## Australian National Cleaning Management Framework (ANCMF)

# **Official Parking**

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

#### **Scope of Work**

- Remove all rubbish and debris from the parking area.
- Sweep and mop all hard surfaces to remove dirt and stains.
- Sanitise high-touch surfaces such as payment machines and lift buttons.
- Clean and polish signage and directional markers.
- Inspect and clean drains and gutters to prevent blockages.
- Ensure all rubbish bins are emptied and sanitised.
- Remove any graffiti or markings from walls and surfaces.

#### Method

- 1. Begin by collecting all visible rubbish and debris, placing it in the appropriate rubbish bins.
- 2. Use a broom and dustpan to sweep the entire parking area, focusing on corners and edges.
- 3. Prepare a mop and bucket with a suitable cleaning solution and mop all hard surfaces, ensuring no puddles remain.
- 4. Use a sanitising spray and cloth to wipe down high-touch surfaces, ensuring complete coverage.
- 5. Clean signage and markers with a glass cleaner and cloth, ensuring they are free of smudges and dirt.
- 6. Inspect drains and gutters, removing any debris and ensuring water flow is unobstructed.
- 7. Empty all rubbish bins, replace liners, and sanitise the interior and exterior of the bins.
- 8. Use a graffiti remover to clean any markings from walls and surfaces, ensuring no residue remains.

### **Equipment**

| • | Broom | and | dust | pan |
|---|-------|-----|------|-----|
|   |       |     |      |     |

Cleaning cloths

· Rubbish bin liners

Mop and bucket

Glass cleaner

Protective gloves

• Sanitising spray

Graffiti remover

## **Quality Criteria**

| Performance Level | Criteria  |
|-------------------|---|
| Excellent         | No visible rubbish or debris; surfaces are spotless and dry; all high-touch areas are sanitised; signage is clear and polished; drains are clear and functional; bins are empty and sanitised; no graffiti present. |
| Good              | Minimal rubbish or debris; surfaces are mostly clean with minor spots; most high-touch areas are sanitised; signage is mostly clear; drains are mostly clear; bins are empty; minor graffiti present.               |
| Pass              | Some rubbish or debris present; surfaces have visible dirt; some high-touch areas missed; signage is readable but not polished; drains have minor blockages; bins are not overflowing; graffiti is noticeable.      |
| Fail              | Significant rubbish or debris; surfaces are dirty and wet; high-touch areas are unsanitised; signage is unclear; drains are blocked; bins are overflowing; graffiti is prevalent.                                   |