Australian National Cleaning Management Framework (ANCMF)

Mediation Room

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

Scope of Work

- Dust all surfaces including tables, chairs, and shelves.
- Vacuum carpeted areas and spot clean stains.
- Mop hard floors using appropriate cleaning solutions.
- Sanitise all high-touch surfaces such as door handles, light switches, and telephones.
- Empty rubbish bins and replace liners.
- Clean and polish glass surfaces including windows and mirrors.
- Ensure air vents are free from dust and debris.
- Check and replenish supplies such as tissues and hand sanitiser.

Method

- 1. Prepare the cleaning trolley with all necessary supplies and equipment, ensuring colour-coded cloths are used for different areas to prevent cross-contamination.
- 2. Begin by dusting all surfaces from high to low, using a microfibre cloth to capture dust effectively.
- 3. Vacuum the carpet thoroughly, paying special attention to corners and under furniture. Spot clean any visible stains with an appropriate carpet cleaner.
- 4. Mop hard floors using a neutral pH cleaner, ensuring no excess water is left on the floor to prevent slip hazards.
- 5. Sanitise high-touch surfaces with a disinfectant, allowing adequate contact time as per the manufacturer's instructions.
- 6. Empty rubbish bins, replace liners, and dispose of waste according to local regulations.
- 7. Clean glass surfaces with a glass cleaner, ensuring no streaks are left behind.
- 8. Inspect air vents and clean if necessary to ensure proper air flow and quality.
- 9. Replenish supplies such as tissues and hand sanitiser, ensuring they are easily accessible to room users.

Equipment

- · Microfibre cloths (colour-coded)
- · Neutral pH floor cleaner
- Cleaning trolley

Vacuum cleaner

- Disinfectant spray
- Rubbish bin liners

Mop and bucket

Glass cleaner

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and marks; carpets are spotless and free from debris; floors are shiny with no streaks or water marks; high-touch surfaces are sanitised with no residue; glass surfaces are crystal clear; air vents are dust-free; supplies are fully stocked.
Good	Minor dust on surfaces; carpets are clean with minimal debris; floors have slight streaks; high-touch surfaces are mostly sanitised; glass surfaces have minor streaks; air vents have minimal dust; supplies are mostly stocked.
Pass	Noticeable dust on surfaces; carpets have visible debris; floors have visible streaks; high-touch surfaces are partially sanitised; glass surfaces have visible streaks; air vents have noticeable dust; supplies are low.
Fail	Heavy dust on surfaces; carpets are dirty with significant debris; floors are dirty with water marks; high-touch surfaces are not sanitised; glass surfaces are dirty; air vents are clogged with dust; supplies are depleted.