinfectant
- Non-abrasive toilet and sink cleaner
- Streak-free glass cleaner
- Rubbish bin liners
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust, dirt, and marks. Floors are spotless with no streaks. High-touch surfaces are sanitised and free from smudges. Toilets and sinks are sparkling clean with no odours. Rubbish bins are empty and sanitised.
Good	Most surfaces are clean with minimal dust or marks. Floors have minor streaks. High-touch surfaces are mostly sanitised. Toilets and sinks are clean with slight water marks. Rubbish bins are empty but not sanitised.
Pass	Surfaces have visible dust and marks. Floors have visible streaks. High-touch surfaces are not fully sanitised. Toilets and sinks have visible stains. Rubbish bins are not emptied.
Fail	Surfaces are heavily soiled with dust and marks. Floors are dirty with visible debris. High-touch surfaces are unsanitised. Toilets and sinks are dirty with strong odours. Rubbish bins are overflowing.