## Australian National Cleaning Management Framework (ANCMF)

# **Cleaning Store**

Code: ANCMF-AU-CO-CS-01 • Facility: Commercial Office • Frequency: daily

#### **Scope of Work**

- Dusting all surfaces including shelves, storage units, and equipment.
- Sanitising all high-touch surfaces such as door handles and light switches.
- Vacuuming and mopping floors to remove dirt and debris.
- Wiping down and organising cleaning products and equipment.
- Emptying rubbish bins and replacing liners.
- Ensuring all cleaning chemicals are stored correctly and safely.

#### Method

- 1. Begin by dusting all surfaces using a microfibre cloth to capture dust particles.
- 2. Sanitise high-touch areas with a disinfectant spray, ensuring contact time as per product instructions.
- 3. Vacuum the floor using a HEPA-filter vacuum cleaner to reduce airborne dust.
- 4. Mop the floor with a neutral detergent solution, ensuring no residue is left.
- 5. Wipe down all cleaning equipment and products, checking for leaks or spills.
- 6. Empty rubbish bins, replace liners, and ensure bins are clean and odour-free.
- 7. Check that all cleaning chemicals are stored in a well-ventilated area, away from direct sunlight, and in accordance with safety data sheets (SDS).

Equipment		
Microfibre cloths	HEPA-filter vacuum cleaner	Rubbish bin liners
Disinfectant spray	<ul> <li>Mop and bucket with neutral detergent</li> </ul>	<ul> <li>Colour-coded cleaning cloths and mops</li> </ul>

### **Quality Criteria**

Performance Level	Criteria
Excellent	All surfaces are free from dust and marks; floors are spotless with no residue; high-touch areas are sanitised and free from fingerprints; rubbish bins are clean and odour-free; cleaning products are neatly organised and stored safely.
Good	Minor dust on less accessible surfaces; floors are clean with minimal residue; high-touch areas are mostly sanitised; rubbish bins are emptied but may have slight odour; cleaning products are mostly organised.
Pass	Noticeable dust on surfaces; floors have visible residue; some high-touch areas missed during sanitising; rubbish bins are emptied but have noticeable odour; cleaning products are disorganised.
Fail	Heavy dust accumulation; floors are dirty with significant residue; high-touch areas are not sanitised; rubbish bins are full or have strong odour; cleaning products are improperly stored.