

Lecture Theatre

Code: ANCMF-AU-GB-LT-01 • Facility: Government Building • Frequency: daily

Scope of Work

- Dust all surfaces including desks, chairs, and lecterns.
- Vacuum carpeted areas and spot clean stains.
- Mop hard floors with appropriate cleaning solution.
- Sanitise high-touch surfaces such as door handles, light switches, and railings.
- Empty rubbish bins and replace liners.
- Clean and polish glass surfaces and mirrors.
- Ensure all cleaning is conducted using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Prepare cleaning trolley with all necessary supplies and equipment, ensuring colour-coded cloths and mops are used.
2. Dust all surfaces using a microfibre cloth, starting from high 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. Sanitise high-touch surfaces using a disinfectant spray and cloth, ensuring all areas are covered.
6. Empty rubbish bins, replace liners, and dispose of waste according to local regulations.
7. Clean glass surfaces with a glass cleaner and microfibre cloth, ensuring no streaks are left.

Equipment

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

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; carpets are clean with no visible stains; floors are spotless and dry; high-touch surfaces are sanitised and free of smudges; glass surfaces are streak-free; rubbish bins are empty and clean.
Good	Minor dust on surfaces; carpets have minimal stains; floors are clean but slightly damp; high-touch surfaces are mostly sanitised; glass surfaces have minor streaks; rubbish bins are emptied but not cleaned.
Pass	Noticeable dust on surfaces; carpets have visible stains; floors are clean but wet; high-touch surfaces are partially sanitised; glass surfaces have visible streaks; rubbish bins are emptied but liners are not replaced.
Fail	Heavy dust on surfaces; carpets are stained; floors are dirty and wet; high-touch surfaces are not sanitised; glass surfaces are dirty; rubbish bins are full and dirty.