

Counselling Room

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

Scope of Work

- Dust all surfaces including tables, chairs, shelves, and decorative items.
- Vacuum carpeted areas thoroughly to remove dust and debris.
- Mop hard floor surfaces with appropriate cleaning solution.
- Sanitize high-touch areas such as door handles, light switches, and telephones.
- Clean and sanitize any fabric surfaces, including chairs and cushions.
- Empty waste bins and replace liners.
- Ensure windows and glass surfaces are free from smudges and fingerprints.

Method

1. Begin by removing all loose debris and dust from surfaces using a microfiber cloth.
2. Vacuum all carpeted areas, ensuring corners and under furniture are addressed.
3. Use a damp mop with a neutral pH cleaner for hard floors, ensuring no residue is left.
4. Apply a disinfectant solution to high-touch areas and allow appropriate contact time before wiping.
5. Use a fabric-safe sanitizer on upholstered furniture, following manufacturer's instructions.
6. Replace waste bin liners after emptying and sanitize the bin if necessary.
7. Clean windows and glass surfaces with a glass cleaner, using a lint-free cloth for a streak-free finish.

Equipment

- Microfiber cloths
- Vacuum cleaner with HEPA filter
- Mop and bucket with neutral pH cleaner
- Disinfectant spray
- Fabric sanitizer
- Glass cleaner
- Lint-free cloths

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.