## Australian National Cleaning Management Framework (ANCMF)

# **Audio Recording**

Code: ANCMF-AU-GB-AR-04 • Facility: Government Building • Frequency: daily

### **Scope of Work**

- Dusting of all surfaces including equipment, furniture, and fixtures.
- Vacuuming of carpets and rugs using HEPA-filtered vacuum cleaners.
- Mopping of hard floors with appropriate cleaning solutions.
- Sanitising of high-touch areas such as door handles, light switches, and control panels.
- Cleaning of windows and glass partitions to ensure clarity and acoustic integrity.
- Emptying and sanitising rubbish bins.
- Ensuring no strong odours that could affect recording quality.

#### Method

- 1. Begin by dusting all surfaces using microfibre cloths to capture dust without dispersing it into the air.
- 2. Vacuum carpets and rugs thoroughly, ensuring all corners and edges are reached.
- 3. Mop hard floors with a neutral pH cleaner to avoid residue that could affect acoustics.
- 4. Sanitise high-touch areas with a hospital-grade disinfectant.
- 5. Clean windows and glass partitions with a streak-free glass cleaner.
- 6. Empty rubbish bins and replace liners, ensuring bins are sanitised.
- 7. Conduct a final inspection to ensure no residual odours or visible dust.

### **Equipment**

- HEPA-filtered vacuum cleaner
- · Microfibre cloths
- Neutral pH floor cleaner
- · Hospital-grade disinfectant
- · Streak-free glass cleaner
- Colour-coded cleaning cloths and mops

## Cleaning trolley

## **Quality Criteria**

Performance Level	Criteria
Excellent	No visible dust or debris on any surface; all high-touch areas sanitised; floors are spotless with no streaks; windows and glass are crystal clear; no odours present.
Good	Minor dust on non-essential surfaces; high-touch areas mostly sanitised; floors have minimal streaks; windows and glass mostly clear; slight odour that dissipates quickly.
Pass	Visible dust on some surfaces; some high-touch areas missed; floors have visible streaks; windows and glass have some smudges; noticeable odour present.
Fail	Significant dust accumulation; high-touch areas not sanitised; floors are dirty; windows and glass are unclear; strong odour affecting recording quality.