Australian National Cleaning Management Framework (ANCMF)

UPS Room

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

Scope of Work

- Dust all surfaces including equipment, shelves, and ledges.
- Vacuum floors using a HEPA-filtered vacuum cleaner.
- Wipe down all accessible surfaces with a damp microfibre cloth.
- Sanitise high-touch areas such as door handles and light switches.
- Empty rubbish bins and replace liners.
- Inspect and clean air vents to prevent dust accumulation.

Method

- 1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths are used to prevent cross-contamination.
- 2. Dust all surfaces using a microfibre duster, starting from the highest point and working downwards.
- 3. Vacuum the floor thoroughly, paying special attention to corners and under equipment.
- 4. Wipe all surfaces with a damp microfibre cloth, ensuring no moisture is left on electrical equipment.
- 5. Sanitise high-touch areas using an appropriate disinfectant.
- 6. Empty rubbish bins, replace liners, and dispose of waste according to facility guidelines.
- 7. Check air vents for dust and clean as necessary using a vacuum with a brush attachment.

Equipment

- Microfibre cloths (colour-coded)HEPA-filtered vacuum cleaner
- Microfibre duster
- Cleaning trolley

- Disinfectant spray
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and smudges; floors are spotless; no rubbish present; high-touch areas are sanitised and dry; air vents are clean and free of dust.
Good	Minor dust on high surfaces; floors are clean with no visible debris; rubbish bins are empty; high-touch areas are sanitised; air vents have minimal dust.
Pass	Noticeable dust on surfaces; floors have minor debris; rubbish bins are not overflowing; high-touch areas are mostly sanitised; air vents have some dust.
Fail	Visible dust and smudges on surfaces; floors are dirty; rubbish bins are full; high-touch areas are not sanitised; air vents are clogged with dust.