

Billiards Room

Code: ANCMF-AU-ACF-BR-01 • Facility: Aged Care Facility • Frequency: daily

Scope of Work

- Dust all surfaces including tables, chairs, and shelves.
- Vacuum carpets and rugs thoroughly.
- Mop hard floors with appropriate disinfectant.
- Wipe down billiards table and accessories with a suitable cleaner.
- Sanitise high-touch areas such as door handles, light switches, and remote controls.
- Empty rubbish bins and replace liners.
- Clean windows and mirrors to a streak-free finish.
- Ensure all cleaning products are used according to manufacturer's instructions and safety data sheets.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust particles effectively.
2. Vacuum carpets and rugs using a vacuum cleaner with a HEPA filter to minimise airborne dust.
3. Mop hard floors with a disinfectant solution, ensuring even coverage and allowing adequate drying time.
4. Use a soft cloth and billiards table cleaner to gently wipe down the table and accessories, avoiding damage to the felt.
5. Sanitise high-touch areas using a hospital-grade disinfectant, ensuring all surfaces are visibly wet for the contact time specified by the product.
6. Empty rubbish bins, replace liners, and dispose of waste according to facility protocols.
7. Clean windows and mirrors using a glass cleaner and a lint-free cloth for a streak-free finish.

Equipment

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| • Microfibre cloths | • Disinfectant solution | • Glass cleaner |
| • Vacuum cleaner with HEPA filter | • Billiards table cleaner | • Lint-free cloths |
| • Mop and bucket | • Hospital-grade disinfectant | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and smudges; carpets are free from debris; floors are spotless and dry; billiards table is pristine with no marks; high-touch areas are sanitised and visibly clean; windows and mirrors are streak-free.
Good	Minor dust on surfaces; carpets have minimal debris; floors are clean with slight streaks; billiards table has minor marks; high-touch areas are mostly sanitised; windows and mirrors have minor streaks.
Pass	Noticeable dust on surfaces; carpets have visible debris; floors have visible streaks; billiards table has visible marks; high-touch areas are inconsistently sanitised; windows and mirrors have visible streaks.
Fail	Surfaces are dusty; carpets have significant debris; floors are dirty; billiards table is marked and unsanitary; high-touch areas are not sanitised; windows and mirrors are dirty.