

CCTV Room

Code: ANCMF-AU-ACF-CR-10 • Facility: Aged Care Facility • Frequency: daily

Scope of Work

- Dust all surfaces including monitors, desks, and shelves.
- Sanitise all high-touch surfaces such as door handles, light switches, and keyboards.
- Vacuum carpeted areas to remove dust and debris.
- Empty rubbish bins and replace liners.
- Clean and sanitise the floor using a damp mop with appropriate cleaning solution.
- Ensure all cleaning is conducted using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths and mops are used.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Sanitise high-touch surfaces with a disinfectant spray and wipe with a clean cloth.
4. Vacuum the carpet thoroughly, paying attention to corners and under desks.
5. Empty rubbish bins, replace liners, and dispose of waste according to facility protocols.
6. Mop the floor with a damp mop, using a neutral detergent, and allow to air dry.
7. Inspect the room to ensure all tasks are completed to the required standard.

Equipment

- Microfibre cloths (colour-coded)
- Disinfectant spray
- Vacuum cleaner
- Mop and bucket (colour-coded)
- Cleaning trolley
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust. No streaks or smudges on monitors. High-touch surfaces are sanitised and dry. Carpet is free of debris and vacuum lines are visible. No rubbish present, and bins are clean and lined.
Good	Minor dust on surfaces. Monitors have minimal streaks. High-touch surfaces are sanitised but slightly damp. Carpet is mostly free of debris. Bins are emptied but may have minor residue.
Pass	Noticeable dust on surfaces. Monitors have visible streaks. High-touch surfaces are not fully sanitised. Carpet has visible debris. Bins are emptied but not cleaned.
Fail	Surfaces are dusty. Monitors have significant streaks. High-touch surfaces are not sanitised. Carpet is dirty with visible debris. Bins are full or overflowing.