## Australian National Cleaning Management Framework (ANCMF)

# **Backup Systems**

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

#### **Scope of Work**

- Dust all surfaces including equipment, shelves, and ledges.
- Vacuum all carpeted areas and mats.
- Mop hard floors using appropriate cleaning solutions.
- Sanitise all high-touch surfaces such as door handles, light switches, and control panels.
- Empty rubbish bins and replace liners.
- Clean and sanitise sinks and taps.
- Ensure all cleaning activities comply with Australian workplace health and safety requirements.

#### Method

- 1. Prepare the cleaning trolley with all necessary supplies and equipment, ensuring colour-coded cleaning systems are used to prevent cross-contamination.
- 2. Dust all surfaces using microfibre cloths, starting from the highest point and working downwards.
- 3. Vacuum all carpeted areas thoroughly, paying special attention to corners and edges.
- 4. Mop hard floors with a neutral pH cleaner, ensuring no residue is left behind.
- 5. Sanitise high-touch surfaces using a disinfectant approved for use in government facilities.
- 6. Empty rubbish bins, replace liners, and dispose of waste according to local regulations.
- 7. Clean and sanitise sinks and taps, ensuring no water spots or residue remain.

### **Equipment**

- · Microfibre cloths
- Vacuum cleaner with HEPA filter
- Mop and bucket with wringer
- · Neutral pH floor cleaner
- Disinfectant spray
- · Colour-coded cleaning cloths

#### Rubbish bin liners

## **Quality Criteria**

Performance Level	Criteria
Excellent	All surfaces are free of dust and debris; floors are spotless with no streaks; high-touch surfaces are sanitised and free of smudges; no rubbish or odours present; sinks and taps are gleaming with no water spots.
Good	Minor dust on high surfaces; floors are clean with minimal streaks; high-touch surfaces are mostly sanitised; bins are empty with no odours; sinks and taps have minimal water spots.
Pass	Noticeable dust on surfaces; floors have visible streaks; some high-touch surfaces missed; bins are emptied but slight odour present; sinks and taps have visible water spots.
Fail	Significant dust accumulation; floors are dirty with streaks; high-touch surfaces are not sanitised; bins are full or odorous; sinks and taps are dirty with water spots.