# Australian National Cleaning Management Framework (ANCMF)

# **Memorial Area**

Code: ANCMF-AU-GB-MA-01 • Facility: Government Building • Frequency: daily

### **Scope of Work**

- Dust all surfaces including plaques, statues, and display cases.
- Vacuum all carpeted areas and spot clean as necessary.
- Mop hard floors using appropriate cleaning solutions.
- Sanitise high-touch surfaces such as handrails and door handles.
- Empty and clean rubbish bins, replacing liners as needed.
- Clean and polish glass surfaces and windows.
- Ensure all areas are free from cobwebs and visible dust.
- Maintain cleanliness of any seating areas, ensuring they are free from stains and debris.

#### Method

- 1. Begin with dusting all surfaces using a microfibre cloth to capture dust and prevent redistribution.
- 2. Vacuum carpeted areas using a HEPA-filter vacuum cleaner to ensure air quality is maintained.
- 3. Mop hard floors with a neutral pH cleaner, ensuring no residue is left behind.
- 4. Sanitise high-touch surfaces with a hospital-grade disinfectant, allowing appropriate contact time.
- 5. Empty rubbish bins, clean with a disinfectant wipe, and replace liners.
- 6. Use a glass cleaner and microfibre cloth to clean and polish glass surfaces.
- 7. Inspect for cobwebs and remove using an extendable duster.
- 8. Check seating areas for stains and clean with an upholstery cleaner if necessary.

## **Equipment**

- · Microfibre cloths
- HEPA-filter vacuum cleaner
- Mop and bucket with neutral pH cleaner
- Hospital-grade disinfectant
- Rubbish bin liners
- Glass cleaner

- · Extendable duster
- Upholstery cleaner

### **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 with no visible smudges; glass surfaces are streak-free; rubbish bins are clean and odour-free; no cobwebs present.
Good	Minor dust on less accessible surfaces; floors are clean with minimal residue; high-touch areas are mostly sanitised; glass surfaces have minor streaks; rubbish bins are clean but may have slight odour; minimal cobwebs.
Pass	Noticeable dust on some surfaces; floors have visible residue; high-touch areas are inconsistently sanitised; glass surfaces have visible streaks; rubbish bins have noticeable odour; some cobwebs present.
Fail	Significant dust accumulation; floors are dirty with visible residue; high-touch areas are not sanitised; glass surfaces are dirty; rubbish bins are overflowing or have strong odour; cobwebs are evident.