

Courtyard

Code: ANCMF-AU-ACF-C-04 • Facility: Aged Care Facility • Frequency: daily

Scope of Work

- Remove all litter and debris from the courtyard area.
- Sweep all hard surfaces, including pathways and patios.
- Wipe down all outdoor furniture, including tables and chairs.
- Sanitize high-touch surfaces such as handrails and door handles.
- Clean and sanitize any outdoor bins and surrounding areas.
- Dust and remove cobwebs from corners and ceilings.
- Spot clean any visible stains on surfaces.
- Ensure all cleaning agents used are suitable for outdoor use and safe for the environment.

Method

1. Begin by collecting all visible litter and debris, disposing of it in appropriate waste containers.
2. Sweep all hard surfaces thoroughly, ensuring no dirt or leaves remain.
3. Using a damp cloth and suitable cleaning agent, wipe down all outdoor furniture.
4. Sanitize high-touch surfaces with a disinfectant spray, allowing it to air dry.
5. Empty and clean outdoor bins, ensuring no residue remains.
6. Use a duster or broom to remove cobwebs from corners and ceilings.
7. Spot clean any stains using a suitable cleaner, ensuring the surface is not damaged.
8. Review the area to ensure all tasks are completed to standard.

Equipment

- Broom and dustpan
- Outdoor vacuum cleaner
- Microfiber cloths
- Disinfectant spray
- All-purpose cleaner
- Trash bags
- Bucket and mop
- Duster

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.