

Security Checkpoint

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

Scope of Work

- Dusting of all surfaces including security equipment, counters, and furniture.
- Sanitising of high-touch areas such as trays, conveyor belts, and handrails.
- Vacuuming of carpeted areas and mats.
- Mopping of hard floors with appropriate cleaning solutions.
- Emptying and sanitising rubbish bins.
- Cleaning and polishing of glass surfaces and partitions.
- Spot cleaning of walls and doors to remove marks and stains.
- 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 prevent redistribution.
2. Sanitise high-touch areas using a disinfectant solution, ensuring contact time as per manufacturer's instructions.
3. Vacuum carpeted areas using a HEPA-filter vacuum to minimise airborne dust.
4. Mop hard floors using a colour-coded mop system to prevent cross-contamination.
5. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
6. Clean glass surfaces with a glass cleaner and polish to a streak-free finish.
7. Spot clean walls and doors using a neutral cleaner to remove any visible marks.
8. Conduct a final inspection to ensure all areas meet the quality criteria.

Equipment

- Microfibre cloths
- Disinfectant solution
- HEPA-filter vacuum cleaner
- Colour-coded mop and bucket
- Rubbish bin liners
- Glass cleaner
- Neutral cleaner

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; high-touch areas are sanitised with no visible residue; floors are spotless and dry; bins are empty and odour-free; glass surfaces are streak-free; no visible marks on walls or doors.
Good	Minor dust on surfaces; high-touch areas are sanitised with minimal residue; floors have minor spots; bins are empty but may have slight odour; glass surfaces have minor streaks; few marks on walls or doors.
Pass	Noticeable dust on surfaces; high-touch areas are sanitised but with visible residue; floors have visible spots; bins are not overflowing but have odour; glass surfaces have visible streaks; several marks on walls or doors.
Fail	Heavy dust on surfaces; high-touch areas are not sanitised; floors are dirty and wet; bins are overflowing and have strong odour; glass surfaces are heavily streaked; many marks on walls or doors.