

Assembly Hall

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

Scope of Work

- Dusting of all surfaces including furniture, ledges, and fixtures.
- Vacuuming of carpeted areas and spot cleaning as necessary.
- Mopping of hard floors using appropriate cleaning solutions.
- Sanitising of high-touch areas such as door handles, light switches, and railings.
- Emptying and sanitising of rubbish bins.
- Cleaning of windows and glass surfaces to remove smudges and fingerprints.
- Ensuring all cleaning activities comply with Australian workplace health and safety requirements.

Method

1. Begin by dusting all surfaces using a microfibre cloth, starting from higher surfaces and working downwards.
2. Vacuum all carpeted areas thoroughly, paying special attention to corners and edges.
3. Mop hard floors with a neutral pH cleaner, ensuring no residue is left behind.
4. Sanitise high-touch areas with a disinfectant approved by Australian standards.
5. Empty rubbish bins, replace liners, and sanitise the bin surfaces.
6. Clean windows and glass surfaces using a streak-free glass cleaner.
7. Conduct a final inspection to ensure all tasks meet the quality criteria.

Equipment

- Microfibre cloths
- Vacuum cleaner with HEPA filter
- Mop and bucket with wringer
- Neutral pH floor cleaner
- Disinfectant spray
- Glass cleaner
- Colour-coded cleaning cloths
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless and dry; no visible rubbish; high-touch areas are sanitised and free of smudges; windows are crystal clear.
Good	Minor dust on high surfaces; floors are clean with minimal marks; bins are empty; high-touch areas are mostly sanitised; windows have minor smudges.
Pass	Noticeable dust on surfaces; floors have visible marks; bins are not overflowing; high-touch areas are partially sanitised; windows have visible smudges.
Fail	Significant dust accumulation; floors are dirty; bins are overflowing; high-touch areas are not sanitised; windows are dirty.