

Ground Support Equipment

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

Scope of Work

- Dusting all surfaces including equipment, shelves, and ledges.
- Sanitising high-touch areas such as handles, controls, and switches.
- Vacuuming and mopping floors to remove dirt and debris.
- Emptying and cleaning rubbish bins, replacing liners as needed.
- Cleaning windows and glass surfaces to remove smudges and fingerprints.
- Wiping down and sanitising seating areas and workstations.
- 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. Begin by dusting all surfaces from top to bottom to ensure no area is missed.
3. Sanitise high-touch areas using an approved disinfectant, allowing appropriate contact time.
4. Vacuum floors using a HEPA-filtered vacuum cleaner to capture fine dust particles.
5. Mop floors with a neutral pH cleaner, ensuring no residue is left behind.
6. Empty rubbish bins, clean them with a disinfectant, and replace liners.
7. Clean windows and glass surfaces with a streak-free glass cleaner.
8. Wipe down seating and workstations with a disinfectant wipe.

Equipment

- HEPA-filtered vacuum cleaner
- Microfibre cloths
- Colour-coded cleaning cloths and mops
- Approved disinfectants and cleaning agents
- Rubbish bin liners
- Glass cleaner
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust. High-touch areas are sanitised and have no visible marks. Floors are spotless with no debris. Rubbish bins are clean and odour-free. Windows and glass surfaces are streak-free.
Good	Minor dust on less accessible surfaces. High-touch areas are mostly clean with few marks. Floors have minimal debris. Rubbish bins are clean but may have slight odour. Windows and glass surfaces have minor streaks.
Pass	Noticeable dust on some surfaces. High-touch areas have visible marks. Floors have some debris. Rubbish bins are not entirely clean and have odour. Windows and glass surfaces have visible streaks.
Fail	Significant dust accumulation. High-touch areas are dirty. Floors are visibly dirty with debris. Rubbish bins are dirty and have strong odour. Windows and glass surfaces are heavily streaked.