

Cleaning Store

Code: ANCMF-AU-ACF-CS-01 • Facility: Aged Care Facility • Frequency: daily

Scope of Work

- Dust all surfaces including shelves, cabinets, and countertops.
- Sanitize all frequently touched surfaces such as door handles and light switches.
- Vacuum and mop the floor to remove dirt and debris.
- Wipe down all containers and bottles to remove any residue or spills.
- Organize and tidy the storage area to ensure easy access to cleaning supplies.
- Dispose of any waste or expired products in accordance with facility guidelines.

Method

1. Begin by dusting all surfaces using a microfiber cloth to capture dust particles.
2. Sanitize high-touch areas with an approved disinfectant, ensuring proper contact time for effectiveness.
3. Vacuum the floor using a HEPA-filter vacuum cleaner to reduce airborne particles.
4. Mop the floor with a neutral pH cleaner to prevent damage to flooring materials.
5. Wipe down all containers with a damp cloth and mild detergent to remove any residue.
6. Reorganize supplies, ensuring labels are visible and items are within their expiration dates.
7. Collect and dispose of waste in designated bins, following recycling protocols where applicable.

Equipment

- Microfiber cloths
- HEPA-filter vacuum cleaner
- Mop and bucket
- Neutral pH floor cleaner
- Approved disinfectant
- Gloves and personal protective equipment (PPE)

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.