Australian National Cleaning Management Framework (ANCMF)

Uniform Cleaning

Code: ANCMF-AU-GB-UC-01 • Facility: Government Building • Frequency: daily

Scope of Work

- Dusting of all surfaces including desks, shelves, and ledges.
- Vacuuming of all carpeted areas and mats.
- Mopping of hard floors using appropriate cleaning solutions.
- Sanitising of high-touch areas such as door handles, light switches, and lift buttons.
- Emptying and cleaning of rubbish bins and replacement of liners.
- Cleaning and polishing of glass surfaces and mirrors.
- Spot cleaning of walls and doors to remove marks and stains.
- Ensuring all cleaning equipment is maintained and stored correctly after use.

Method

- 1. Begin by organising the cleaning trolley with all necessary supplies and equipment, ensuring colour-coded cloths are used for different areas to prevent cross-contamination.
- 2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
- 3. Vacuum all carpeted areas thoroughly, paying special attention to corners and edges.
- 4. Mop hard floors with a neutral pH cleaner, ensuring no excess water is left on the floor.
- 5. Sanitise high-touch areas with a disinfectant solution, allowing appropriate contact time for effectiveness.
- 6. Empty rubbish bins, replace liners, and clean the bin interior and exterior with a sanitising solution.
- 7. Clean glass surfaces with a glass cleaner, ensuring no streaks are left behind.
- 8. Spot clean walls and doors with a suitable cleaner to remove any visible marks.
- 9. Inspect all areas to ensure cleaning standards are met and rectify any deficiencies immediately.

Equipment

- Microfibre cloths (colour-coded)
- Vacuum cleaner with HEPA filter
 Disinfect
- Mop and bucket with wringer
- · Neutral pH floor cleaner
- · Disinfectant solution
- Glass cleaner

- Cleaning trolley
- · Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless with no streaks; high-touch areas are sanitised with no residue; bins are clean and odour-free; glass surfaces are crystal clear.
Good	Minor dust on high surfaces; floors are clean with minimal streaks; high-touch areas are mostly sanitised; bins are clean with slight odour; glass surfaces have minor streaks.
Pass	Visible dust on surfaces; floors have noticeable streaks; some high-touch areas missed; bins have noticeable odour; glass surfaces have visible streaks.
Fail	Heavy dust accumulation; floors are dirty or sticky; high-touch areas are not sanitised; bins are overflowing or dirty; glass surfaces are heavily streaked or dirty.