Australian National Cleaning Management Framework (ANCMF)

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
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- 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.