Australian National Cleaning Management Framework (ANCMF)

Aviation Unit

Code: ANCMF-AU-GB-AU-01 • Facility: Government Building • Frequency: daily

Scope of Work

- Dust all surfaces including desks, shelves, and equipment.
- Vacuum all carpeted areas and spot clean as necessary.
- Mop hard floors using appropriate cleaning solutions.
- Sanitise high-touch areas such as door handles, light switches, and taps.
- Empty rubbish bins and replace liners.
- Clean and sanitise toilets and washbasins.
- Wipe down and sanitise kitchenettes and break areas.
- Ensure all cleaning is conducted using a colour-coded system to prevent cross-contamination.

Method

- 1. Begin by dusting all surfaces with a microfibre cloth to capture dust and allergens.
- 2. Vacuum carpets using a HEPA-filter vacuum cleaner to ensure air quality is maintained.
- 3. Mop hard floors with a neutral pH cleaner to avoid damage to surfaces.
- 4. Use a disinfectant spray on high-touch areas, allowing appropriate contact time for effective sanitisation.
- 5. Empty rubbish bins, ensuring waste is disposed of according to local regulations.
- 6. Clean toilets with a toilet-specific cleaner, ensuring all surfaces are scrubbed and sanitised.
- 7. Wipe down kitchenettes with a food-safe sanitiser, focusing on benchtops and sinks.
- 8. Conduct a final inspection to ensure all areas meet the required standards.

Equipment

- · Microfibre cloths
- HEPA-filter vacuum cleaner
- Mop and bucket with neutral pH cleaner
- Disinfectant spray
- Colour-coded cleaning cloths and mops
- · Toilet cleaning brush and cleaner
- · Rubbish bin liners
- Personal protective equipment (PPE)

Quality Criteria

| Performance Level | Criteria |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Excellent | All surfaces are visibly clean and free of dust. Floors are spotless with no visible stains. High-touch areas are sanitised and free of smudges. Rubbish bins are empty and clean. Toilets are spotless with no odours. |
| Good | Minor dust on surfaces. Floors are clean with minimal stains. High-touch areas are mostly sanitised. Rubbish bins are empty with minor residue. Toilets are clean with faint odours. |
| Pass | Noticeable dust on surfaces. Floors have visible stains. High-touch areas are inconsistently sanitised. Rubbish bins are not emptied regularly. Toilets have visible stains and odours. |
| Fail | Surfaces are dusty and dirty. Floors are heavily stained. High-touch areas are not sanitised. Rubbish bins are overflowing. Toilets are dirty with strong odours. |