## Australian National Cleaning Management Framework (ANCMF)

# **Print Room**

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

#### **Scope of Work**

- Dust all surfaces, including shelves, equipment, and furniture.
- Sanitise high-touch areas such as door handles, light switches, and equipment controls.
- Vacuum carpeted areas and mop hard floors.
- Empty rubbish bins and replace liners.
- Clean glass surfaces, including windows and partitions.
- Ensure all cleaning supplies are stored correctly and safely.

#### Method

- 1. Use a colour-coded cleaning system to prevent cross-contamination.
- 2. Begin by dusting from top to bottom to capture all dust particles.
- 3. Sanitise high-touch areas with an approved disinfectant.
- 4. Vacuum carpets using a HEPA-filter vacuum cleaner.
- 5. Mop hard floors with a neutral pH cleaner.
- 6. Empty rubbish bins, replace liners, and dispose of waste according to local regulations.
- 7. Clean glass surfaces with a streak-free glass cleaner.
- 8. Inspect the area to ensure all tasks are completed to standard.

### **Equipment**

- Colour-coded microfibre clothsHEPA-filter vacuum cleaner
- Mop and bucket with neutral pH cleaner
- Approved disinfectant
- Glass cleaner
- · Rubbish bin liners

## **Quality Criteria**

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; high-touch areas are sanitised; floors are spotless; bins are empty and clean; glass surfaces are streak-free.
Good	Minor dust on high surfaces; high-touch areas mostly sanitised; floors have minor spots; bins are empty; glass surfaces have minor streaks.
Pass	Visible dust on surfaces; some high-touch areas missed; floors have visible dirt; bins not emptied; glass surfaces have visible streaks.
Fail	Significant dust accumulation; high-touch areas not sanitised; floors are dirty; bins overflowing; glass surfaces are dirty.