# Australian National Cleaning Management Framework (ANCMF)

## **Guest Corridors**

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

### **Scope of Work**

- Dust all horizontal surfaces including skirting boards, ledges, and light fixtures.
- Vacuum all carpeted areas using a HEPA-filter vacuum cleaner.
- Mop hard floors with a neutral pH cleaner.
- Wipe down walls and doors with a damp microfibre cloth.
- Sanitise high-touch areas such as door handles, light switches, and lift buttons.
- Empty and clean rubbish bins, replacing liners as needed.
- Check and clean air vents and grilles for dust accumulation.
- Ensure all signage is clean and free of smudges.

#### Method

- 1. Prepare the cleaning trolley with all necessary supplies, ensuring colour-coded cloths and mops are used to prevent cross-contamination.
- 2. Begin by dusting all horizontal surfaces, working from top to bottom to capture falling dust.
- 3. Vacuum carpeted areas thoroughly, paying special attention to edges and corners.
- 4. Mop hard floors using a figure-eight motion to ensure even coverage and prevent streaking.
- 5. Wipe down walls and doors with a damp microfibre cloth, focusing on removing marks and fingerprints.
- 6. Sanitise high-touch areas with an approved disinfectant, allowing appropriate contact time for effectiveness.
- 7. Empty rubbish bins, clean the interior and exterior, and replace liners.
- 8. Inspect air vents and grilles, dusting or vacuuming as necessary to maintain air quality.
- 9. Clean all signage with a glass cleaner to ensure clarity and visibility.

### **Equipment**

- HEPA-filter vacuum cleaner
- Disinfectant spray

Cleaning trolley

- · Microfibre cloths (colour-coded)
- Dusting tools

Rubbish bin liners

- Neutral pH floor cleaner
- Mop and bucket (colour-coded)

# **Quality Criteria**

Performance Level	Criteria
Excellent	All surfaces are spotless with no visible dust or marks; carpets are free of debris and stains; high-touch areas are sanitised and free of smudges; air vents are clean; bins are empty and clean; signage is clear and legible.
Good	Minor dust on high surfaces; carpets have minimal debris; high-touch areas are mostly sanitised; air vents have minor dust; bins are empty but may have slight residue; signage is mostly clear.
Pass	Noticeable dust on surfaces; carpets have visible debris; high-touch areas have some smudges; air vents have visible dust; bins are not overflowing but have residue; signage is legible but not clean.
Fail	Significant dust accumulation; carpets are dirty with visible stains; high-touch areas are unsanitised; air vents are clogged with dust; bins are overflowing; signage is dirty and unclear.