

## Equipment Store

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

### Scope of Work

- Dust all surfaces, including shelves, equipment, and storage containers.
- Sanitize high-touch areas such as door handles, light switches, and equipment controls.
- Vacuum all floor surfaces to remove dust and debris.
- Mop floors with a disinfectant solution to ensure cleanliness and hygiene.
- Wipe down all equipment with appropriate cleaning agents to prevent contamination.
- Ensure all cleaning agents and materials are stored safely and securely after use.

### Method

1. Begin by removing all movable items from the floor to ensure thorough cleaning.
2. Dust all surfaces using microfiber cloths to capture dust particles effectively.
3. Sanitize high-touch areas using a disinfectant spray and clean cloths.
4. Vacuum the entire floor area, paying special attention to corners and under shelving.
5. Mop the floor using a disinfectant solution, ensuring even coverage and allowing it to air dry.
6. Wipe down all equipment with appropriate cleaning agents, following manufacturer guidelines.
7. Return all items to their original positions and ensure the area is tidy.

### Equipment

- |                      |                  |                               |
|----------------------|------------------|-------------------------------|
| • Microfiber cloths  | • Vacuum cleaner | • Appropriate cleaning agents |
| • Disinfectant spray | • Mop and bucket | • Protective gloves           |

### Quality Criteria

|                  |                                                                                                                                                            |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Excellent</b> | All surfaces visibly clean, no dust, stains, or debris. Pleasant appearance with no odors. All cleaning tasks completed to highest standard.               |
| <b>Good</b>      | Most surfaces clean with minimal dust or minor marks. Generally tidy appearance. All major cleaning tasks completed satisfactorily.                        |
| <b>Pass</b>      | Basic cleaning completed, surfaces generally clean but may have some minor dust or marks. Acceptable standard for routine operations.                      |
| <b>Fail</b>      | Visible dirt, stains, or debris present. Unacceptable odors or untidy appearance. Cleaning tasks incomplete or inadequate. Requires immediate re-cleaning. |