

Day Room

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

Scope of Work

- Dust all surfaces including tables, chairs, and decorative items.
- Vacuum all carpeted areas and rugs.
- Mop all hard floor surfaces with a disinfectant solution.
- Wipe down all high-touch surfaces such as door handles, light switches, and remote controls with a sanitizing agent.
- Clean and sanitize all windows and glass surfaces.
- Empty and sanitize waste bins, replacing liners as needed.
- Ensure all cleaning activities are documented and comply with health and safety regulations.

Method

1. Begin by dusting all surfaces using microfiber cloths to trap dust and allergens.
2. Vacuum carpeted areas using a HEPA-filter vacuum cleaner to ensure air quality is maintained.
3. Mop hard floors with a microfiber mop and an approved disinfectant solution, ensuring no residue is left.
4. Use disinfectant wipes or sprays on high-touch surfaces, allowing appropriate contact time for effective sanitization.
5. Clean windows and glass surfaces with a glass cleaner and squeegee for streak-free results.
6. Empty waste bins, sanitize with a disinfectant spray, and replace liners.
7. Record all cleaning activities in the facility's cleaning log for compliance and review.

Equipment

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| • Microfiber cloths | • Disinfectant solution | • Squeegee |
| • HEPA-filter vacuum cleaner | • Disinfectant wipes/spray | • Waste bin liners |
| • Microfiber mop | • Glass 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.