Australian National Cleaning Management Framework (ANCMF)

Training Room

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

Scope of Work

- Dust all surfaces, including tables, chairs, and equipment.
- Vacuum all carpeted areas and spot clean stains.
- Mop hard floors with appropriate cleaning solution.
- Sanitise all high-touch surfaces, including door handles, light switches, and remote controls.
- Empty rubbish bins and replace liners.
- Clean and sanitise any whiteboards or presentation equipment.
- Ensure windows and glass surfaces are free of smudges and fingerprints.
- Check and refill hand sanitiser dispensers as necessary.

Method

- 1. Prepare the cleaning trolley with all necessary supplies, ensuring colour-coded cloths and mops are used to prevent cross-contamination.
- 2. Begin by dusting all surfaces using a microfibre cloth, working from high to low areas.
- 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 with a disinfectant solution, allowing appropriate contact time for effective germ kill.
- 6. Empty rubbish bins, replace liners, and dispose of waste in accordance with facility waste management protocols.
- 7. Clean glass surfaces with a glass cleaner and microfibre cloth to remove all marks.
- 8. Inspect the room for any remaining cleaning needs and address them before completing the task.

Equipment

- Cleaning trolley with colour-coded cleaning cloths and mops
- · Microfibre cloths
- Vacuum cleaner

- · Mop and bucket
- · Disinfectant solution
- Glass cleaner

Rubbish bin liners

Quality Criteria

| Performance Level | Criteria |
|-------------------|--|
| Excellent | All surfaces are visibly clean and free of dust, stains, and smudges. Floors are spotless with no debris. High-touch areas are sanitised with no residue. No odours present. Rubbish bins are empty and clean. |
| Good | Surfaces are mostly clean with minor dust or smudges. Floors are clean with minimal debris. High-touch areas are mostly sanitised. No strong odours present. Rubbish bins are emptied. |
| Pass | Surfaces have some dust or smudges. Floors have some debris. High-touch areas are partially sanitised. Mild odours may be present. Rubbish bins are not overflowing. |
| Fail | Surfaces are visibly dirty with dust and stains. Floors have significant debris. High-touch areas are not sanitised. Strong odours are present. Rubbish bins are overflowing. |