Australian National Cleaning Management Framework (ANCMF)

Maintenance Store

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

Scope of Work

- Dust all surfaces including shelves, ledges, and equipment.
- Sanitise high-touch areas such as door handles and light switches.
- Vacuum and mop floors using appropriate cleaning solutions.
- Empty rubbish bins and replace liners.
- Ensure all cleaning supplies are stored in a tidy and organised manner.
- Check for and report any signs of pest activity.

Method

- 1. Begin by dusting all surfaces using a microfibre cloth to capture dust and allergens.
- 2. Sanitise high-touch areas with a disinfectant spray, ensuring contact time as per manufacturer's instructions.
- 3. Vacuum the floor using a HEPA-filter vacuum cleaner to remove dust and debris.
- 4. Mop the floor with a neutral pH cleaner, ensuring no residue is left behind.
- 5. Empty rubbish bins, replace liners, and dispose of waste in the designated area.
- 6. Organise cleaning supplies on shelves, ensuring labels are facing forward and items are easily accessible.
- 7. Inspect the area for any signs of pests and report findings to the facility manager.

Equipment

· Microfibre cloths

- HEPA-filter vacuum cleaner
- Neutral pH floor cleaner

• Disinfectant spray

Mop and bucket

· Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless with no residue; high-touch areas are sanitised and free of smudges; rubbish bins are empty and clean; supplies are perfectly organised.
Good	Minor dust on high surfaces; floors are clean with minimal residue; high-touch areas are mostly sanitised; rubbish bins are empty; supplies are organised with minor disarray.
Pass	Noticeable dust on surfaces; floors have some residue; high-touch areas are partially sanitised; rubbish bins are not overflowing; supplies are somewhat organised.
Fail	Visible dust and dirt on surfaces; floors are dirty with visible residue; high-touch areas are not sanitised; rubbish bins are full; supplies are disorganised.