# Australian National Cleaning Management Framework (ANCMF)

# **Development Office**

Code: ANCMF-AU-GB-DO-02 • Facility: Government Building • Frequency: daily

## **Scope of Work**

- Dusting of all surfaces including desks, shelves, and equipment.
- Vacuuming of carpeted areas and spot cleaning as necessary.
- Mopping of hard floors using appropriate cleaning solutions.
- Sanitising of high-touch areas such as door handles, light switches, and telephones.
- Emptying and sanitising of rubbish bins.
- Cleaning of glass surfaces including windows and partitions.
- Ensuring all cleaning activities comply with colour-coded cleaning systems to prevent cross-contamination.

#### Method

- 1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring compliance with colour-coded systems.
- 2. Begin by dusting all surfaces using microfibre cloths to capture dust effectively.
- 3. Vacuum carpeted areas thoroughly, paying special attention to corners and under furniture.
- 4. Mop hard floors with a neutral pH cleaner, ensuring no residue is left behind.
- 5. Sanitise high-touch areas using an approved disinfectant, allowing appropriate contact time.
- 6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
- 7. Clean glass surfaces with a streak-free glass cleaner, ensuring no smudges remain.

## **Equipment**

- · Microfibre cloths
- Vacuum cleaner with HEPA filter
- Mop and bucket with neutral pH cleaner
- Approved disinfectant
- Glass cleaner
- Colour-coded cleaning cloths and mops

## Cleaning trolley

## **Quality Criteria**

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; carpets are spotless; floors are shiny with no streaks; high-touch areas are sanitised with no residue; glass surfaces are crystal clear; no rubbish or odours present.
Good	Minor dust on high surfaces; carpets have minor spots; floors have slight streaks; high-touch areas are mostly sanitised; glass surfaces have minor smudges; bins are empty with no odours.
Pass	Noticeable dust on surfaces; visible spots on carpets; floors have visible streaks; some high- touch areas missed; glass surfaces have visible smudges; bins are emptied but slight odour present.
Fail	Heavy dust accumulation; carpets are visibly dirty; floors are dull and streaked; high-touch areas are not sanitised; glass surfaces are dirty; bins are full or have strong odours.