

Lecture Theatre

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

Scope of Work

- Dust all surfaces including desks, chairs, and lecterns.
- Vacuum all carpeted areas and spot clean as necessary.
- Mop hard floors with appropriate cleaning solution.
- Wipe and sanitise all high-touch surfaces such as door handles, light switches, and railings.
- Empty rubbish bins and replace liners.
- Clean and sanitise any whiteboards or presentation screens.
- Ensure all cleaning is conducted using colour-coded cleaning systems to prevent cross-contamination.
- Check and report any cleaning-related hazards or issues to the facility manager.

Method

1. Prepare cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths and mops are used.
2. Dust all surfaces using a microfibre cloth, starting from higher surfaces and working downwards.
3. Vacuum carpeted areas thoroughly, paying special attention to corners and under furniture.
4. Mop hard floors using a damp mop and appropriate cleaning solution, ensuring no excess water is left on the floor.
5. Wipe and sanitise high-touch surfaces using a disinfectant spray and microfibre cloth.
6. Empty rubbish bins, replace liners, and dispose of waste in designated areas.
7. Clean whiteboards with appropriate cleaner and cloth, ensuring no residue is left.
8. Conduct a final inspection to ensure all tasks are completed to standard.

Equipment

- Microfibre cloths (colour-coded)
- Vacuum cleaner
- Mop and bucket (colour-coded)
- Disinfectant spray
- Cleaning trolley
- Rubbish bin liners
- Whiteboard cleaner

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks. Floors are spotless with no visible debris. High-touch surfaces are sanitised and shiny. Rubbish bins are empty and clean. No odours present.
Good	Minor dust on less accessible surfaces. Floors are clean with minimal debris. High-touch surfaces are sanitised. Rubbish bins are empty. No strong odours present.
Pass	Noticeable dust on some surfaces. Floors have some debris. High-touch surfaces are mostly sanitised. Rubbish bins are not overflowing. Mild odours present.
Fail	Significant dust accumulation. Floors are visibly dirty. High-touch surfaces are not sanitised. Rubbish bins are overflowing. Strong odours present.