# Australian National Cleaning Management Framework (ANCMF)

## **HVAC Room**

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

#### **Scope of Work**

- Dust all surfaces including vents, ducts, and equipment.
- Sanitise high-touch areas such as door handles and light switches.
- Vacuum floors and remove any debris.
- Mop hard floor surfaces with appropriate cleaning solution.
- Empty rubbish bins and replace liners.
- Inspect and clean air filters as needed.
- Ensure no visible mould or mildew is present.

#### Method

- 1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths are used for different surfaces.
- 2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
- 3. Sanitise high-touch areas with a disinfectant solution, allowing appropriate dwell time.
- 4. Vacuum the floor using a HEPA-filter vacuum cleaner to capture fine dust particles.
- 5. Mop the floor with a neutral pH cleaner, ensuring no excess water is left on the floor.
- 6. Empty rubbish bins, replace liners, and dispose of waste according to local regulations.
- 7. Inspect air filters and clean if necessary, ensuring no dust build-up.
- 8. Check for any signs of mould or mildew and clean with an appropriate fungicidal cleaner.

## **Equipment**

- Microfibre cloths (colour-coded)
- Disinfectant solution
- HEPA-filter vacuum cleaner
- Neutral pH floor cleaner
- Mop and bucket
- Rubbish bin liners

### • Fungicidal cleaner

# **Quality Criteria**

Performance Level	Criteria
Excellent	All surfaces are free of dust and debris; high-touch areas are sanitised with no visible residue; floors are spotless and dry; rubbish bins are empty and clean; no signs of mould or mildew; air filters are clean.
Good	Minor dust on non-essential surfaces; high-touch areas are sanitised; floors have minimal streaks; rubbish bins are emptied; minimal signs of mould or mildew; air filters have slight dust.
Pass	Noticeable dust on surfaces; high-touch areas are mostly sanitised; floors have visible streaks; rubbish bins are not overflowing; some signs of mould or mildew; air filters need cleaning.
Fail	Heavy dust accumulation; high-touch areas are not sanitised; floors are dirty or wet; rubbish bins are full; visible mould or mildew; air filters are clogged.