Australian National Cleaning Management Framework (ANCMF)

Study Area

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

Scope of Work

- Dust all surfaces including desks, chairs, and shelves.
- Vacuum carpeted areas and mop hard floors.
- Sanitise high-touch surfaces such as door handles, light switches, and shared equipment.
- Empty rubbish bins and replace liners.
- Clean windows and glass surfaces to remove smudges and fingerprints.
- Ensure all cleaning activities comply with Australian workplace health and safety requirements.

Method

- 1. Begin by organising the cleaning trolley with all necessary supplies and equipment, ensuring the use of colour-coded cleaning cloths to prevent cross-contamination.
- 2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
- 3. Vacuum carpeted areas thoroughly, paying special attention to corners and under furniture.
- 4. Mop hard floors using a neutral pH cleaner, ensuring no residue is left behind.
- 5. Sanitise high-touch surfaces with an appropriate disinfectant, allowing adequate contact time as per manufacturer's instructions.
- 6. Empty rubbish bins, replace liners, and ensure bins are clean and odour-free.
- 7. Clean windows and glass surfaces using a glass cleaner and a squeegee for a streak-free finish.

Equipment

- Microfibre cloths (colour-coded)
- Vacuum cleaner
- · Mop and bucket

- · Neutral pH floor cleaner
- Disinfectant spray
- Glass cleaner

- Squeegee
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless with no residue; high-touch surfaces are sanitised and free of smudges; windows are crystal clear; no odours present; bins are empty and clean.
Good	Minor dust on less accessible surfaces; floors are clean with minimal residue; high-touch surfaces are mostly sanitised; windows have minor streaks; bins are empty but may have slight odour.
Pass	Noticeable dust on surfaces; floors have visible residue; high-touch surfaces are partially sanitised; windows have visible streaks; bins are not emptied or have noticeable odour.
Fail	Significant dust accumulation; floors are dirty with visible residue; high-touch surfaces are not sanitised; windows are dirty; bins are overflowing or emit strong odour.