

Craft Room

Code: ANCMF-AU-ACF-CR-06 • Facility: Aged Care Facility • Frequency: daily

Scope of Work

- Dust all surfaces, including tables, chairs, and shelves.
- Sanitise all high-touch areas such as door handles, light switches, and craft tools.
- Vacuum carpeted areas and mop hard floors.
- Empty rubbish bins and replace liners.
- Clean and sanitise sinks and countertops.
- Ensure all cleaning products are used according to manufacturer instructions and safety data sheets.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust and allergens.
2. Sanitise high-touch areas with an approved disinfectant, ensuring contact time as per product instructions.
3. Vacuum carpeted areas using a HEPA filter vacuum cleaner to minimise airborne particles.
4. Mop hard floors with a neutral pH cleaner, ensuring no residue is left.
5. Empty rubbish bins, replace liners, and clean the bin exterior with a disinfectant wipe.
6. Clean sinks and countertops with a non-abrasive cleaner, followed by a disinfectant spray.

Equipment

- Microfibre cloths
- Neutral pH floor cleaner
- Non-abrasive surface cleaner
- HEPA filter vacuum cleaner
- Approved disinfectant
- Disinfectant wipes

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust. High-touch areas are sanitised with no residue. Floors are spotless with no visible dirt or marks. No odours present. Bins are empty and clean.
Good	Most surfaces are clean with minimal dust. High-touch areas are mostly sanitised. Floors have minor marks but are generally clean. No strong odours. Bins are empty but may have minor residue.
Pass	Surfaces have some dust. High-touch areas are partially sanitised. Floors have visible dirt or marks. Mild odours present. Bins are emptied but not cleaned.
Fail	Surfaces are dusty. High-touch areas are not sanitised. Floors are dirty with visible marks. Strong odours present. Bins are full or dirty.