

## Telecommunications

Code: ANCMF-AU-TH-T-03 • Facility: Transportation Hub • Frequency: daily

### Scope of Work

- Dust all telecommunications equipment and surfaces.
- Sanitise all high-touch surfaces including buttons, handles, and screens.
- 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 partitions.
- Ensure all cleaning is conducted using colour-coded systems to prevent cross-contamination.

### Method

1. Begin by donning appropriate personal protective equipment (PPE) as per Australian workplace health and safety requirements.
2. Use a microfibre cloth to dust all surfaces, starting from the highest point and working downwards.
3. Apply a suitable sanitising solution to high-touch surfaces and allow to air dry.
4. Vacuum all carpeted areas using a HEPA-filter vacuum cleaner to minimise dust and allergens.
5. Mop hard floors with a neutral pH cleaner, ensuring no residue is left behind.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Clean glass surfaces with a streak-free glass cleaner and polish with a lint-free cloth.
8. Inspect the area to ensure all tasks are completed to the required standard.

### Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Colour-coded cleaning cloths and mops
- Neutral pH floor cleaner
- Sanitising solution
- Glass cleaner
- Rubbish bin liners
- Cleaning trolley

### Quality Criteria

| Performance Level | Criteria                                                                                                                                                                                                                                |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Excellent</b>  | All surfaces are visibly clean and free of dust, smudges, and fingerprints. No rubbish is present. Floors are spotless and dry. High-touch areas are sanitised and free of any residue. Glass surfaces are streak-free.                 |
| <b>Good</b>       | Minor dust or smudges on less than 5% of surfaces. Rubbish bins are empty and clean. Floors are clean with minimal streaks. High-touch areas are sanitised but may have slight residue. Glass surfaces have minimal streaks.            |
| <b>Pass</b>       | Noticeable dust or smudges on 10% of surfaces. Rubbish bins are emptied but not sanitised. Floors are clean but may have visible streaks. High-touch areas are sanitised but with visible residue. Glass surfaces have visible streaks. |
| <b>Fail</b>       | Visible dust or smudges on more than 10% of surfaces. Rubbish bins are full or not sanitised. Floors are dirty or wet. High-touch areas are not sanitised. Glass surfaces are dirty or streaked.                                        |