## Australian National Cleaning Management Framework (ANCMF)

# **Fire Control Room**

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

#### **Scope of Work**

- Dust all surfaces including control panels, desks, and equipment.
- Sanitise high-touch areas such as door handles, light switches, and communication devices.
- Vacuum all carpeted areas and spot clean stains.
- Mop hard floors using a damp mop and appropriate cleaning solution.
- Empty rubbish bins and replace liners.
- Clean and polish glass surfaces and windows.
- Ensure all cleaning activities comply with relevant Australian workplace health and safety requirements.

#### Method

- 1. Prepare the cleaning trolley with colour-coded cleaning cloths and solutions.
- 2. Dust all surfaces using a microfibre cloth to prevent static build-up on electronic equipment.
- 3. Sanitise high-touch areas with a disinfectant solution, ensuring contact time as per manufacturer's instructions.
- 4. Vacuum carpets using a HEPA-filter vacuum cleaner to minimise dust and allergens.
- 5. Mop floors with a neutral pH cleaner to avoid damage to floor surfaces.
- 6. Empty rubbish bins, ensuring waste is disposed of according to facility protocols.
- 7. Clean glass surfaces with a streak-free glass cleaner.

### **Equipment**

- Microfibre cloths (colour-coded)
- HEPA-filter vacuum cleaner
- Damp mop and bucket
- Disinfectant solution
- · Neutral pH floor cleaner
- Glass cleaner

## Cleaning trolley

## **Quality Criteria**

| Performance Level | Criteria   |
|-------------------|--|
| Excellent         | All surfaces are free of dust and smudges; high-touch areas are sanitised with no visible residue; floors are spotless and free of debris; rubbish bins are empty and clean; glass surfaces are streak-free. |
| Good              | Minor dust on non-essential surfaces; high-touch areas are mostly sanitised; floors have minimal debris; rubbish bins are empty but may have minor marks; glass surfaces have minor streaks.                 |
| Pass              | Noticeable dust on surfaces; high-touch areas are inconsistently sanitised; floors have visible debris; rubbish bins are not emptied; glass surfaces have visible streaks.                                   |
| Fail              | Heavy dust accumulation; high-touch areas are not sanitised; floors are dirty with significant debris; rubbish bins are overflowing; glass surfaces are dirty and streaked.                                  |