

Computer Room

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

Scope of Work

- Dust all computer equipment, including monitors, keyboards, and CPUs.
- Sanitize all high-touch surfaces, including keyboards, mice, and desk surfaces.
- Vacuum carpeted areas to remove dust and debris.
- Mop hard floor surfaces with a disinfectant solution.
- Wipe down all furniture, including chairs and tables, with a damp cloth.
- Empty and sanitize waste bins.
- Clean and sanitize door handles and light switches.

Method

1. Use a microfiber cloth to dust all computer equipment, ensuring no moisture comes into contact with electronic components.
2. Apply a suitable disinfectant to a cloth and wipe all high-touch surfaces thoroughly.
3. Use a vacuum cleaner with a HEPA filter to clean carpeted areas, ensuring all corners and under desks are reached.
4. Mop hard floors with a disinfectant solution, ensuring no excess water is left on the floor.
5. Wipe down furniture with a damp cloth, using a mild detergent if necessary.
6. Empty waste bins, replace liners, and sanitize the interior and exterior of the bins.
7. Use a disinfectant wipe to clean door handles and light switches.

Equipment

- Microfiber cloths
- Disinfectant solution
- Vacuum cleaner with HEPA filter
- Mop and bucket
- Waste bin liners
- Disinfectant wipes

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.