

Dry Store

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

Scope of Work

- Dust all surfaces, including shelves, ledges, and corners.
- Sanitize all high-touch areas, such as door handles and light switches.
- Vacuum floors to remove dust and debris.
- Mop floors with a disinfectant solution.
- Wipe down storage containers and bins.
- Remove any cobwebs from ceilings and corners.
- Ensure all cleaning agents are stored safely and securely.

Method

1. Begin by dusting all surfaces using a microfiber cloth to capture dust particles.
2. Apply a disinfectant solution to high-touch areas and wipe with a clean cloth.
3. Use a vacuum cleaner with a HEPA filter to vacuum the floors thoroughly.
4. Prepare a mop with a disinfectant solution and mop the entire floor area, ensuring no residue is left.
5. Wipe down all storage containers and bins with a damp cloth and disinfectant.
6. Inspect the ceiling and corners for cobwebs and remove them using an extendable duster.
7. Check that all cleaning agents are properly labeled and stored in a designated area.

Equipment

- Microfiber cloths
- Disinfectant solution
- Vacuum cleaner with HEPA filter
- Mop and bucket
- Extendable duster
- Storage for cleaning agents

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.