

Auditorium

Code: ANCMF-AU-EF-A-01 • Facility: Education Facility • Frequency: daily

Scope of Work

- Dust all surfaces including seating, stage, and equipment.
- Vacuum all carpeted areas and spot clean as necessary.
- Mop hard floors using appropriate cleaning solutions.
- Sanitise all high-touch surfaces including door handles, light switches, and railings.
- Empty and clean rubbish bins, replacing liners as needed.
- Clean and polish glass surfaces and mirrors.
- Check and clean air vents and diffusers.
- Ensure all cleaning activities comply with Australian workplace health and safety requirements.

Method

1. Begin by dusting all surfaces using a microfibre cloth, starting from the highest points and working downwards.
2. Vacuum all carpeted areas using a HEPA-filter vacuum cleaner to ensure dust and allergens are effectively removed.
3. Mop hard floors with a neutral pH floor cleaner, ensuring no residue is left behind.
4. Sanitise high-touch surfaces using a hospital-grade disinfectant, ensuring contact time as per manufacturer's instructions.
5. Empty rubbish bins, clean with a disinfectant wipe, and replace liners.
6. Clean glass surfaces with a streak-free glass cleaner and polish mirrors.
7. Inspect and clean air vents and diffusers to ensure they are free from dust and debris.

Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Neutral pH floor cleaner
- Hospital-grade disinfectant
- Disinfectant wipes
- Streak-free glass cleaner
- Mop and bucket
- Colour-coded cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust, stains, and marks. Floors are spotless with no residue. High-touch surfaces are sanitised and free from smudges. Rubbish bins are clean and odour-free. Air vents are dust-free.
Good	Most surfaces are clean with minimal dust or marks. Floors are generally clean with minor residue. High-touch surfaces are mostly sanitised. Rubbish bins are clean with slight odour. Air vents have minimal dust.
Pass	Surfaces have some dust and marks. Floors have noticeable residue. High-touch surfaces are inconsistently sanitised. Rubbish bins have some odour. Air vents have visible dust.
Fail	Surfaces are dusty and marked. Floors are dirty with significant residue. High-touch surfaces are not sanitised. Rubbish bins are dirty and odorous. Air vents are clogged with dust.