

Electrical Room

Code: ANCMF-AU-ACF-ER-03 • Facility: Aged Care Facility • Frequency: daily

Scope of Work

- Dust all surfaces including equipment, shelves, and ledges.
- Sanitise high-touch areas such as door handles and light switches.
- Vacuum and mop floors using a colour-coded system to prevent cross-contamination.
- Empty rubbish bins and replace liners.
- Inspect and clean air vents and filters to prevent dust accumulation.

Method

1. Prepare the cleaning trolley with appropriate cleaning agents and equipment, ensuring all items are colour-coded according to the facility's cleaning plan.
2. Dust all surfaces using a microfibre cloth, starting from the highest points and working downwards to prevent recontamination.
3. Sanitise high-touch areas with a hospital-grade disinfectant, allowing appropriate contact time as per manufacturer's instructions.
4. Vacuum the floor using a HEPA-filter vacuum cleaner to capture fine dust particles.
5. Mop the floor with a damp mop using a neutral detergent, ensuring no excess water is left on the floor.
6. Empty rubbish bins, replace liners, and ensure bins are clean and odour-free.
7. Inspect air vents and filters, clean with a vacuum or damp cloth as necessary.

Equipment

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|------------------------------------|-------------------------------|----------------------|
| • Microfibre cloths (colour-coded) | • HEPA-filter vacuum cleaner | • Cleaning trolley |
| • Hospital-grade disinfectant | • Colour-coded mop and bucket | • Rubbish bin liners |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust. High-touch areas are sanitised and have no visible marks. Floors are spotless with no residue or watermarks. Air vents are clean with no visible dust accumulation. Rubbish bins are empty, clean, and odour-free.
Good	Most surfaces are clean with minimal dust. High-touch areas are mostly sanitised with minor marks. Floors are clean with slight residue. Air vents have minimal dust. Rubbish bins are empty and clean with slight odour.
Pass	Surfaces have some dust. High-touch areas are partially sanitised with visible marks. Floors have visible residue. Air vents have noticeable dust. Rubbish bins are not completely empty or have noticeable odour.
Fail	Surfaces are dusty. High-touch areas are not sanitised. Floors are dirty with significant residue. Air vents are clogged with dust. Rubbish bins are full or have strong odour.