# Australian National Cleaning Management Framework (ANCMF)

## **Bulletin Board**

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

### **Scope of Work**

- Dust all surfaces of the bulletin board, including frames and edges.
- Remove any outdated or unauthorised materials from the board.
- Wipe down the board surface with a damp cloth to remove smudges and marks.
- Sanitise the board surface using an appropriate cleaning solution.
- Ensure all pins and fasteners are clean and free of debris.
- Organise and align all materials on the board neatly.

#### Method

- 1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cleaning systems are used to prevent cross-contamination.
- 2. Inspect the bulletin board for any damage or maintenance issues and report as necessary.
- 3. Dust the entire surface of the bulletin board using a microfibre cloth.
- 4. Remove outdated or unauthorised materials and dispose of them in the rubbish bin.
- 5. Wipe the board surface with a damp cloth, using a gentle cleaning solution suitable for the material.
- 6. Sanitise the board surface with a disinfectant spray, ensuring it is safe for the board material.
- 7. Reorganise the board, ensuring all materials are aligned and securely fastened.
- 8. Conduct a final inspection to ensure the board is clean, organised, and presentable.

### **Equipment**

· Microfibre cloths

· Disinfectant spray

Rubbish bin

• Damp cloth

Cleaning trolley

Gloves

### **Quality Criteria**

Performance Level	Criteria
Excellent	All surfaces are free of dust, smudges, and marks. Materials are neatly organised and aligned.  No outdated or unauthorised materials present. Sanitised to a high standard with no visible residue.
Good	Minor dust or smudges present on less than 10% of the surface. Materials are mostly organised.  No outdated or unauthorised materials present. Sanitised with minimal residue.
Pass	Noticeable dust or smudges on less than 25% of the surface. Some materials may be misaligned. No more than one outdated or unauthorised material present. Sanitised with some residue.
Fail	Significant dust or smudges on more than 25% of the surface. Materials are disorganised.  Multiple outdated or unauthorised materials present. Poor sanitisation with visible residue.