Australian National Cleaning Management Framework (ANCMF)

Reading Room

Code: ANCMF-AU-ACF-RR-03 • Facility: Aged Care Facility • Frequency: daily

Scope of Work

- Dust all surfaces including tables, chairs, shelves, and decorative items.
- Vacuum all carpeted areas to remove dust and debris.
- Mop hard floor surfaces with appropriate cleaning solution.
- Sanitize high-touch areas such as door handles, light switches, and remote controls.
- Wipe down windows and glass surfaces to remove smudges and fingerprints.
- Empty waste bins and replace liners.
- Ensure all cleaning products are used according to manufacturer's instructions and safety guidelines.

Method

- 1. Begin by dusting all surfaces using a microfiber cloth to capture dust particles effectively.
- 2. Vacuum carpeted areas using a vacuum cleaner with a HEPA filter to ensure thorough removal of dust and allergens.
- 3. Mop hard floors with a damp mop and a neutral pH cleaner to prevent damage to flooring materials.
- 4. Use a disinfectant spray on high-touch areas and allow sufficient contact time for effective sanitization.
- 5. Clean windows and glass surfaces with a glass cleaner and a lint-free cloth for a streak-free finish.
- 6. Empty waste bins, ensuring proper disposal of waste, and replace liners to maintain hygiene.

Equipment

- · Microfiber cloths
- Vacuum cleaner with HEPA filter
- Mop and bucket

- Neutral pH floor cleaner
- Disinfectant spray
- Glass cleaner

- · Lint-free cloths
- Waste bin liners

Quality Criteria

Excellent	All surfaces visibly clean, no dust, stains, or debris. Pleasant appearance with no odors. All cleaning tasks completed to highest standard.
Good	Most surfaces clean with minimal dust or minor marks. Generally tidy appearance. All major cleaning tasks completed satisfactorily.
Pass	Basic cleaning completed, surfaces generally clean but may have some minor dust or marks. Acceptable standard for routine operations.
Fail	Visible dirt, stains, or debris present. Unacceptable odors or untidy appearance. Cleaning tasks incomplete or inadequate. Requires immediate re-cleaning.