Australian National Cleaning Management Framework (ANCMF)

Tribunal Room

Code: ANCMF-AU-GB-TR-02 • Facility: Government Building • Frequency: daily

Scope of Work

- Dust all surfaces including tables, chairs, and fixtures.
- Vacuum carpeted areas and spot clean stains.
- Mop hard floors with appropriate cleaning solution.
- Sanitise all high-touch areas such as door handles, light switches, and handrails.
- Empty rubbish bins and replace liners.
- Clean and polish glass surfaces and mirrors.
- Ensure all cleaning activities are conducted using colour-coded cleaning systems to prevent cross-contamination.

Method

- 1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths and mops are used.
- 2. Begin by dusting all surfaces from top to bottom to prevent recontamination.
- 3. Vacuum carpeted areas thoroughly, paying special attention to corners and edges.
- 4. Spot clean any visible stains on carpets using an appropriate stain remover.
- 5. Mop hard floors using a damp mop and a neutral pH floor cleaner, ensuring no excess water is left on the floor.
- 6. Sanitise high-touch areas with a disinfectant spray, allowing appropriate contact time for effective germ kill.
- 7. Empty rubbish bins, replace liners, and ensure bins are clean and odour-free.
- 8. Clean glass surfaces with a glass cleaner and a lint-free cloth to avoid streaks.
- 9. Conduct a final inspection to ensure all areas meet the quality criteria.

Equipment

- Vacuum cleaner with HEPA filter
- Cleaning trolley

Glass cleaner

- Microfibre cloths (colour-coded)
- Neutral pH floor cleaner
- Rubbish bin liners

- Mop and bucket (colour-coded)
- Disinfectant spray

Quality Criteria

| Performance Level | Criteria |
|-------------------|---|
| Excellent | All surfaces are free of dust and marks; carpets are spotless and free of debris; floors are shiny with no streaks; high-touch areas are sanitised and germ-free; bins are empty and odourless; glass surfaces are crystal clear. |
| Good | Minor dust on less accessible surfaces; carpets have no visible debris; floors are clean with minimal streaks; high-touch areas are mostly sanitised; bins are empty with slight odour; glass surfaces have minor streaks. |
| Pass | Noticeable dust on surfaces; some debris on carpets; floors have visible streaks; high-touch areas are partially sanitised; bins are not overflowing but have noticeable odour; glass surfaces have visible streaks. |
| Fail | Heavy dust accumulation; carpets are visibly dirty; floors are dull and streaked; high-touch areas are unsanitised; bins are overflowing and odorous; glass surfaces are dirty and streaked. |