## Australian National Cleaning Management Framework (ANCMF)

# **Shredding Room**

Code: ANCMF-AU-GB-SR-07 • Facility: Government Building • Frequency: daily

#### **Scope of Work**

- Dust all surfaces including shredders, tables, and shelves.
- Vacuum floors to remove paper debris and dust.
- Mop floors with a sanitising solution to remove stains and prevent slip hazards.
- Wipe down shredders and equipment with a disinfectant to prevent contamination.
- Empty rubbish bins and replace liners.
- Check and clean air vents to ensure proper air circulation.
- Ensure all cleaning is performed using colour-coded cleaning systems to prevent cross-contamination.

#### Method

- 1. Begin by dusting all surfaces using a microfibre cloth to capture dust particles effectively.
- 2. Vacuum the entire floor area using a vacuum cleaner equipped with a HEPA filter to ensure all paper debris and dust are removed.
- 3. Prepare a mop bucket with a sanitising solution and mop the floor, focusing on high-traffic areas and spots with visible stains.
- 4. Use a disinfectant spray and cloth to wipe down all shredders and equipment, ensuring all surfaces are sanitised.
- 5. Remove rubbish bin liners, dispose of waste appropriately, and replace with new liners.
- 6. Inspect air vents for dust accumulation and clean using a vacuum or damp cloth as necessary.
- 7. Ensure all cleaning tools and materials are stored properly on the trolley after use.

## **Equipment**

- · Microfibre cloths
- Vacuum cleaner with HEPA filter
- Mop and bucket with sanitising solution
- Disinfectant spray
- Colour-coded cleaning cloths
- Rubbish bin liners

## Cleaning trolley

## **Quality Criteria**

Performance Level	Criteria
Excellent	All surfaces are free of dust and debris; floors are spotless with no visible stains; shredders and equipment are thoroughly sanitised; air vents are clean and unobstructed; rubbish bins are empty and clean.
Good	Minor dust on surfaces; floors have minimal stains; shredders and equipment are mostly sanitised; air vents have minor dust; rubbish bins are empty but may have minor residue.
Pass	Noticeable dust on surfaces; floors have visible stains; shredders and equipment are partially sanitised; air vents have visible dust; rubbish bins are not overflowing but have visible residue.
Fail	Significant dust and debris on surfaces; floors are dirty with multiple stains; shredders and equipment are not sanitised; air vents are clogged with dust; rubbish bins are overflowing and dirty.