Australian National Cleaning Management Framework (ANCMF)

Water Tank Room

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

Scope of Work

- Dust all surfaces including pipes, ledges, and equipment.
- Sanitise all contact surfaces including door handles and light switches.
- Mop floors with appropriate cleaning solution.
- · Remove rubbish and replace bin liners.
- Check and clean any visible mould or mildew.
- Ensure all drains are free from debris.
- Wipe down walls and ceilings to remove any cobwebs or dust.

Method

- 1. Prepare cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths and mops are used to prevent cross-contamination.
- 2. Dust all surfaces using a damp microfibre cloth to capture dust effectively.
- 3. Sanitise high-touch areas with a disinfectant spray and wipe with a clean cloth.
- 4. Mop the floor using a wet mop and a neutral pH cleaning solution, ensuring no excess water is left on the floor.
- 5. Empty rubbish bins, replace liners, and dispose of waste according to local regulations.
- 6. Inspect for mould or mildew, applying a mould remover if necessary, and wipe clean.
- 7. Check drains for blockages and clear any debris found.
- 8. Wipe down walls and ceilings with a damp cloth to remove cobwebs and dust.

Equipment

- Cleaning trolley with colour-coded cloths and mops
- · Microfibre cloths
- Neutral pH cleaning solution
- Disinfectant spray
- Mould remover
- Rubbish bin liners

• Personal protective equipment (PPE)

Quality Criteria

| Performance Level | Criteria |
|-------------------|--|
| Excellent | All surfaces are free from dust and marks, floors are spotless with no residue, no odours present, bins are empty and clean, no visible mould or mildew, drains are clear. |
| Good | Minor dust on high surfaces, floors are clean with minimal residue, no strong odours, bins are empty, minor mould or mildew spots addressed, drains mostly clear. |
| Pass | Noticeable dust on surfaces, floors have some residue, slight odours present, bins not overflowing, visible mould or mildew present but treated, drains partially blocked. |
| Fail | Significant dust and dirt on surfaces, floors are dirty with visible residue, strong odours present, bins overflowing, untreated mould or mildew, blocked drains. |