Australian National Cleaning Management Framework (ANCMF)

Banquet Hall

Code: ANCMF-AU-H-BH-01 • Facility: Hospitality • Frequency: daily

Scope of Work

- Dusting of all surfaces including tables, chairs, and decorative items.
- Vacuuming of carpeted areas and spot cleaning as necessary.
- Mopping of hard floor surfaces with appropriate cleaning solutions.
- Sanitising of high-touch areas such as door handles, light switches, and handrails.
- Cleaning and sanitising of rubbish bins and replacement of liners.
- Polishing of glass surfaces and mirrors to ensure streak-free finish.
- Inspection and cleaning of air vents and grilles to maintain air quality.
- Removal of cobwebs from ceilings and corners.
- Ensuring all cleaning equipment is cleaned and stored correctly after use.

Method

- 1. Begin by dusting all surfaces using a microfibre cloth, starting from higher surfaces and working downwards.
- 2. Vacuum all carpeted areas using a HEPA-filter vacuum cleaner to minimise dust and allergens.
- 3. Mop hard floors with a neutral pH cleaner, ensuring no residue is left behind.
- 4. Use a disinfectant spray on high-touch areas, allowing appropriate contact time before wiping clean.
- 5. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
- 6. Clean glass surfaces with a glass cleaner and a lint-free cloth for a streak-free finish.
- 7. Inspect and clean air vents using a vacuum attachment or damp cloth.
- 8. Remove cobwebs using an extendable duster.
- 9. Clean and store all equipment on the trolley, ensuring it is ready for the next use.

Equipment

- · Microfibre cloths
- HEPA-filter vacuum cleaner
- Mop and bucket with neutral pH cleaner
- Disinfectant spray
- Glass cleaner
- Lint-free cloths

- Extendable duster
- Cleaning trolley
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless with no residue; glass surfaces are streak-free; no odours present; high-touch areas are sanitised and visibly clean.
Good	Minor dust on less accessible surfaces; floors are clean with minimal residue; glass surfaces have minor streaks; no strong odours; high-touch areas are mostly sanitised.
Pass	Noticeable dust on surfaces; floors have visible residue; glass surfaces have visible streaks; mild odours present; some high-touch areas missed.
Fail	Significant dust accumulation; floors are dirty with visible stains; glass surfaces are heavily streaked; strong odours present; high-touch areas are not sanitised.