

Consultation Room

Code: ANCMF-AU-ACF-CR-03 • Facility: Aged Care Facility • Frequency: daily

Scope of Work

- Dust all surfaces including furniture, equipment, and fixtures.
- Sanitize all high-touch areas such as door handles, light switches, and examination tables.
- Vacuum carpeted areas and rugs.
- Mop hard floors with a disinfectant solution.
- Wipe down all horizontal surfaces with a suitable cleaning agent.
- Empty and sanitize waste bins.
- Clean and disinfect sinks and countertops.
- Ensure all cleaning activities are documented and logged.

Method

1. Begin by dusting all surfaces using a microfiber cloth to capture dust particles effectively.
2. Apply a disinfectant to high-touch areas and allow appropriate contact time before wiping clean.
3. Vacuum carpets using a HEPA-filter vacuum cleaner to minimize airborne particles.
4. Mop floors with a neutral pH disinfectant, ensuring even coverage and drying.
5. Use a damp cloth with a suitable cleaning agent to wipe down all horizontal surfaces.
6. Empty waste bins, replace liners, and sanitize the bin interior and exterior.
7. Clean sinks and countertops with a non-abrasive cleaner, followed by a disinfectant.
8. Record all cleaning activities in the facility's cleaning log for compliance and review.

Equipment

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| • Microfiber cloths | • Mop and bucket with neutral pH disinfectant | • Non-abrasive cleaning agents |
| • HEPA-filter vacuum cleaner | • Spray bottles with disinfectant solution | • 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.