Australian National Cleaning Management Framework (ANCMF)

Newsstand

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Scope of Work

- Dusting of all surfaces including shelves, counters, and display units.
- Sanitising of high-touch areas such as counters, payment terminals, and door handles.
- Vacuuming of carpeted areas and mats.
- Mopping of hard floors with appropriate cleaning solution.
- Emptying and sanitising of rubbish bins.
- Cleaning of glass surfaces including windows and display cases.
- Restocking of cleaning supplies and ensuring all cleaning equipment is in good working order.

Method

- 1. Begin by dusting all surfaces using a microfibre cloth, ensuring all dust is removed from shelves, counters, and display
- 2. Sanitise high-touch areas using a disinfectant spray and cloth, focusing on counters, payment terminals, and door handles.
- 3. Vacuum carpeted areas and mats thoroughly, ensuring all debris is removed.
- 4. Mop hard floors using a mop and bucket with a suitable cleaning solution, ensuring no residue is left behind.
- 5. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
- 6. Clean glass surfaces using a glass cleaner and cloth, ensuring no streaks or smudges remain.
- 7. Check and restock cleaning supplies, and inspect all equipment for proper functionality.

Equipment

Microfibre cloths	 Mop and bucket 	Cleaning trolley
Disinfectant spray	Glass cleaner	

· Rubbish bin liners

Quality Criteria

· Vacuum cleaner

Performance Level	Criteria	
Excellent	All surfaces are free of dust and smudges; high-touch areas are sanitised with no visible residue; floors are spotless with no debris; glass surfaces are crystal clear; bins are empty and sanitised.	
Good	Minor dust on less visible surfaces; high-touch areas mostly sanitised; floors have minimal debris; glass surfaces have minor streaks; bins are empty but not fully sanitised.	
Pass	Noticeable dust on surfaces; high-touch areas partially sanitised; floors have visible debris; glass surfaces have visible streaks; bins are emptied but not sanitised.	
Fail	Significant dust accumulation; high-touch areas not sanitised; floors have significant debris; glass surfaces are dirty; bins are full or not sanitised.	