

Conference Room

Code: ANCMF-AU-ACF-CR-09 • Facility: Aged Care Facility • Frequency: daily

Scope of Work

- Dusting of all surfaces including tables, chairs, and equipment.
- Vacuuming of carpeted areas and spot cleaning as necessary.
- Mopping of hard floors using a colour-coded system to prevent cross-contamination.
- Sanitising of high-touch surfaces such as door handles, light switches, and remote controls.
- Emptying and sanitising rubbish bins.
- Cleaning and sanitising of any audiovisual equipment used in the room.
- Ensuring windows and glass surfaces are free of smudges and fingerprints.

Method

1. Prepare the cleaning trolley with appropriate colour-coded cloths and cleaning agents.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Vacuum carpeted areas thoroughly, paying special attention to corners and under furniture.
4. Mop hard floors with a neutral detergent, ensuring no residue is left behind.
5. Sanitise high-touch surfaces using a disinfectant approved for healthcare settings.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Clean audiovisual equipment with a suitable electronic-safe cleaner.
8. Wipe windows and glass surfaces with a glass cleaner, ensuring a streak-free finish.

Equipment

- Microfibre cloths (colour-coded)
- Vacuum cleaner with HEPA filter
- Mop and bucket with wringer
- Neutral detergent
- Disinfectant (hospital-grade)
- Glass cleaner
- Cleaning trolley
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and smudges; floors are spotless and dry; no rubbish present; high-touch surfaces are sanitised and free of marks; windows and glass are streak-free.
Good	Minor dust on less accessible surfaces; floors are clean with minimal spots; rubbish bins are empty; high-touch surfaces are mostly clean; windows and glass have minor streaks.
Pass	Noticeable dust on surfaces; floors have visible spots; rubbish bins are not overflowing; high-touch surfaces show some marks; windows and glass have visible streaks.
Fail	Significant dust accumulation; floors are dirty; rubbish bins are full; high-touch surfaces are visibly dirty; windows and glass are heavily streaked.