Australian National Cleaning Management Framework (ANCMF)

Post Room

Code: ANCMF-AU-GB-PR-05 • Facility: Government Building • Frequency: daily

Scope of Work

- Dusting of all surfaces including desks, shelves, and equipment.
- Vacuuming of carpeted areas and mats.
- Mopping of hard floors using appropriate cleaning solutions.
- Sanitising of high-touch areas such as door handles, light switches, and telephones.
- Emptying and sanitising of rubbish bins.
- Cleaning of windows and glass surfaces to remove smudges and fingerprints.
- Ensuring all cleaning is conducted using colour-coded systems to prevent cross-contamination.

Method

- 1. Begin by dusting all surfaces using a microfibre cloth, ensuring all dust is removed from desks, shelves, and equipment.
- 2. Vacuum all carpeted areas and mats, paying special attention to corners and under furniture.
- 3. Mop hard floors with a neutral pH cleaner, ensuring no residue is left behind.
- 4. Sanitise high-touch areas with a disinfectant spray, allowing appropriate contact time for effectiveness.
- 5. Empty rubbish bins, replace liners, and sanitise the interior and exterior of the bins.
- 6. Clean windows and glass surfaces with a glass cleaner, ensuring a streak-free finish.
- 7. Ensure all cleaning tools and equipment are cleaned and stored properly after use.

Equipment

- · Microfibre cloths
- Vacuum cleaner with HEPA filter
- · Mop and bucket with wringer
- · Neutral pH floor cleaner
- · Disinfectant spray
- Glass cleaner

- Colour-coded cleaning cloths and buckets
- · Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and smudges; floors are spotless with no residue; high-touch areas are sanitised and free of fingerprints; windows and glass surfaces are streak-free; no rubbish or odours present.
Good	Minor dust on surfaces; floors are clean with minimal residue; high-touch areas are mostly sanitised; windows and glass surfaces have minor streaks; rubbish bins are empty with no odours.
Pass	Noticeable dust on some surfaces; floors have some residue; high-touch areas are partially sanitised; windows and glass surfaces have visible streaks; rubbish bins are not overflowing but may have slight odours.
Fail	Significant dust on surfaces; floors are dirty with visible residue; high-touch areas are not sanitised; windows and glass surfaces are dirty; rubbish bins are overflowing or have strong odours.