



## Facility Hygiene Mini-Guide

Used by professional cleaners for Offices, Schools, & Event Venues

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This mini-guide outlines the cleaning protocols F&L Cleaning uses to keep professional facilities hygienic, safe, and always inspection-ready. If you manage a commercial or public-facing facility, this is the internal process you wish your current cleaner followed.

### 1. Why Hygiene Standards Matter

In today's workplace, hygiene isn't optional — it's essential. A clean facility protects your staff, clients, and reputation. Whether you're managing a high-traffic school or a quiet law office, poor cleaning leads to absenteeism, safety issues, and customer complaints.

Since COVID, the bar for cleanliness hasn't just risen — it's been redefined.

Clients notice smudges. Staff report grime. And one missed bin or smelly washroom can lead to loss of trust, health issues, or even regulatory problems. In high-traffic, public-facing environments — like schools, law firms, event centres, or construction handovers — hygiene isn't a “nice to have.” It's a business-critical standard.

At F&L Cleaning, we don't just “clean the place.”

We follow an internal protocol used across Australia to ensure every site is spotless, safe, and ready to impress — whether it's for parents, partners, or property managers.

This guide outlines our proven process used to maintain spotless, compliant environments across Australia.

Use it to audit your current provider, or get clarity on what professional-grade hygiene looks like in 2025.

## 2. Facility Cleaning Checklist

### Main Entry / Reception

- ☐ Glass doors and windows smudge-free
- ☐ Doormats vacuumed and properly aligned
- ☐ Fingerprints removed from door handles and railings
- ☐ Bins emptied and sprayed with disinfectant
- ☐ Floors swept and mopped with non-slip cleaner

### Toilets / Bathrooms

- ☐ Toilets and urinals scrubbed and sanitised
- ☐ Sinks, taps, and splashbacks cleaned and dried
- ☐ Mirrors streak-free
- ☐ Floors disinfected, including edges and behind doors
- ☐ Soap and hand towel dispensers restocked
- ☐ Bins emptied and relined

### Workspaces & Offices

- ☐ Common touchpoints disinfected (phones, desks, door handles)
- ☐ Desks dusted (items not disturbed)
- ☐ Keyboards and mice cleaned (where authorised)
- ☐ Floors vacuumed or mopped
- ☐ Office chairs spot-checked and wiped

### Kitchens / Staff Areas

- ☐ Benchtops sanitised
- ☐ Fridge doors and interior wiped (remove any spills)
- ☐ Sink scrubbed and drain flushed
- ☐ Microwave and other appliances wiped inside and out
- ☐ Bins emptied, cleaned and relined

### Exits / Emergency Areas

- ☐ Fire exits and escape paths are clear
- ☐ Handrails and door hardware cleaned
- ☐ Exit signage dusted and visible
- ☐ Lights and emergency switches checked for grime

### 3. Inspection-Ready Standards

Before marking any site as 'done', we follow a simple but strict quality control checklist:

- ✓ No visible dirt, debris or smears on surfaces
- ✓ Bins not only emptied, but wiped and deodorised
- ✓ Entryways cleared of handprints and smudges
- ✓ Soap and towel dispensers restocked
- ✓ Emergency signage visible and unobstructed
- ✓ Skirtings, switches, and corners double-checked

### 4. Our Cleaning Products & Safety Standards

All cleaning performed by F&L Cleaning follows Australian compliance requirements. We only use safe, efficient and approved methods:

- 🗝 Hospital-grade disinfectants (TGA listed)
- 🗝 pH-neutral floor solutions to protect surfaces
- 🗝 Microfibre cloths with colour-code protocols
- 🗝 All staff trained in WHS and PPE compliance
- 🗝 Full MSDS available for all materials used
- 🗝 We are fully insured

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