

Greenhouse

Code: ANCMF-AU-ACF-G-04 • Facility: Aged Care Facility • Frequency: daily

Scope of Work

- Dust all surfaces including plant shelves, window sills, and ledges.
- Wipe down and sanitize all benches, tables, and seating areas.
- Mop floors using appropriate disinfectant solutions.
- Clean and sanitize all glass surfaces, including windows and doors.
- Remove any debris or organic matter from the floor and surfaces.
- Ensure all cleaning agents used are safe for plants and non-toxic to residents.

Method

1. Begin by dusting all surfaces using microfiber cloths to prevent the spread of dust and allergens.
2. Wipe down all benches, tables, and seating areas with a sanitizing solution, ensuring all surfaces are left dry.
3. Mop the floors with a disinfectant solution, paying special attention to corners and under benches.
4. Clean glass surfaces using a streak-free glass cleaner, ensuring no residue is left behind.
5. Collect and dispose of any debris or organic matter in designated waste containers.

Equipment

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|-----------------------|------------------------------|---------------------|
| • Microfiber cloths | • Disinfectant floor cleaner | • Mop and bucket |
| • Sanitizing solution | • Streak-free glass cleaner | • Dustpan and brush |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and streaks; floors are spotless with no debris; glass surfaces are crystal clear; no residue or cleaning marks visible; all cleaning agents are used correctly and safely.
Good	Minor dust or streaks on less than 5% of surfaces; floors are clean with minimal debris; glass surfaces have minor smudges; cleaning agents mostly used correctly.
Pass	Noticeable dust or streaks on 10% of surfaces; floors have some debris; glass surfaces have visible smudges; some cleaning agents not used as per guidelines.
Fail	Significant dust or streaks on more than 10% of surfaces; floors have visible debris; glass surfaces are dirty; incorrect use of cleaning agents posing risk to plants or residents.