Australian National Cleaning Management Framework (ANCMF)

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.