

Entrance Hall

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

Scope of Work

- Dust all horizontal surfaces including furniture, ledges, and fixtures.
- Vacuum all carpeted areas and entrance mats.
- Mop hard floor surfaces with appropriate disinfectant solution.
- Clean and sanitize door handles, push plates, and handrails.
- Wipe and polish glass doors and windows.
- Empty and sanitize waste bins and replace liners.
- Spot clean walls and remove any visible marks or stains.
- Ensure entrance mats are clean and free of debris.

Method

1. Start by dusting all horizontal surfaces using a microfiber cloth to capture dust effectively.
2. Vacuum carpeted areas and entrance mats thoroughly, ensuring corners and edges are clean.
3. Prepare a disinfectant solution according to manufacturer instructions and mop all hard floor surfaces.
4. Use a disinfectant wipe to clean and sanitize all high-touch areas such as door handles and handrails.
5. Use a glass cleaner and a lint-free cloth to clean and polish all glass surfaces.
6. Empty waste bins, sanitize the interior and exterior, and replace with new liners.
7. Inspect walls for marks or stains and spot clean using a suitable cleaner.
8. Check entrance mats for cleanliness and vacuum or shake out debris as needed.

Equipment

- Microfiber cloths
- Vacuum cleaner with HEPA filter
- Mop and bucket with wringer
- Disinfectant solution
- Glass cleaner
- Disinfectant wipes
- Lint-free cloths
- 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.