# **Australian National Cleaning Management Framework (ANCMF)**

# **Meditation Room**

Code: ANCMF-AU-GB-MR-06 • Facility: Government Building • Frequency: daily

### **Scope of Work**

- Dusting of all surfaces including shelves, ledges, and decorative items.
- Vacuuming of carpeted areas and rugs.
- Mopping of hard floors with appropriate cleaning solution.
- Sanitising of high-touch surfaces such as door handles, light switches, and seating areas.
- Emptying and sanitising rubbish bins.
- Cleaning and polishing of glass surfaces and mirrors.
- Ensuring air vents are free from dust and debris.
- Checking and replenishing air fresheners to maintain a pleasant odour.

#### Method

- 1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths are used for different surfaces to prevent cross-contamination.
- 2. Begin by dusting all surfaces from high to low, using a damp microfibre cloth to capture dust effectively.
- 3. Vacuum carpeted areas thoroughly, paying special attention to corners and under furniture.
- 4. Mop hard floors using a neutral pH cleaning solution, ensuring no residue is left behind.
- 5. Sanitise high-touch surfaces with a disinfectant spray, allowing appropriate contact time for effective germ kill.
- 6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
- 7. Clean glass surfaces with a glass cleaner, ensuring no streaks or smudges remain.
- 8. Inspect air vents and clean if necessary to ensure proper air flow and quality.
- 9. Check air fresheners and replace if needed to maintain a fresh environment.

## **Equipment**

- Cleaning trolley
- · Colour-coded microfibre cloths
- · Vacuum cleaner with HEPA filter
- Mop and bucket with neutral pH cleaning solution
- Disinfectant spray
- Glass cleaner

- Rubbish bin liners
- Air fresheners

# **Quality Criteria**

Performance Level	Criteria
Excellent	All surfaces are free from dust and smudges; floors are spotless with no residue; air is fresh with no odours; high-touch surfaces are sanitised and free from fingerprints; rubbish bins are clean and odour-free.
Good	Minor dust on high surfaces; floors are clean with minimal residue; air is generally fresh; high-touch surfaces are mostly sanitised; rubbish bins are clean but may have slight odour.
Pass	Noticeable dust on surfaces; floors have some residue; air has slight odour; high-touch surfaces have some fingerprints; rubbish bins are not completely clean.
Fail	Visible dust and dirt on surfaces; floors are dirty with visible residue; air has strong odour; high-touch surfaces are not sanitised; rubbish bins are dirty and odorous.