# Australian National Cleaning Management Framework (ANCMF)

## **Honor Roll**

Code: ANCMF-AU-GB-HR-03 • Facility: Government Building • Frequency: daily

#### **Scope of Work**

- Dust all surfaces, including plaques, frames, and ledges.
- Sanitise high-touch areas such as door handles and light switches.
- Vacuum carpeted areas and spot clean as necessary.
- Mop hard floors using a damp mop with a neutral pH cleaner.
- Empty rubbish bins and replace liners.
- Clean and polish glass surfaces and mirrors.
- Ensure all surfaces are free from fingerprints, smudges, and marks.

#### Method

- 1. Begin by dusting all surfaces using a microfibre cloth, starting from the highest point and working downwards.
- 2. Sanitise high-touch areas with a disinfectant solution, ensuring contact time as per manufacturer's instructions.
- 3. Vacuum carpeted areas using a HEPA-filter vacuum cleaner, focusing on edges and corners.
- 4. Mop hard floors with a damp mop, ensuring no excess water is left on the surface.
- 5. Empty rubbish bins, replace liners, and dispose of waste according to local regulations.
- 6. Clean glass surfaces with a glass cleaner and a lint-free cloth, ensuring no streaks remain.
- 7. Conduct a final inspection to ensure all areas meet the quality criteria.

### **Equipment**

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

- · Lint-free cloths
- Rubbish bin liners

### **Quality Criteria**

Performance Level	Criteria
Excellent	All surfaces are spotless with no visible dust, smudges, or marks. Floors are clean and dry with no debris. Glass surfaces are streak-free. Rubbish bins are empty and clean.
Good	Minor dust or smudges on less than 5% of surfaces. Floors are clean with minimal debris. Glass surfaces have minor streaks. Rubbish bins are empty.
Pass	Noticeable dust or smudges on less than 10% of surfaces. Floors have some debris. Glass surfaces have visible streaks. Rubbish bins are not overflowing.
Fail	Visible dust or smudges on more than 10% of surfaces. Floors are dirty with significant debris. Glass surfaces are streaked. Rubbish bins are overflowing.