### Australian National Cleaning Management Framework (ANCMF)

# **Furniture Store**

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

### **Scope of Work**

- Dusting of all furniture surfaces, including shelves, tables, and display units.
- Vacuuming of carpeted areas and rugs.
- Mopping of hard floors using appropriate cleaning solutions.
- Sanitising of high-touch surfaces such as door handles, light switches, and taps.
- Emptying and cleaning of rubbish bins.
- Spot cleaning of walls and partitions as needed.
- Cleaning of glass surfaces, including windows and mirrors.
- Ensuring all cleaning activities comply with Australian workplace health and safety requirements.

#### Method

- 1. Prepare cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cleaning systems are used to prevent cross-contamination.
- 2. Begin by dusting all furniture surfaces using microfibre cloths, working from top to bottom.
- 3. Vacuum carpeted areas thoroughly, paying special attention to corners and under furniture.
- 4. Mop hard floors with a suitable cleaning solution, ensuring no residue is left behind.
- 5. Sanitise high-touch surfaces using a disinfectant spray and cloth.
- 6. Empty rubbish bins, replace liners, and clean bins with a disinfectant wipe.
- 7. Spot clean walls and partitions with a damp cloth and mild detergent.
- 8. Clean glass surfaces with a glass cleaner and squeegee for a streak-free finish.

Faui	pment
Equi	pillelit

Microfibre cloths	Disinfectant spray	Rubbish bin liners
Vacuum cleaner	Glass cleaner	<ul> <li>Colour-coded clean</li> </ul>

· Cleaning trolley Mop and bucket

cleaning cloths

## **Quality Criteria**

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