

Clean Utility

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

Scope of Work

- Dust all horizontal surfaces including shelves, countertops, and equipment.
- Sanitize all high-touch surfaces such as door handles, light switches, and handrails.
- Vacuum and mop all floor surfaces to remove dirt and debris.
- Wipe down and disinfect all storage areas and cabinets.
- Ensure all cleaning agents are used according to manufacturer instructions and safety data sheets.

Method

1. Begin by dusting all horizontal surfaces using a microfiber cloth to capture dust and prevent dispersion.
2. Apply a hospital-grade disinfectant to all high-touch surfaces and allow the appropriate contact time before wiping clean.
3. Vacuum the floor using a HEPA-filter vacuum cleaner to ensure all dust and allergens are captured.
4. Mop the floor with a neutral pH cleaner, ensuring all areas are covered and excess water is removed to prevent slips.
5. Wipe down storage areas and cabinets with a disinfectant solution, ensuring all surfaces are thoroughly cleaned.

Equipment

- Microfiber cloths
- HEPA-filter vacuum cleaner
- Mop and bucket
- Hospital-grade disinfectant
- Neutral pH floor cleaner

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.