

Synagogue

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

Scope of Work

- Dusting of all surfaces including benches, lecterns, and shelves.
- Vacuuming of carpets and rugs.
- Mopping of hard floors with appropriate cleaning solutions.
- Sanitising of high-touch areas such as door handles, light switches, and taps.
- Cleaning and sanitising of toilets and washbasins.
- Emptying and sanitising rubbish bins.
- Cleaning of windows and glass surfaces.
- Ensuring all cleaning activities comply with Australian workplace health and safety requirements.

Method

1. Begin with dusting all surfaces using a microfibre cloth to capture dust particles effectively.
2. Vacuum carpets and rugs using a HEPA-filter vacuum cleaner to ensure dust and allergens are removed.
3. Mop hard floors with a neutral pH cleaner, ensuring no residue is left behind.
4. Sanitise high-touch areas with a hospital-grade disinfectant, ensuring contact time as per manufacturer's instructions.
5. Clean toilets and washbasins using a toilet-specific cleaner and disinfectant, ensuring all surfaces are scrubbed and rinsed.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Clean windows and glass surfaces with a streak-free glass cleaner.
8. Conduct a final inspection to ensure all areas meet the quality criteria.

Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Mop and bucket with neutral pH cleaner
- Hospital-grade disinfectant
- Toilet-specific cleaner
- Rubbish bin liners
- Streak-free glass cleaner
- Colour-coded cleaning system

Quality Criteria

| Performance Level | Criteria                                                                                                                                                                                                                                                                                       |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Excellent         | All surfaces are free of dust and marks; carpets are spotless and free of debris; floors are shiny with no streaks; high-touch areas are sanitised with no visible fingerprints; toilets are spotless with no odours; rubbish bins are empty and sanitised; windows are clear with no smudges. |
| Good              | Minor dust on surfaces; carpets have minimal debris; floors have slight streaks; high-touch areas are mostly sanitised; toilets are clean with slight odours; rubbish bins are empty but not sanitised; windows have minor smudges.                                                            |
| Pass              | Noticeable dust on surfaces; carpets have visible debris; floors have visible streaks; high-touch areas are partially sanitised; toilets are clean but with noticeable odours; rubbish bins are not empty; windows have visible smudges.                                                       |
| Fail              | Heavy dust on surfaces; carpets are dirty with debris; floors are dirty with streaks; high-touch areas are not sanitised; toilets are dirty with strong odours; rubbish bins are full and unsanitised; windows are dirty with smudges.                                                         |