

Dining Room

Code: ANCMF-AU-ACF-DR-02 • Facility: Aged Care Facility • Frequency: daily

Scope of Work

- Dust all horizontal surfaces including tables, chairs, and window sills.
- Sanitize all dining tables and chairs.
- Vacuum carpeted areas and rugs.
- Mop hard floor surfaces with a disinfectant solution.
- Wipe down walls and light switches to remove any visible dirt or stains.
- Clean and sanitize all high-touch areas such as door handles and handrails.
- Empty and sanitize waste bins.
- Ensure all cleaning activities are logged and documented.

Method

1. Begin by dusting all horizontal surfaces using a microfiber cloth to capture dust particles.
2. Apply a food-safe disinfectant to all dining tables and chairs, allowing appropriate contact time before wiping clean.
3. Use a vacuum cleaner with a HEPA filter to vacuum all carpeted areas and rugs thoroughly.
4. Mop hard floors using a two-bucket system to prevent cross-contamination, ensuring the use of a disinfectant solution.
5. Wipe down walls and light switches with a damp cloth and a mild detergent solution.
6. Sanitize high-touch areas with an appropriate disinfectant, ensuring full coverage.
7. Empty waste bins, replace liners, and sanitize the interior and exterior of the bins.
8. Complete cleaning logs with details of tasks performed and any issues noted.

Equipment

- Microfiber cloths
- Food-safe disinfectant
- Vacuum cleaner with HEPA filter
- Mop and bucket with wringer
- Two-bucket system for mopping
- Detergent solution
- Waste bin liners

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.