# Australian National Cleaning Management Framework (ANCMF)

# **Corridors**

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

#### **Scope of Work**

- Dusting all horizontal surfaces including skirting boards, ledges, and light fixtures.
- Vacuuming carpeted areas and spot cleaning stains.
- Mopping hard floors with appropriate cleaning solutions.
- Wiping down walls and doors to remove marks and fingerprints.
- Sanitising high-touch areas such as door handles and lift buttons.
- Emptying and sanitising rubbish bins.
- Ensuring all cleaning activities comply with Australian workplace health and safety requirements.

#### Method

- 1. Prepare the cleaning trolley with colour-coded cleaning cloths, mop, vacuum, and appropriate cleaning agents.
- 2. Dust all horizontal surfaces using a microfibre cloth to trap dust and prevent it from becoming airborne.
- 3. Vacuum carpeted areas thoroughly, paying special attention to corners and edges.
- 4. Spot clean any visible stains on carpets using a suitable carpet cleaner.
- 5. Mop hard floors using a damp mop and a neutral pH floor cleaner, ensuring no excess water is left on the floor.
- 6. Wipe down walls and doors with a damp cloth to remove any marks or fingerprints.
- 7. Sanitise high-touch areas with a disinfectant spray, ensuring contact time as per manufacturer's instructions.
- 8. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
- 9. Inspect the area to ensure all tasks are completed to the required standard.

### **Equipment**

- Cleaning trolley
- Colour-coded microfibre cloths
- Vacuum cleaner

- · Mop and bucket
- Neutral pH floor cleaner
- Disinfectant spray

- Carpet cleaner
- · Rubbish bin liners

# **Quality Criteria**

Performance Level	Criteria
Excellent	All surfaces are free from dust, marks, and stains. Floors are spotless with no visible debris. High-touch areas are sanitised and free from smudges. Rubbish bins are empty and odour-free.
Good	Minor dust or marks on surfaces. Floors are clean with minimal debris. High-touch areas are mostly sanitised. Rubbish bins are empty but may have slight odour.
Pass	Noticeable dust or marks on surfaces. Floors have some debris. High-touch areas are partially sanitised. Rubbish bins are not overflowing but have odour.
Fail	Significant dust, marks, or stains on surfaces. Floors are dirty with visible debris. High-touch areas are not sanitised. Rubbish bins are overflowing and have strong odour.