Australian National Cleaning Management Framework (ANCMF)

Monitoring Center

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

Scope of Work

- Dusting of all surfaces including desks, monitors, and equipment.
- Sanitising of high-touch areas such as keyboards, mice, and door handles.
- Vacuuming of carpeted areas and spot cleaning as necessary.
- Mopping of hard floors with appropriate cleaning solutions.
- Emptying and sanitising of rubbish bins.
- Cleaning of glass surfaces including windows and screens.
- Ensuring all cleaning activities comply with Australian workplace health and safety requirements.

Method

- 1. Begin by organising the cleaning trolley with colour-coded cleaning cloths and solutions.
- 2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
- 3. Sanitise high-touch areas using a disinfectant spray and a clean cloth.
- 4. Vacuum all carpeted areas using a HEPA-filter vacuum cleaner.
- 5. Mop hard floors with a neutral pH floor cleaner, ensuring no residue is left.
- 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.
- 8. Conduct a final inspection to ensure all areas meet the quality criteria.

Equipment

- Microfibre cloths (colour-coded)
- Disinfectant spray
- HEPA-filter vacuum cleaner
- · Neutral pH floor cleaner
- Glass cleaner
- Lint-free cloths

- Cleaning trolley
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and smudges; high-touch areas are sanitised and free of fingerprints; floors are spotless with no visible debris; rubbish bins are empty and odour-free; glass surfaces are streak-free.
Good	Minor dust on less accessible surfaces; high-touch areas are mostly sanitised; floors have minimal debris; rubbish bins are empty but may have slight odour; glass surfaces have minor streaks.
Pass	Noticeable dust on surfaces; high-touch areas are partially sanitised; floors have visible debris; rubbish bins are not emptied regularly; glass surfaces have visible streaks.
Fail	Significant dust accumulation; high-touch areas are unsanitised; floors are dirty with visible debris; rubbish bins are full and odorous; glass surfaces are dirty and streaked.