Australian National Cleaning Management Framework (ANCMF)

HVAC Room

Code: ANCMF-AU-HF-HR-01 • Facility: Healthcare Facility • Frequency: daily

Scope of Work

- Dust all surfaces including vents, ducts, and equipment.
- Sanitise all high-touch surfaces such as door handles and light switches.
- Vacuum floors using a HEPA-filtered vacuum cleaner.
- Mop floors with a disinfectant solution.
- Remove rubbish and replace bin liners.
- Inspect for and remove any visible mould or mildew.
- Ensure all cleaning activities comply with infection control guidelines.

Method

- 1. Prepare the area by removing any obstacles and ensuring proper ventilation.
- 2. Use a colour-coded cleaning system to prevent cross-contamination.
- 3. Dust all surfaces from top to bottom using microfibre cloths.
- 4. Sanitise high-touch areas with an approved disinfectant.
- 5. Vacuum the floor using a HEPA-filtered vacuum cleaner to capture fine particles.
- 6. Mop the floor with a disinfectant solution, ensuring even coverage.
- 7. Dispose of rubbish in designated bins and replace liners.
- 8. Conduct a final inspection to ensure all areas meet quality standards.

Equipment

- HEPA-filtered vacuum cleaner
- Microfibre cloths

- Colour-coded cleaning cloths and mops
- Disinfectant solution
- Rubbish bin liners
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean with no dust or debris. High-touch areas are sanitised and free from smudges. Floors are spotless and free from any marks. No odours present. Compliance with infection control guidelines is evident.
Good	Minor dust or smudges on surfaces. High-touch areas are mostly sanitised. Floors are clean with minimal marks. No strong odours present. Infection control guidelines are mostly followed.
Pass	Noticeable dust or smudges on surfaces. Some high-touch areas may be missed. Floors have visible marks. Mild odours may be present. Basic infection control guidelines followed.
Fail	Significant dust and debris on surfaces. High-touch areas are not sanitised. Floors are dirty with numerous marks. Strong odours present. Infection control guidelines are not followed.