

Drama Room

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

Scope of Work

- Dusting all surfaces including stage, seating, and equipment.
- Vacuuming carpets and upholstered surfaces.
- Mopping hard floors with appropriate cleaning solution.
- Sanitising high-touch areas such as door handles, light switches, and equipment controls.
- Emptying rubbish bins and replacing liners.
- Cleaning mirrors and glass surfaces to remove smudges and fingerprints.
- Ensuring all cleaning activities are performed using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths and mops are used.
2. Dust all surfaces starting from the highest point and working downwards to prevent re-contamination.
3. Vacuum all carpeted areas and upholstered surfaces thoroughly, paying special attention to corners and edges.
4. Mop hard floors using a damp mop and appropriate cleaning solution, ensuring no excess water is left on the floor.
5. Sanitise high-touch areas using a disinfectant spray and cloth, ensuring all surfaces are visibly wet for the contact time specified by the manufacturer.
6. Empty rubbish bins, replace liners, and dispose of waste according to facility protocols.
7. Clean mirrors and glass surfaces using a glass cleaner and a lint-free cloth to ensure a streak-free finish.

Equipment

- Vacuum cleaner with HEPA filter
- Microfibre cloths (colour-coded)
- Mop and bucket (colour-coded)
- Cleaning trolley
- Disinfectant spray
- Glass cleaner
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust, dirt, and smudges. Floors are spotless with no visible marks or residue. High-touch areas are sanitised and visibly clean. Rubbish bins are empty and clean. Mirrors and glass surfaces are streak-free.
Good	Minor dust or smudges on less than 5% of surfaces. Floors have minimal marks. High-touch areas are mostly sanitised. Rubbish bins are empty but may have minor residue. Mirrors and glass surfaces have minimal streaks.
Pass	Noticeable dust or smudges on 10% of surfaces. Floors have visible marks. High-touch areas are partially sanitised. Rubbish bins are emptied but not cleaned. Mirrors and glass surfaces have visible streaks.
Fail	Significant dust or smudges on more than 10% of surfaces. Floors are dirty with visible marks and residue. High-touch areas are not sanitised. Rubbish bins are full or dirty. Mirrors and glass surfaces are streaked and dirty.