

Internet Cafe

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

Scope of Work

- Dust all computer stations, keyboards, and monitors.
- Sanitize all high-touch surfaces including keyboards, mice, and chair armrests.
- Vacuum carpeted areas and clean any spills immediately.
- Mop hard floor surfaces with a disinfectant solution.
- Empty and sanitize waste bins.
- Clean and polish glass surfaces and screens.
- Wipe down tables and chairs with a disinfectant.
- Ensure all cleaning activities are documented and logged.

Method

1. Start by dusting all surfaces using microfiber cloths to prevent static buildup.
2. Apply a suitable disinfectant to all high-touch surfaces and allow the recommended contact time before wiping.
3. Vacuum carpets using a HEPA-filter vacuum cleaner to ensure dust and allergens are minimized.
4. Mop floors using a two-bucket system to prevent cross-contamination.
5. Empty waste bins, replace liners, and sanitize the bin surfaces.
6. Use a glass cleaner for all screens and glass surfaces, ensuring no streaks are left.
7. Document all cleaning tasks in the facility's cleaning log for compliance and review.

Equipment

- Microfiber cloths
- Two-bucket mopping system
- Glass cleaner
- HEPA-filter vacuum cleaner
- Disinfectant solutions
- 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.