

Foyer

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

Scope of Work

- Dust all surfaces including furniture, fixtures, and decorative items.
- Vacuum all carpeted areas and entrance mats.
- Mop hard floor surfaces with appropriate cleaning solution.
- Wipe and sanitize all high-touch surfaces such as door handles, light switches, and handrails.
- Clean and polish glass surfaces, including doors and windows.
- Empty and sanitize waste bins, replacing liners as needed.
- Ensure all cleaning activities are conducted in a manner that minimizes disruption to residents and staff.

Method

1. Begin by dusting all surfaces using a microfiber cloth to capture dust effectively.
2. Vacuum carpeted areas using a HEPA-filter vacuum cleaner to ensure air quality is maintained.
3. Mop hard floors with a neutral pH cleaner to prevent damage to flooring materials.
4. Use a disinfectant wipe or spray on high-touch surfaces, allowing appropriate contact time for effective sanitization.
5. Clean glass surfaces with a non-streaking glass cleaner, using a squeegee for large areas.
6. Empty waste bins, sanitize the interior and exterior, and replace liners.
7. Conduct a final inspection to ensure all areas meet the cleanliness standards.

Equipment

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| • Microfiber cloths | • Mop and bucket with neutral pH cleaner | • Non-streaking glass cleaner and squeegee |
| • HEPA-filter vacuum cleaner | • Disinfectant wipes or spray | • 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.