

Education Room

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

Scope of Work

- Dust all surfaces including tables, chairs, and shelves.
- Vacuum carpeted areas and mop hard floors.
- Sanitise all high-touch surfaces such as door handles, light switches, and remote controls.
- Empty rubbish bins and replace liners.
- Clean and sanitise whiteboards and other educational equipment.
- Ensure windows and glass surfaces are free from smudges and fingerprints.
- Check and refill hand sanitiser dispensers.

Method

1. Prepare the cleaning trolley with all necessary supplies, ensuring colour-coded cloths are used for different areas to prevent cross-contamination.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Vacuum carpeted areas thoroughly, paying special attention to corners and under furniture.
4. Mop hard floors using a damp mop and appropriate cleaning solution, ensuring no excess water is left on the floor.
5. Sanitise high-touch surfaces with a disinfectant spray and wipe with a clean cloth.
6. Empty rubbish bins, replace liners, and dispose of waste according to facility protocols.
7. Clean windows and glass surfaces with a glass cleaner and a lint-free cloth.
8. Check hand sanitiser dispensers and refill as necessary.

Equipment

- Colour-coded microfibre cloths
- Vacuum cleaner
- Mop and bucket
- Disinfectant spray
- Glass cleaner
- Cleaning trolley
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust, dirt, and smudges. Floors are spotless with no streaks or residue. High-touch surfaces are sanitised and free from fingerprints. Rubbish bins are empty and clean. Windows and glass surfaces are crystal clear.
Good	Most surfaces are clean with minimal dust or smudges. Floors are clean with minor streaks. High-touch surfaces are mostly sanitised. Rubbish bins are empty but may have minor residue. Windows and glass surfaces have minor smudges.
Pass	Surfaces have some dust and smudges. Floors are clean but have visible streaks. High-touch surfaces are partially sanitised. Rubbish bins are emptied but not cleaned. Windows and glass surfaces have noticeable smudges.
Fail	Surfaces are visibly dusty and dirty. Floors are dirty with visible residue. High-touch surfaces are not sanitised. Rubbish bins are full or dirty. Windows and glass surfaces are dirty with significant smudges.