## Australian National Cleaning Management Framework (ANCMF)

# **HR Department**

Code: ANCMF-AU-GB-HD-02 • 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 and polishing of glass surfaces and partitions.
- Spot cleaning of walls and doors to remove marks and stains.
- Ensuring all cleaning activities comply with Australian workplace health and safety requirements.

#### Method

- 1. Begin by organising the cleaning trolley with all necessary supplies and equipment, ensuring colour-coded cloths and mops are used to prevent cross-contamination.
- 2. Dust all surfaces using a microfibre cloth, starting from the highest points and working downwards.
- 3. Vacuum carpets and rugs thoroughly, paying special attention to corners and under furniture.
- 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 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 glass surfaces with a glass cleaner and a lint-free cloth, ensuring no streaks remain.
- 8. Spot clean walls and doors using a mild detergent solution and a soft cloth.

## **Equipment**

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

- Rubbish bin liners
- · Soft cloths

# **Quality Criteria**

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; carpets are vacuumed with no visible debris; floors are spotless with no streaks; high-touch areas are sanitised and visibly clean; rubbish bins are empty and sanitised; glass surfaces are streak-free.
Good	Minor dust on high surfaces; carpets are vacuumed with minimal debris; floors have minor streaks; high-touch areas are mostly sanitised; rubbish bins are empty but not sanitised; glass surfaces have minor streaks.
Pass	Noticeable dust on surfaces; carpets have visible debris; floors are clean but streaked; high-touch areas are partially sanitised; rubbish bins are emptied but not sanitised; glass surfaces have visible streaks.
Fail	Heavy dust accumulation; carpets have significant debris; floors are dirty; high-touch areas are not sanitised; rubbish bins are full; glass surfaces are dirty and streaked.