

Archive Room

Code: ANCMF-AU-ACF-AR-03 • Facility: Aged Care Facility • Frequency: daily

Scope of Work

- Dust all surfaces, including shelves, cabinets, and files.
- Vacuum carpeted areas and spot clean stains.
- Mop hard floors with appropriate cleaning solution.
- Sanitise high-touch areas such as door handles and light switches.
- Empty rubbish bins and replace liners.
- Ensure no accumulation of dust or debris in corners and under furniture.

Method

1. Prepare cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths are used to prevent cross-contamination.
2. Dust surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Vacuum carpeted areas thoroughly, paying special attention to edges and corners.
4. Mop hard floors using a damp mop and appropriate cleaning solution, ensuring no excess water is left on the floor.
5. Sanitise high-touch areas with a disinfectant wipe, ensuring complete coverage.
6. Empty rubbish bins, replace liners, and dispose of waste according to facility protocols.

Equipment

- Microfibre cloths (colour-coded)
- Vacuum cleaner with HEPA filter
- Mop and bucket with appropriate cleaning solution
- Disinfectant wipes
- Rubbish bin liners
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and stains; floors are spotless with no visible marks; high-touch areas are sanitised and free from smudges; rubbish bins are empty and clean.
Good	Minor dust on high surfaces; floors have minimal marks; high-touch areas are mostly sanitised; rubbish bins are empty but may have minor residue.
Pass	Noticeable dust on surfaces; floors have visible marks; high-touch areas are partially sanitised; rubbish bins are not overflowing but have visible residue.
Fail	Significant dust accumulation; floors are dirty with multiple marks; high-touch areas are not sanitised; rubbish bins are overflowing or dirty.