## Australian National Cleaning Management Framework (ANCMF)

# **Communications Room**

Code: ANCMF-AU-GB-CR-10 • Facility: Government Building • Frequency: daily

#### **Scope of Work**

- Dust all surfaces including equipment, shelves, and ledges.
- Vacuum floors using a HEPA-filter vacuum cleaner to minimise dust particles.
- Sanitise all high-touch surfaces including door handles, light switches, and equipment controls.
- Empty rubbish bins and replace liners.
- Inspect and clean air vents to ensure they are free from dust and debris.
- Wipe down all horizontal surfaces with a damp microfibre cloth.
- Ensure all cleaning activities are performed using colour-coded cleaning systems to prevent cross-contamination.

#### Method

- 1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths and mops are used.
- 2. Begin by dusting all surfaces from top to bottom to prevent recontamination of cleaned areas.
- 3. Vacuum the entire floor area using a HEPA-filter vacuum cleaner to capture fine dust particles.
- 4. Sanitise high-touch surfaces using an approved disinfectant, ensuring contact time as per manufacturer's instructions.
- 5. Empty rubbish bins, replace liners, and dispose of waste according to facility waste management protocols.
- 6. Inspect air vents and clean using a vacuum attachment or damp cloth to remove dust build-up.
- 7. Wipe down all horizontal surfaces with a damp microfibre cloth to remove any remaining dust or debris.

#### **Equipment**

- HEPA-filter vacuum cleaner
- · Approved disinfectant
- · Rubbish bin liners

- Microfibre cloths (colour-coded)
- Cleaning trolley

Dusting tools

### **Quality Criteria**

Performance Level	Criteria
Excellent	All surfaces are visibly free of dust and debris; high-touch surfaces are sanitised with no visible smudges; air vents are clean with no dust build-up; rubbish bins are empty and clean; no unpleasant odours present.
Good	Minor dust on non-critical surfaces; high-touch surfaces are mostly clean with minimal smudging; air vents have minimal dust; rubbish bins are empty but may have minor residue; no strong odours present.
Pass	Noticeable dust on some surfaces; high-touch surfaces show some smudging; air vents have visible dust; rubbish bins are emptied but not cleaned; mild odours may be present.
Fail	Significant dust accumulation on surfaces; high-touch surfaces are visibly dirty; air vents are clogged with dust; rubbish bins are full or dirty; strong unpleasant odours present.