Australian National Cleaning Management Framework (ANCMF)

Function Room

Code: ANCMF-AU-H-FR-03 • Facility: Hospitality • Frequency: daily

Scope of Work

- Dust all surfaces including tables, chairs, and decorative items.
- Vacuum all carpeted areas and spot clean stains.
- Mop hard floors with appropriate cleaning solution.
- Sanitise all high-touch surfaces such as door handles, light switches, and remote controls.
- Empty rubbish bins and replace liners.
- Clean and polish glass surfaces and mirrors.
- Check and clean air vents and diffusers.
- Ensure all cleaning is conducted using colour-coded cleaning systems to prevent cross-contamination.

Method

- 1. Prepare the cleaning trolley with all necessary supplies and equipment, ensuring colour-coded cloths and mops are used.
- 2. Begin by dusting all surfaces from high to low to prevent re-soiling cleaned areas.
- 3. Vacuum carpets thoroughly, paying special attention to corners and under furniture.
- 4. Mop hard floors using a damp mop and appropriate cleaning solution, ensuring no excess water is left on the floor.
- 5. Sanitise high-touch areas using a disinfectant spray and cloth, ensuring all surfaces are visibly wet for the contact time specified by the product.
- 6. Empty rubbish bins, replace liners, and ensure bins are clean and odour-free.
- 7. Clean glass surfaces with a glass cleaner and microfiber cloth to avoid streaks.
- 8. Inspect air vents and diffusers, dusting or wiping as necessary to maintain air quality.

Equipment

- Vacuum cleaner with HEPA filter
- Cleaning trolley

Rubbish bin liners

- Microfiber cloths (colour-coded)
 - Disinfectant spray
- Mop and bucket (colour-coded)
- Glass cleaner

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; carpets are spotless and free of debris; floors are streak-free and dry; high-touch areas are sanitised with no visible residue; bins are empty and odour-free; glass surfaces are crystal clear with no streaks; air vents are clean and unobstructed.
Good	Minor dust on surfaces; carpets have minimal debris; floors have slight streaks; high-touch areas are mostly sanitised; bins are empty but may have slight odour; glass surfaces have minor streaks; air vents have minor dust.
Pass	Noticeable dust on surfaces; carpets have visible debris; floors are streaky; high-touch areas are partially sanitised; bins are not emptied or have noticeable odour; glass surfaces have visible streaks; air vents are dusty.
Fail	Heavy dust accumulation; carpets are dirty with visible stains; floors are wet or heavily streaked; high-touch areas are not sanitised; bins are overflowing; glass surfaces are dirty; air vents are clogged with dust.