

Security Control

Code: ANCMF-AU-TH-SC-02 • Facility: Transportation Hub • Frequency: daily

Scope of Work

- Dust all surfaces including desks, monitors, and control panels.
- Sanitise high-touch areas such as door handles, light switches, and communication devices.
- Vacuum all carpeted areas and spot clean as necessary.
- Mop hard floors with appropriate cleaning solution.
- Empty and sanitise rubbish bins.
- Clean and polish glass surfaces and windows.
- Ensure 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 particles effectively.
2. Sanitise high-touch areas using a disinfectant spray and a clean cloth, ensuring all surfaces are visibly wet for the recommended contact time.
3. Vacuum carpets using a HEPA-filter vacuum cleaner to minimise airborne dust.
4. Mop hard floors using a colour-coded mop and bucket system to prevent cross-contamination.
5. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
6. Use a glass cleaner and a lint-free cloth to clean and polish glass surfaces.

Equipment

- Microfibre cloths
- Disinfectant spray
- HEPA-filter vacuum cleaner
- Colour-coded mop and bucket
- Glass cleaner
- Lint-free cloths
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and smudges; high-touch areas are sanitised with no visible residue; carpets are free from debris and stains; hard floors are clean and streak-free; rubbish bins are empty and odour-free; glass surfaces are spotless.
Good	Minor dust on surfaces; high-touch areas are mostly sanitised; carpets have minimal debris; hard floors have minor streaks; rubbish bins are empty but may have slight odour; glass surfaces have minor smudges.
Pass	Noticeable dust on surfaces; high-touch areas are inconsistently sanitised; carpets have visible debris; hard floors have visible streaks; rubbish bins are not emptied regularly; glass surfaces have visible smudges.
Fail	Heavy dust accumulation; high-touch areas are not sanitised; carpets are dirty with stains; hard floors are dirty and streaked; rubbish bins are overflowing; glass surfaces are dirty.