

Maintenance Workshop

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

Scope of Work

- Dusting all surfaces including workbenches, shelves, and equipment.
- Vacuuming floors to remove dust and debris.
- Mopping hard floors with appropriate cleaning solutions.
- Wiping down all high-touch surfaces such as door handles, switches, and taps.
- Sanitising all work surfaces and communal areas.
- Emptying and cleaning rubbish bins.
- Cleaning and sanitising toilets and washbasins.
- Ensuring all cleaning supplies are replenished and stored correctly.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Start with dusting from top to bottom to ensure all surfaces are free from dust.
3. Vacuum all floor areas using a HEPA-filter vacuum cleaner.
4. Mop floors with a neutral pH cleaner, ensuring no residue is left.
5. Wipe and sanitise high-touch surfaces using a disinfectant approved by Australian standards.
6. Empty rubbish bins and replace liners, ensuring bins are sanitised.
7. Clean toilets with a toilet-specific cleaner and sanitise washbasins.
8. Check and restock cleaning supplies, ensuring all items are stored safely.

Equipment

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| • HEPA-filter vacuum cleaner | • Colour-coded cleaning cloths | • Rubbish bin liners |
| • Microfibre cloths | • Disinfectant spray | • Toilet cleaning brush |
| • Mop and bucket with wringer | • Neutral pH floor cleaner | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust and debris. Floors are spotless with no residue. High-touch surfaces are sanitised and free from smudges. Rubbish bins are empty and sanitised. Toilets are clean and odour-free.
Good	Most surfaces are clean with minimal dust. Floors are clean with slight residue. High-touch surfaces are mostly sanitised. Rubbish bins are empty but not sanitised. Toilets are clean with slight odour.
Pass	Some surfaces have visible dust. Floors have visible residue. High-touch surfaces are partially sanitised. Rubbish bins are not emptied. Toilets are clean but have noticeable odour.
Fail	Surfaces are dusty and dirty. Floors are dirty with visible residue. High-touch surfaces are not sanitised. Rubbish bins are full. Toilets are dirty and have strong odour.