

Card Room

Code: ANCMF-AU-ACF-CR-05 • Facility: Aged Care Facility • Frequency: daily

Scope of Work

- Dust all horizontal surfaces including tables, chairs, and shelves.
- Vacuum carpeted areas thoroughly.
- Mop hard floors with appropriate disinfectant solution.
- Sanitise all high-touch surfaces such as door handles, light switches, and card tables.
- Empty rubbish bins and replace liners.
- Clean windows and glass surfaces to remove smudges and fingerprints.
- Ensure all cleaning activities comply with infection control guidelines.

Method

1. Begin by dusting all horizontal surfaces using a microfibre cloth to capture dust and allergens.
2. Vacuum carpeted areas using a HEPA-filter vacuum cleaner to ensure dust and allergens are effectively removed.
3. Mop hard floors with a disinfectant solution, ensuring the mop is regularly rinsed and the solution is changed as needed.
4. Sanitise high-touch surfaces using a hospital-grade disinfectant, allowing sufficient contact time as per manufacturer's instructions.
5. Empty rubbish bins, ensuring waste is disposed of according to facility protocols, and replace liners.
6. Clean windows and glass surfaces using a glass cleaner and a lint-free cloth to ensure a streak-free finish.
7. Conduct a final inspection to ensure all tasks are completed to the required standard.

Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Mop and bucket
- Hospital-grade disinfectant
- Glass cleaner
- Lint-free cloths
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust, stains, and smudges. No rubbish is present. Floors are spotless and dry. High-touch surfaces are sanitised with no residue. Windows are clear and streak-free.
Good	Minor dust or smudges on surfaces. Rubbish bins are empty. Floors are clean with minimal streaks. High-touch surfaces are mostly sanitised. Windows have minor streaks.
Pass	Noticeable dust or smudges on some surfaces. Rubbish bins are not overflowing. Floors are generally clean but may have visible streaks. High-touch surfaces are partially sanitised. Windows have visible streaks.
Fail	Significant dust, stains, or smudges on surfaces. Rubbish bins are overflowing. Floors are dirty or sticky. High-touch surfaces are not sanitised. Windows are dirty with significant streaks.