

Delivery Area

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

Scope of Work

- Dusting all surfaces including shelves, ledges, and equipment.
- Sanitising high-touch areas such as door handles, light switches, and handrails.
- Mopping floors with appropriate disinfectant solutions.
- Emptying and sanitising rubbish bins.
- Cleaning and sanitising any delivery trolleys used within the area.
- Ensuring no visible dirt, dust, or debris is present on any surfaces.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust particles.
2. Apply a hospital-grade disinfectant to high-touch areas and allow the appropriate dwell time before wiping clean.
3. Use a colour-coded mop and bucket system to mop the floors, ensuring the use of a disinfectant solution suitable for healthcare environments.
4. Empty rubbish bins, replace liners, and sanitise the interior and exterior of the bins.
5. Wipe down delivery trolleys with a disinfectant wipe, focusing on handles and other touchpoints.
6. Conduct a final inspection to ensure all areas meet the cleanliness standards.

Equipment

- Microfibre cloths
- Hospital-grade disinfectant
- Colour-coded mop and bucket
- Rubbish bin liners
- Disinfectant wipes
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	No visible dust, dirt, or debris; all surfaces are sanitised and free of smudges; bins are empty and sanitised; no odours present.
Good	Minor dust or smudges on non-essential surfaces; bins are empty but may have minor odours; high-touch areas are sanitised.
Pass	Visible dust on some surfaces; bins are emptied but not sanitised; some high-touch areas may not be fully sanitised.
Fail	Visible dirt and debris; bins are full or not sanitised; high-touch areas are not sanitised; strong odours present.