

Transfer Desk

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

Scope of Work

- Dust all surfaces including desks, counters, and signage.
- Sanitise high-touch areas such as counters, phones, and keyboards.
- Empty and clean rubbish bins, replacing liners as needed.
- Spot clean walls and partitions to remove marks and stains.
- Vacuum carpeted areas and mop hard floors.
- Clean glass surfaces and windows to remove smudges and fingerprints.
- 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 and allergens.
2. Sanitise high-touch areas with a disinfectant solution, ensuring contact time as per manufacturer's instructions.
3. Empty rubbish bins, replace liners, and wipe the exterior of bins with a sanitising wipe.
4. Spot clean walls and partitions using a mild detergent solution and a soft cloth.
5. Vacuum carpeted areas using a HEPA-filter vacuum cleaner to reduce airborne particles.
6. Mop hard floors with a neutral pH floor cleaner, ensuring no residue is left.
7. Clean glass surfaces with a glass cleaner and a lint-free cloth for a streak-free finish.

Equipment

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|-------------------------|------------------------------|--------------------|
| • Microfibre cloths | • Mild detergent | • Glass cleaner |
| • Disinfectant solution | • HEPA-filter vacuum cleaner | • Lint-free cloths |
| • Rubbish bin liners | • Neutral pH floor cleaner | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust, marks, and smudges. High-touch areas are sanitised with no visible residue. Rubbish bins are empty and clean. Floors are spotless with no debris. Glass surfaces are streak-free.
Good	Minor dust on less accessible surfaces. High-touch areas are mostly sanitised. Rubbish bins are empty but may have minor marks. Floors are clean with minimal debris. Glass surfaces have minor streaks.
Pass	Noticeable dust on surfaces. High-touch areas are partially sanitised. Rubbish bins are not overflowing but have visible marks. Floors have some debris. Glass surfaces have visible streaks.
Fail	Significant dust accumulation. High-touch areas are not sanitised. Rubbish bins are overflowing or dirty. Floors are dirty with visible debris. Glass surfaces are heavily streaked or dirty.