Australian National Cleaning Management Framework (ANCMF)

Mechanical Room

Code: ANCMF-AU-CO-MR-03 • Facility: Commercial Office • Frequency: daily

Scope of Work

- Dust all surfaces including equipment, pipes, and ledges.
- Sanitise high-touch areas such as door handles and light switches.
- Vacuum and mop floors to remove dust and debris.
- Empty rubbish bins and replace liners.
- Wipe down walls and remove any visible marks or stains.
- Ensure all cleaning activities comply with colour-coded cleaning systems to prevent cross-contamination.

Method

- 1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring compliance with colour-coded systems.
- 2. Dust all surfaces using a microfibre cloth, starting from the highest points and working downwards.
- 3. Sanitise high-touch areas with an appropriate disinfectant, ensuring contact time as per manufacturer's instructions.
- 4. Vacuum the floor using a HEPA-filtered vacuum cleaner to minimise airborne dust.
- 5. Mop the floor with a neutral pH cleaner, ensuring no residue is left behind.
- 6. Empty rubbish bins, replace liners, and dispose of waste according to local regulations.
- 7. Inspect the area for any remaining marks or stains and remove them with a suitable cleaner.

Equipment

· Microfibre cloths

• HEPA-filtered vacuum cleaner

- Mop and bucket with neutral pH
- Disinfectant spray
- · Colour-coded cleaning trolley
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and marks; high-touch areas are sanitised with no residue; floors are spotless and dry; no odours present; rubbish bins are empty and clean.
Good	Minor dust on non-critical surfaces; high-touch areas sanitised; floors are clean with minimal residue; no strong odours; rubbish bins are emptied.
Pass	Visible dust on some surfaces; high-touch areas mostly sanitised; floors are generally clean but may have some residue; slight odours present; rubbish bins are emptied but not cleaned.
Fail	Significant dust accumulation; high-touch areas not sanitised; floors are dirty or sticky; strong odours present; rubbish bins are full or dirty.