# Australian National Cleaning Management Framework (ANCMF)

# **Police Station**

Code: ANCMF-AU-GB-PS-04 • Facility: Government Building • Frequency: daily

#### Scope of Work

- Dusting of all surfaces including desks, shelves, and equipment.
- Vacuuming of all carpeted areas and mats.
- Mopping of hard floors with appropriate cleaning solutions.
- Sanitising of high-touch areas such as door handles, light switches, and telephones.
- Cleaning and sanitising of toilets, including basins, taps, and mirrors.
- Emptying and sanitising of rubbish bins and replacement of liners.
- Cleaning of windows and glass partitions.
- Spot cleaning of walls and doors to remove marks and stains.
- Restocking of consumables such as toilet paper, hand soap, and paper towels.

#### Method

- 1. Prepare the cleaning trolley with all necessary supplies and equipment, ensuring colour-coded cloths and mops are used for different areas to prevent cross-contamination.
- 2. Begin with dusting all surfaces using microfibre cloths, starting from higher surfaces and working downwards.
- 3. Vacuum all carpeted areas, paying special attention to corners and under furniture.
- 4. Mop hard floors using a damp mop and appropriate cleaning solution, ensuring no excess water is left on the floor.
- 5. Sanitise high-touch areas with disinfectant wipes or spray, allowing appropriate contact time for effective sanitisation.
- 6. Clean toilets thoroughly, using toilet brushes and appropriate cleaning agents for basins and taps.
- 7. Empty rubbish bins, replace liners, and sanitise the bin surfaces.
- 8. Clean windows and glass partitions with glass cleaner and a squeegee for a streak-free finish.
- 9. Perform spot cleaning on walls and doors as needed to remove visible marks.
- 10. Check and restock consumables in all areas, ensuring supplies are adequate for the next day.

### **Equipment**

- Microfibre cloths (colour-coded)
- Cleaning trolley

• Glass cleaner and squeegee

- Vacuum cleaner
- Mop and bucket (colour-coded)
- Disinfectant wipes/sprayToilet brush
- Rubbish bin liners

### **Quality Criteria**

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless with no debris; high-touch areas are sanitised with no visible residue; toilets are immaculate with no odours; bins are empty and sanitised; consumables are fully stocked.
Good	Minor dust on less accessible surfaces; floors are clean with minimal debris; high-touch areas are mostly sanitised; toilets are clean with slight odours; bins are empty but not sanitised; consumables are adequately stocked.
Pass	Noticeable dust on surfaces; floors have visible debris; high-touch areas are partially sanitised; toilets are clean but with noticeable odours; bins are emptied but not sanitised; consumables are low but available.
Fail	Heavy dust accumulation; floors are dirty with significant debris; high-touch areas are not sanitised; toilets are unclean with strong odours; bins are full and unsanitised; consumables are depleted.