# Australian National Cleaning Management Framework (ANCMF)

## **PE Store**

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

#### **Scope of Work**

- Dust all surfaces including shelves, equipment, and storage areas.
- Sanitise high-touch surfaces such as door handles and light switches.
- Vacuum and mop floors to remove dirt and debris.
- Empty and sanitise rubbish bins.
- Check and clean any visible marks on walls and doors.
- Ensure all cleaning is conducted using a colour-coded system to prevent cross-contamination.

#### Method

- 1. Assemble cleaning trolley with necessary supplies, ensuring colour-coded cloths and mops are used.
- 2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
- 3. Sanitise high-touch areas with an appropriate disinfectant, allowing sufficient contact time as per product instructions.
- 4. Vacuum the floor using a HEPA-filter vacuum cleaner to capture dust and allergens.
- 5. Mop the floor with a neutral detergent solution, ensuring the mop is rinsed frequently.
- 6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
- 7. Inspect walls and doors for marks and clean with a suitable cleaner if necessary.

### **Equipment**

- Microfibre cloths (colour-coded)
- Neutral detergent

· Cleaning trolley

- HEPA-filter vacuum cleaner
- Disinfectant spray
- Mop and bucket (colour-coded)
- · Rubbish bin liners

### **Quality Criteria**

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless with no debris; high-touch areas are sanitised with no visible residue; bins are empty and sanitised; no odours present.
Good	Minor dust on high surfaces; floors are clean with minimal debris; high-touch areas are mostly sanitised; bins are empty but may have minor odours.
Pass	Noticeable dust on surfaces; floors have some debris; high-touch areas are partially sanitised; bins are emptied but not sanitised.
Fail	Significant dust and marks on surfaces; floors are dirty with visible debris; high-touch areas are not sanitised; bins are full or not emptied; strong odours present.