# Australian National Cleaning Management Framework (ANCMF)

## **Goods Inward**

Code: ANCMF-AU-I-GI-01 • Facility: Industrial • Frequency: daily

### **Scope of Work**

- Dusting of all surfaces including shelves, racks, and equipment.
- Sanitising of high-touch areas such as door handles, switches, and handrails.
- Sweeping and mopping of floors to remove dirt, debris, and spills.
- Emptying and cleaning of rubbish bins.
- Cleaning of windows and glass surfaces to remove smudges and fingerprints.
- Maintaining cleanliness of loading docks and entry points.

#### Method

- 1. Begin by dusting all surfaces using a microfibre cloth, starting from the highest point and working downwards.
- 2. Sanitise high-touch areas with a disinfectant solution, ensuring all surfaces are thoroughly wiped.
- 3. Sweep the floor to remove loose dirt and debris, then mop using a neutral detergent solution.
- 4. Empty rubbish bins, replace liners, and clean the interior and exterior of the bins.
- 5. Clean windows and glass surfaces with a glass cleaner and squeegee for a streak-free finish.
- 6. Inspect loading docks and entry points, removing any debris and ensuring surfaces are clean.

### **Equipment**

- Microfibre cloths
- · Disinfectant solution
- Broom and dustpan
- Mop and bucket with neutral detergent
- · Rubbish bin liners
- Glass cleaner and squeegee

• Colour-coded cleaning trolleys

# **Quality Criteria**

Performance Level	Criteria
Excellent	All surfaces are free from dust and smudges; floors are spotless with no visible debris; high-touch areas are sanitised and free of marks; rubbish bins are clean and odour-free; windows are streak-free.
Good	Minor dust on high surfaces; floors have minimal debris; high-touch areas are mostly sanitised; rubbish bins are clean but may have slight odour; windows have minor streaks.
Pass	Noticeable dust on surfaces; floors have visible debris; high-touch areas are inconsistently sanitised; rubbish bins have noticeable odour; windows have visible streaks.
Fail	Heavy dust accumulation; floors are dirty with significant debris; high-touch areas are not sanitised; rubbish bins are overflowing and odorous; windows are dirty with significant streaks.