Australian National Cleaning Management Framework (ANCMF)

Bookshop

Code: ANCMF-AU-EF-B-01 • Facility: Education Facility • Frequency: daily

Scope of Work

- Dusting of all shelves, displays, and counters.
- Vacuuming of carpeted areas and mats.
- · Mopping of hard floors.
- Sanitising of high-touch surfaces including door handles, counters, and payment terminals.
- Emptying and sanitising rubbish bins.
- Cleaning of glass surfaces and windows.
- Spot cleaning of walls and doors.

Method

- 1. Use a colour-coded cleaning system to prevent cross-contamination.
- 2. Dust all surfaces using microfibre cloths, starting from the top and working downwards.
- 3. Vacuum carpeted areas using a HEPA-filter vacuum cleaner to minimise dust and allergens.
- 4. Mop hard floors with a neutral pH cleaner and a microfibre mop.
- 5. Sanitise high-touch surfaces with an approved disinfectant, ensuring contact time as per manufacturer's instructions.
- 6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
- 7. Clean glass surfaces with a streak-free glass cleaner and a lint-free cloth.
- 8. Spot clean walls and doors with a suitable cleaner for the surface type.

Equipment

- · Microfibre cloths
- HEPA-filter vacuum cleaner
- Colour-coded cleaning buckets and mops
- · Neutral pH floor cleaner
- Approved disinfectant
- Streak-free glass cleaner
- Lint-free cloths
- · Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and smudges; floors are spotless with no visible debris; high-touch surfaces are sanitised and free of fingerprints; glass surfaces are streak-free; rubbish bins are empty and odour-free.
Good	Minor dust on less accessible surfaces; floors have minimal debris; high-touch surfaces are mostly sanitised; glass surfaces have minor streaks; rubbish bins are empty with slight odour.
Pass	Noticeable dust on surfaces; floors have visible debris; high-touch surfaces have some fingerprints; glass surfaces have visible streaks; rubbish bins are not overflowing but have noticeable odour.
Fail	Heavy dust accumulation; floors are dirty with significant debris; high-touch surfaces are unsanitised; glass surfaces are heavily streaked; rubbish bins are overflowing and malodorous.