Australian National Cleaning Management Framework (ANCMF)

Main Switchboard

Code: ANCMF-AU-I-MS-03 • Facility: Industrial • Frequency: daily

Scope of Work

- Dust all surfaces including switchboard panels, ledges, and surrounding areas.
- Wipe down all accessible surfaces with a damp cloth using a suitable cleaning agent.
- Sanitise high-touch areas such as switches and handles.
- Remove any visible rubbish and dispose of it in the appropriate rubbish bin.
- Inspect and clean floors around the switchboard area, ensuring they are free from debris and dust.
- Ensure all cleaning activities do not interfere with the operation of the switchboard.

Method

- 1. Prepare the area by ensuring all necessary safety precautions are in place, including signage and barriers if required.
- 2. Use a colour-coded cleaning system to prevent cross-contamination.
- 3. Dust all surfaces with a microfibre cloth, starting from the top and working downwards.
- 4. Wipe down surfaces with a damp cloth and an appropriate cleaning agent, ensuring no moisture enters the switchboard.
- 5. Sanitise high-touch areas using a disinfectant spray and allow to air dry.
- 6. Collect and dispose of any rubbish in the designated rubbish bin.
- 7. Vacuum or sweep the floor, then mop with a suitable floor cleaner, ensuring the floor is dry before leaving the area.

Equipment

· Microfibre cloths

Disinfectant spray

• Colour-coded cleaning system

• Damp cloths

- Vacuum cleaner
- Mop and bucket

• Safety signage

Quality Criteria

• Appropriate cleaning agents

Performance Level	Criteria
Excellent	All surfaces are free from dust and marks; high-touch areas are sanitised and visibly clean; no rubbish present; floors are spotless and dry.
Good	Minor dust on non-essential surfaces; high-touch areas are sanitised; minimal rubbish present; floors are clean with no visible debris.
Pass	Noticeable dust on some surfaces; high-touch areas are mostly sanitised; some rubbish present but contained; floors are generally clean.
Fail	Significant dust accumulation; high-touch areas not sanitised; rubbish is present and not disposed of; floors are dirty or wet.