## Australian National Cleaning Management Framework (ANCMF)

### Media Room

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

#### **Scope of Work**

- Dust all surfaces including tables, chairs, and equipment.
- Vacuum all carpeted areas and spot clean stains as necessary.
- Mop hard floors with appropriate cleaning solution.
- Sanitise all high-touch surfaces including door handles, light switches, and remote controls.
- Empty rubbish bins and replace liners.
- Clean and polish glass surfaces including windows and screens.
- Ensure all furniture is arranged neatly and appropriately.

#### Method

- 1. Use a colour-coded cleaning system to prevent cross-contamination.
- 2. Begin by dusting from high to low to capture all dust particles.
- 3. Vacuum carpets using a HEPA-filter vacuum cleaner to ensure air quality.
- 4. Mop floors using a microfibre mop and a neutral pH floor cleaner.
- 5. Sanitise high-touch surfaces with an approved disinfectant.
- 6. Empty rubbish bins, replace liners, and dispose of waste according to local regulations.
- 7. Clean glass surfaces with a streak-free glass cleaner and microfibre cloth.
- 8. Reorganise furniture to its original layout after cleaning.

## **Equipment**

- HEPA-filter vacuum cleaner
- · Neutral pH floor cleaner
- · Rubbish bin liners

- · Microfibre cloths and mops
- Colour-coded cleaning cloths
- Approved disinfectant
- · Streak-free glass cleaner

# **Quality Criteria**

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; carpets are spotless and odour-free; floors are shiny with no streaks; all high-touch surfaces are sanitised; rubbish bins are empty and clean; glass surfaces are crystal clear.
Good	Minor dust on high surfaces; carpets have no visible stains; floors are clean with minimal streaks; most high-touch surfaces are sanitised; rubbish bins are emptied; glass surfaces have minor smudges.
Pass	Noticeable dust on surfaces; some carpet stains visible; floors have streaks; some high-touch surfaces missed; rubbish bins not completely emptied; glass surfaces have visible smudges.
Fail	Heavy dust accumulation; carpets are stained and odorous; floors are dirty and streaked; high-touch surfaces are unsanitised; rubbish bins are full; glass surfaces are dirty.