

Drop-off Zone

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

Scope of Work

- Remove all rubbish and debris from the drop-off zone.
- Sweep and mop hard surfaces to remove dirt and stains.
- Sanitise high-touch surfaces such as handrails and door handles.
- Clean and polish any glass surfaces, including windows and doors.
- Ensure all signage is clean and legible.
- Check and clean any outdoor furniture present in the area.
- Inspect and clean any drainage grates to prevent blockages.

Method

1. Begin by collecting all visible rubbish and disposing of it in the appropriate rubbish bins.
2. Use a broom to sweep the entire area, focusing on corners and edges.
3. Prepare a mop with a suitable cleaning solution and mop all hard surfaces thoroughly.
4. Apply a disinfectant to high-touch surfaces and allow the appropriate contact time before wiping clean.
5. Use a glass cleaner and a microfibre cloth to clean and polish glass surfaces.
6. Wipe down all signage with a damp cloth to ensure clarity and cleanliness.
7. Inspect outdoor furniture and clean with a suitable detergent and water.
8. Check drainage grates and remove any debris to ensure proper water flow.

Equipment

- Broom and dustpan
- Mop and bucket with cleaning solution
- Disinfectant spray
- Microfibre cloths
- Glass cleaner
- Rubbish bags
- Colour-coded cleaning cloths
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless and sanitised, with no visible dirt or debris. High-touch areas are disinfected, and glass surfaces are streak-free. No odours present.
Good	Surfaces are clean with minimal dirt or debris. High-touch areas are sanitised, and glass surfaces have minor streaks. No strong odours present.
Pass	Surfaces are mostly clean, with some visible dirt or debris. High-touch areas are wiped but not thoroughly sanitised. Glass surfaces have noticeable streaks. Mild odours may be present.
Fail	Surfaces are dirty with visible dirt and debris. High-touch areas are not sanitised. Glass surfaces are dirty with streaks. Strong odours are present.