Australian National Cleaning Management Framework (ANCMF)

Storage Areas

Code: ANCMF-AU-GB-SA-03 • Facility: Government Building • Frequency: daily

Scope of Work

- Dusting of all surfaces, including shelves, ledges, and equipment.
- Vacuuming of floors and carpets to remove dust and debris.
- Mopping of hard floors with appropriate cleaning solutions.
- Sanitising of high-touch surfaces, including door handles and light switches.
- Emptying and cleaning of rubbish bins, ensuring proper waste segregation.
- Inspection and removal of cobwebs from ceilings and corners.
- Ensuring all cleaning activities comply with colour-coded cleaning systems to prevent cross-contamination.

Method

- 1. Begin by organising the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths and mops are used appropriately.
- 2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards to prevent recontamination.
- 3. Vacuum all carpeted areas thoroughly, paying special attention to edges and corners.
- 4. Mop hard floors using a damp mop and a neutral pH cleaning solution, ensuring no excess water is left on the floor.
- 5. Sanitise high-touch surfaces with a disinfectant spray, allowing appropriate contact time as per product instructions.
- 6. Empty rubbish bins, replace liners, and clean bins with a disinfectant wipe.
- 7. Inspect for and remove any cobwebs using an extendable duster.

Equipment

- Microfibre cloths (colour-coded)
- Vacuum cleaner with HEPA filter
- Mop and bucket with wringer
- · Neutral pH floor cleaner
- Disinfectant spray
- Rubbish bin liners

- Extendable duster
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and debris; floors are spotless with no visible marks; high-touch surfaces are sanitised and free of smudges; rubbish bins are empty and clean; no cobwebs present.
Good	Minor dust on less accessible surfaces; floors have minimal marks; high-touch surfaces are mostly sanitised; rubbish bins are empty but may have minor residue; few cobwebs in hard-to-reach areas.
Pass	Noticeable dust on surfaces; floors have visible marks; high-touch surfaces are partially sanitised; rubbish bins are not emptied regularly; cobwebs present in several areas.
Fail	Significant dust accumulation; floors are dirty with numerous marks; high-touch surfaces are not sanitised; rubbish bins are overflowing; cobwebs are widespread.