Australian National Cleaning Management Framework (ANCMF)

Disaster Recovery

Code: ANCMF-AU-GB-DR-03 • Facility: Government Building • Frequency: daily

Scope of Work

- Dusting all surfaces including desks, shelves, and equipment.
- Vacuuming all carpeted areas and spot cleaning as necessary.
- Mopping hard floors with appropriate cleaning solutions.
- Sanitising high-touch areas such as door handles, light switches, and telephones.
- Emptying rubbish bins and replacing liners.
- Cleaning and sanitising toilets and washbasins.
- Ensuring all cleaning is performed using a colour-coded cleaning system to prevent cross-contamination.

Method

- 1. Prepare the cleaning trolley with all necessary supplies and equipment, ensuring colour-coded cloths and mops are used.
- 2. Begin by dusting all surfaces from high to low to prevent recontamination.
- 3. Vacuum all carpeted areas thoroughly, paying special attention to corners and edges.
- 4. Mop hard floors using a damp mop and appropriate cleaning solution, ensuring no excess water is left on the floor.
- 5. Sanitise high-touch areas using a disinfectant spray and cloth, ensuring all surfaces are visibly wet for the required contact time.
- 6. Empty rubbish bins, replace liners, and dispose of waste according to facility protocols.
- 7. Clean toilets and washbasins using a toilet brush and sanitising cleaner, ensuring all surfaces are scrubbed and rinsed.

Equipment

- Vacuum cleaner with HEPA filter
- Microfibre cloths (colour-coded)
- Mop and bucket (colour-coded)
- Cleaning trolley
- Disinfectant spray
- Toilet brush

Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless with no visible debris; high-touch areas are sanitised and visibly clean; no unpleasant odours present; rubbish bins are empty and clean.
Good	Minor dust on high surfaces; floors are clean with minimal debris; high-touch areas are mostly sanitised; faint odours may be present; rubbish bins are emptied but may have minor residue.
Pass	Noticeable dust on surfaces; floors have visible debris; high-touch areas are inconsistently sanitised; noticeable odours present; rubbish bins are not emptied regularly.
Fail	Heavy dust accumulation; floors are dirty with significant debris; high-touch areas are not sanitised; strong unpleasant odours; rubbish bins are overflowing.