

Chapel

Code: ANCMF-AU-ACF-C-02 • Facility: Aged Care Facility • Frequency: daily

Scope of Work

- Dust all surfaces including pews, altar, and lecterns.
- Vacuum carpets and rugs thoroughly.
- Mop hard floors with a disinfectant solution.
- Sanitize high-touch areas such as door handles, light switches, and railings.
- Clean and polish all glass surfaces, including windows and mirrors.
- Empty and sanitize waste bins.
- Ensure all cleaning activities are conducted with minimal disruption to the facility's operations.

Method

1. Begin by dusting all surfaces using microfiber cloths to capture dust effectively.
2. Vacuum carpets and rugs using a HEPA-filter vacuum cleaner to ensure dust and allergens are minimized.
3. Mop hard floors with a neutral pH disinfectant, ensuring all areas are covered and excess water is removed to prevent slips.
4. Use a disinfectant spray on high-touch areas, allowing appropriate contact time for effective sanitization.
5. Clean glass surfaces with a non-streak glass cleaner, using a squeegee for large areas.
6. Empty waste bins, replace liners, and sanitize the bin surfaces.
7. Conduct a final inspection to ensure all tasks are completed to standard.

Equipment

- Microfiber cloths
- HEPA-filter vacuum cleaner
- Mop and bucket with neutral pH disinfectant
- Disinfectant spray
- Non-streak glass cleaner
- Squeegee
- 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.