

Multi-Purpose Hall

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

Scope of Work

- Dusting of all horizontal surfaces including tables, chairs, and ledges.
- Vacuuming of carpeted areas and spot cleaning as necessary.
- Mopping of hard floors using appropriate cleaning solutions.
- Sanitising of frequently touched surfaces such as door handles, light switches, and handrails.
- Emptying and relining of rubbish bins.
- Cleaning of windows and glass surfaces to remove smudges and fingerprints.
- Inspection and cleaning of walls and ceilings for cobwebs and marks.
- Ensuring all cleaning activities comply with Australian workplace health and safety requirements.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths and mops are used to prevent cross-contamination.
2. Begin by dusting all horizontal surfaces, working from high to low to capture all dust and debris.
3. Vacuum carpeted areas 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 all frequently touched surfaces using a disinfectant spray and cloth.
6. Empty rubbish bins, replace liners, and dispose of waste in accordance with facility waste management protocols.
7. Clean windows and glass surfaces with a glass cleaner and microfibre cloth for a streak-free finish.
8. Inspect walls and ceilings for cobwebs and marks, cleaning as necessary.

Equipment

- Cleaning trolley with colour-coded cleaning cloths and mops
- Vacuum cleaner with HEPA filter
- Microfibre dusters and cloths
- Disinfectant spray and glass cleaner
- Mop and bucket with appropriate cleaning solution
- Rubbish bin liners
- Personal protective equipment (PPE) as required

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust, marks, and smudges. Floors are spotless with no visible debris. Windows and glass surfaces are streak-free. No unpleasant odours are present. Rubbish bins are empty and clean.
Good	Minor dust or smudges on surfaces. Floors are clean with minimal debris. Windows and glass surfaces have minor streaks. No unpleasant odours. Rubbish bins are emptied but may have minor residue.
Pass	Noticeable dust or smudges on some surfaces. Floors have some debris. Windows and glass surfaces have visible streaks. Mild odours may be present. Rubbish bins are emptied but not cleaned.
Fail	Significant dust, marks, or smudges on surfaces. Floors are dirty with visible debris. Windows and glass surfaces are heavily streaked. Unpleasant odours are present. Rubbish bins are full or not emptied.