Australian National Cleaning Management Framework (ANCMF)

Incident Command

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

Scope of Work

- Dust all surfaces, including desks, tables, and equipment.
- Vacuum all carpeted areas and spot clean as necessary.
- Mop hard floors with appropriate cleaning solution.
- Sanitise all high-touch surfaces, including door handles, light switches, and telephones.
- Empty rubbish bins and replace liners.
- Clean and sanitise toilets and replenish supplies.
- Ensure all cleaning is conducted using a colour-coded cleaning system to prevent cross-contamination.

Method

- 1. Prepare cleaning trolley with all necessary supplies and equipment, ensuring colour-coded cloths and mops are used.
- 2. Begin by dusting all surfaces using a microfibre cloth, working from high to low areas.
- 3. Vacuum all carpeted areas, ensuring corners and edges are thoroughly cleaned.
- 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 surfaces using a disinfectant spray and cloth, ensuring all areas are covered.
- 6. Empty rubbish bins, replace liners, and dispose of waste according to facility protocols.
- 7. Clean toilets using toilet cleaner and brush, sanitise all fixtures, and replenish toilet paper and soap.

Equipment

- Microfibre cloths (colour-coded)
- Mop and bucket (colour-coded)
- Toilet cleaner and brush

· Vacuum cleaner

Disinfectant spray

· Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless with no debris; high-touch areas are fully sanitised; rubbish bins are empty and clean; toilets are immaculate with no odours.
Good	Minor dust on surfaces; floors are clean with minimal debris; high-touch areas mostly sanitised; rubbish bins are empty; toilets are clean with slight odours.
Pass	Noticeable dust on surfaces; floors have some debris; high-touch areas partially sanitised; rubbish bins not overflowing; toilets are usable but not fully clean.
Fail	Heavy dust on surfaces; floors are dirty with visible debris; high-touch areas not sanitised; rubbish bins overflowing; toilets are dirty with strong odours.