Australian National Cleaning Management Framework (ANCMF)

IT Lab

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

Scope of Work

- Dusting of all surfaces including desks, chairs, and computer equipment.
- Sanitising of high-touch areas such as keyboards, mice, and door handles.
- Vacuuming of carpeted areas and spot cleaning as necessary.
- Mopping of hard floors with appropriate cleaning solution.
- Emptying and sanitising rubbish bins.
- Cleaning of windows and glass surfaces.
- Ensuring all cleaning activities are conducted using colour-coded cleaning systems to prevent cross-contamination.

Method

- 1. Prepare cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths and mops are used.
- 2. Dust all surfaces using a microfibre cloth, starting from high surfaces and working downwards.
- 3. Sanitise high-touch areas with an approved disinfectant, allowing appropriate contact time.
- 4. Vacuum carpeted areas thoroughly, paying attention to corners and under desks.
- 5. Mop hard floors using a damp mop and suitable cleaning solution, ensuring no excess water is left on the floor.
- 6. Empty rubbish bins, replace liners, and sanitise bin surfaces.
- 7. Clean windows and glass surfaces with a glass cleaner, ensuring streak-free finish.
- 8. Conduct a final inspection to ensure all tasks are completed to standard.

Equipment

- Microfibre cloths (colour-coded)
- Vacuum cleaner
- Mop and bucket (colour-coded)
- Cleaning trolley
- Approved disinfectants and cleaning solutions
- Glass cleaner

Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and smudges; high-touch areas are sanitised with no visible residue; floors are spotless with no debris; bins are empty and sanitised; windows are streakfree.
Good	Minor dust on less accessible surfaces; high-touch areas are mostly sanitised; floors are clean with minimal debris; bins are empty but not sanitised; windows have minor streaks.
Pass	Noticeable dust on surfaces; high-touch areas partially sanitised; floors have visible debris; bins are emptied but not sanitised; windows have visible streaks.
Fail	Significant dust accumulation; high-touch areas not sanitised; floors are dirty with debris; bins are full; windows are dirty with streaks.