

Family Room

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

Scope of Work

- Dust all surfaces including furniture, fixtures, and decorative items.
- Vacuum all carpeted areas and rugs.
- Mop all hard floor surfaces using appropriate cleaning solutions.
- Sanitize high-touch areas such as door handles, light switches, and remote controls.
- Clean and sanitize all seating areas, including cushions and armrests.
- Wipe down and sanitize tables and countertops.
- Empty waste bins and replace liners.
- Clean windows and glass surfaces to remove smudges and fingerprints.
- Ensure all cleaning activities are documented and reported as per facility protocols.

Method

1. Begin by dusting all surfaces from top to bottom to prevent recontamination.
2. Vacuum carpets and rugs thoroughly, paying special attention to edges and corners.
3. Mop hard floors using a two-bucket system to ensure effective cleaning and prevent cross-contamination.
4. Use disinfectant wipes or sprays on high-touch areas, allowing appropriate contact time for sanitization.
5. Spot clean upholstery and sanitize seating areas with a suitable fabric-safe disinfectant.
6. Wipe down tables and countertops with a microfiber cloth and disinfectant solution.
7. Empty waste bins, sanitize the interior, and replace liners.
8. Clean windows and glass surfaces using a glass cleaner and a lint-free cloth.
9. Review and record all cleaning activities in the facility's cleaning log.

Equipment

- Microfiber cloths
- Vacuum cleaner with HEPA filter
- Mop and bucket with wringer
- Disinfectant wipes and sprays
- Glass cleaner
- Lint-free cloths
- Protective gloves
- 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.