

Storage Areas

Code: ANCMF-AU-TH-SA-04 • Facility: Transportation Hub • Frequency: daily

Scope of Work

- Dust all surfaces, including shelves, ledges, and equipment.
- Sanitise high-touch areas such as door handles, light switches, and trolley handles.
- Vacuum and mop floors using appropriate cleaning solutions.
- Empty rubbish bins and replace liners.
- Ensure all cleaning supplies are stored correctly and are colour-coded as per Australian standards.
- Check for and remove any visible cobwebs or insect presence.
- Ensure all storage areas are free from unpleasant odours.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust effectively.
2. Sanitise high-touch areas with a disinfectant solution, ensuring contact time as per manufacturer's instructions.
3. Vacuum the floor using a HEPA-filtered vacuum cleaner to remove dust and debris.
4. Mop the floor with a neutral pH cleaner, ensuring no residue is left behind.
5. Empty rubbish bins, replace liners, and ensure bins are clean and odour-free.
6. Inspect the area for cobwebs and remove them using an extendable duster.
7. Conduct a final walkthrough to ensure all tasks are completed to standard.

Equipment

- Microfibre cloths
- HEPA-filtered vacuum cleaner
- Mop and bucket with neutral pH cleaner
- Disinfectant solution
- Colour-coded cleaning supplies
- Extendable duster
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust. High-touch areas are sanitised with no residue. Floors are spotless with no visible marks or stains. Rubbish bins are empty, clean, and odour-free. No cobwebs or insects present.
Good	Most surfaces are clean with minimal dust. High-touch areas are mostly sanitised. Floors have minor marks but are generally clean. Rubbish bins are empty with slight odour. Few cobwebs present.
Pass	Surfaces have some dust. High-touch areas are partially sanitised. Floors have visible marks. Rubbish bins are not emptied regularly. Cobwebs are noticeable.
Fail	Surfaces are dusty. High-touch areas are not sanitised. Floors are dirty with significant marks. Rubbish bins are full and odorous. Cobwebs and insects are present.