Australian National Cleaning Management Framework (ANCMF)

Executive Office

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

Scope of Work

- Dusting of all surfaces including desks, shelves, and electronic equipment.
- · Vacuuming of carpets and rugs.
- · Mopping of hard floors.
- Sanitising of high-touch areas such as door handles, light switches, and telephones.
- Emptying and sanitising rubbish bins.
- Cleaning of windows and glass surfaces.
- Wiping and polishing of furniture and fixtures.
- Ensuring no unpleasant odours are present.

Method

- 1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths are used for different areas to prevent cross-contamination.
- 2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
- 3. Vacuum all carpeted areas thoroughly, paying special attention to corners and under furniture.
- 4. Mop hard floors using a damp mop and appropriate cleaning solution, ensuring no streaks or residue are left.
- 5. Sanitise high-touch areas with a disinfectant spray and cloth, ensuring all surfaces are visibly wet for the required contact time.
- 6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
- 7. Clean windows and glass surfaces using a glass cleaner and squeegee, ensuring no streaks remain.
- 8. Wipe and polish furniture and fixtures with a suitable polish, ensuring a uniform finish.
- 9. Conduct a final inspection to ensure all areas meet the quality criteria.

Equipment

- · Microfibre cloths (colour-coded)
- · Cleaning trolley
- Disinfectant spray
- Mop and bucket
 Glass cleaner

- Squeegee
- · Furniture polish
- Rubbish bin liners

Quality Criteria

Vacuum cleaner

| Performance Level | Criteria |
|-------------------|--|
| Excellent | All surfaces are free of dust and smudges; carpets are vacuumed with no visible debris; floors are streak-free; high-touch areas are sanitised with no residue; rubbish bins are clean and odour-free; windows are spotless. |
| Good | Minor dust on high surfaces; carpets are mostly clean with minimal debris; floors have minor streaks; high-touch areas are mostly sanitised; rubbish bins are clean with slight odour; windows have minor streaks. |
| Pass | Noticeable dust on surfaces; carpets have visible debris; floors have visible streaks; high-touch areas are inconsistently sanitised; rubbish bins have noticeable odour; windows have visible streaks. |
| Fail | Heavy dust accumulation; carpets are visibly dirty; floors are streaked and sticky; high-touch areas are not sanitised; rubbish bins are dirty and odorous; windows are dirty and streaked. |