

Cafe

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

Scope of Work

- Dust all surfaces including tables, chairs, and countertops.
- Sanitize all high-touch areas such as door handles, light switches, and handrails.
- Vacuum carpeted areas and rugs.
- Mop hard floors with disinfectant solution.
- Clean and sanitize all restroom facilities within the cafe area.
- Wipe down and sanitize all kitchen equipment and surfaces.
- Empty and sanitize waste bins.
- Clean windows and glass surfaces.
- Ensure all cleaning supplies are stored safely and securely.

Method

1. Begin by dusting all surfaces using microfiber cloths to trap dust particles.
2. Apply disinfectant to high-touch areas and allow appropriate dwell time before wiping clean.
3. Use a vacuum cleaner with a HEPA filter to vacuum all carpeted areas.
4. Mop hard floors using a two-bucket system to prevent cross-contamination.
5. Clean restrooms using a top-to-bottom approach, ensuring all surfaces are sanitized.
6. Wipe down kitchen surfaces with food-safe sanitizers.
7. Empty waste bins and replace liners, then sanitize the bin surfaces.
8. Use glass cleaner for windows and mirrors, ensuring streak-free results.
9. Store all cleaning equipment and chemicals in designated areas, following safety guidelines.

Equipment

- Microfiber cloths
- Disinfectant sprays
- Vacuum cleaner with HEPA filter
- Mop and bucket system
- Restroom cleaning supplies
- Food-safe sanitizers
- Glass cleaner
- Waste bin liners

Quality Criteria

Excellent	All surfaces visibly clean, no dust, stains, or debris. Pleasant appearance with no odors. All cleaning tasks completed to highest standard.
Good	Most surfaces clean with minimal dust or minor marks. Generally tidy appearance. All major cleaning tasks completed satisfactorily.
Pass	Basic cleaning completed, surfaces generally clean but may have some minor dust or marks. Acceptable standard for routine operations.
Fail	Visible dirt, stains, or debris present. Unacceptable odors or untidy appearance. Cleaning tasks incomplete or inadequate. Requires immediate re-cleaning.