

Fire Control Room

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

Scope of Work

- Dust all surfaces, including control panels, shelves, and equipment.
- Sanitise high-touch areas such as door handles, light switches, and control buttons.
- Vacuum and mop floors using a colour-coded cleaning system to prevent cross-contamination.
- Empty rubbish bins and replace liners.
- Clean and polish windows and glass surfaces.
- Inspect and clean air vents and grilles to ensure dust-free operation.

Method

1. Prepare the cleaning trolley with appropriate supplies, ensuring colour-coded cloths and mops are used.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Sanitise high-touch areas with a disinfectant solution, allowing appropriate contact time for effective germ kill.
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 suitable for the flooring type.
6. Empty rubbish bins, replace liners, and dispose of waste according to facility protocols.
7. Clean windows and glass surfaces with a glass cleaner, ensuring streak-free results.
8. Wipe air vents and grilles with a damp cloth to remove dust accumulation.

Equipment

- Microfibre cloths (colour-coded)
- Disinfectant solution
- HEPA-filter vacuum cleaner
- Neutral detergent
- Glass cleaner
- Colour-coded mop and bucket
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are dust-free and sanitised; floors are spotless with no visible marks; windows are streak-free; air vents are clean with no dust accumulation.
Good	Minor dust on high surfaces; floors are clean with minimal marks; windows have slight streaks; air vents have minimal dust.
Pass	Noticeable dust on surfaces; floors have visible marks; windows are streaked; air vents show dust accumulation.
Fail	Heavy dust on surfaces; floors are dirty with significant marks; windows are heavily streaked; air vents are clogged with dust.