## Australian National Cleaning Management Framework (ANCMF)

# **Meeting Room**

Code: ANCMF-AU-H-MR-02 • Facility: Hospitality • Frequency: daily

#### **Scope of Work**

- Dust all surfaces including tables, chairs, and equipment.
- · Vacuum carpets and rugs.
- Mop hard floors using appropriate cleaning solutions.
- Wipe and 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.
- Ensure all furniture is arranged neatly and appropriately.
- Check and replenish any consumables such as tissues and hand sanitisers.

#### Method

- 1. Prepare the cleaning trolley with all necessary supplies and equipment, ensuring colour-coded cloths are used for different areas to prevent cross-contamination.
- 2. Begin by dusting all surfaces from top to bottom to capture any falling dust.
- 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 behind.
- 5. Wipe and sanitise high-touch surfaces using a disinfectant spray and cloth.
- 6. Empty rubbish bins, replace liners, and dispose of waste according to facility guidelines.
- 7. Clean glass surfaces with a glass cleaner and microfibre cloth for a streak-free finish.
- 8. Reorganise furniture as per the room layout plan and check for any maintenance issues to report.
- 9. Replenish consumables and ensure the room is ready for use.

### **Equipment**

- Cleaning trolley with colour-coded cloths and mops
- tioths and mops
- Vacuum cleanerMop and bucket

- Disinfectant spray
- Glass cleaner
- Microfibre cloths

- Rubbish bin liners
- Personal protective equipment (PPE)

## **Quality Criteria**

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; carpets are vacuumed with no visible debris; floors are mopped with no streaks or watermarks; all high-touch surfaces are sanitised; rubbish bins are empty and clean; glass surfaces are spotless; furniture is perfectly arranged.
Good	Most surfaces are free of dust; carpets are vacuumed with minimal debris; floors are mopped with minor streaks; most high-touch surfaces are sanitised; rubbish bins are empty; glass surfaces have minor smudges; furniture is mostly arranged.
Pass	Some surfaces have dust; carpets have some visible debris; floors are mopped with visible streaks; some high-touch surfaces are sanitised; rubbish bins are not overflowing; glass surfaces have visible smudges; furniture is somewhat arranged.
Fail	Surfaces are dusty; carpets have significant debris; floors are not mopped or have excessive streaks; high-touch surfaces are not sanitised; rubbish bins are overflowing; glass surfaces are dirty; furniture is disorganised.