

Left Luggage

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

Scope of Work

- Dusting all surfaces including shelves, counters, and storage areas.
- Vacuuming all carpeted areas and mats.
- Mopping hard floors with appropriate cleaning solutions.
- Wiping down and sanitising all frequently touched surfaces such as handles, switches, and counters.
- Emptying and sanitising rubbish bins.
- Cleaning and sanitising any seating areas.
- Ensuring all cleaning activities comply with Australian workplace health and safety requirements.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust and allergens.
2. Vacuum carpeted areas using a HEPA-filter vacuum to ensure air quality standards are met.
3. Mop hard floors using a neutral pH cleaner to prevent surface damage and ensure safety.
4. Wipe down all high-touch surfaces with a disinfectant solution, ensuring contact time as per manufacturer's instructions.
5. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
6. Inspect seating areas for stains or spills and clean as necessary using appropriate upholstery cleaners.
7. Conduct a final inspection to ensure all areas meet the specified quality criteria.

Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Mop and bucket with neutral pH cleaner
- Disinfectant wipes or solution
- Rubbish bin liners
- Upholstery cleaner

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless with no visible debris; all high-touch surfaces are sanitised and free of smudges; rubbish bins are empty and odour-free; seating areas are clean with no stains.
Good	Minor dust on high surfaces; floors have minimal debris; high-touch surfaces are mostly clean; rubbish bins are empty but may have slight odour; seating areas are mostly clean with minor stains.
Pass	Noticeable dust on surfaces; floors have visible debris; high-touch surfaces have some smudges; rubbish bins are not overflowing but have noticeable odour; seating areas have visible stains.
Fail	Heavy dust accumulation; floors are dirty with visible debris; high-touch surfaces are unsanitised; rubbish bins are overflowing and odorous; seating areas are heavily stained.