

IT Server Room

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

Scope of Work

- Dust all surfaces including server racks, shelves, and equipment.
- Vacuum floors using HEPA-filtered vacuum cleaners to minimise dust particles.
- Wipe down all accessible surfaces with anti-static cloths.
- Sanitise door handles, light switches, and other high-touch areas.
- Empty rubbish bins and replace liners.
- Inspect and clean air vents to ensure optimal air quality.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cleaning systems are used to prevent cross-contamination.
2. Begin by dusting all surfaces using anti-static cloths to prevent static build-up on sensitive equipment.
3. Vacuum the floor thoroughly with a HEPA-filtered vacuum cleaner to capture fine dust particles.
4. Wipe down all accessible surfaces with anti-static cloths, paying special attention to server racks and equipment.
5. Sanitise high-touch areas such as door handles and light switches using appropriate disinfectants.
6. Empty rubbish bins, replace liners, and ensure bins are clean and odour-free.
7. Inspect air vents and clean as necessary to maintain air quality and prevent dust accumulation.

Equipment

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| • HEPA-filtered vacuum cleaner | • Colour-coded cleaning cloths | • Rubbish bin liners |
| • Anti-static cloths | • Disinfectant spray | • Cleaning trolley |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly dust-free and sanitised. No dust accumulation in air vents. Rubbish bins are empty and odour-free. High-touch areas are sanitised and free of smudges.
Good	Minor dust on non-essential surfaces. Air vents are mostly clean. Rubbish bins are empty but may have slight odour. High-touch areas are mostly sanitised.
Pass	Noticeable dust on some surfaces. Air vents show some dust accumulation. Rubbish bins are emptied but not sanitised. High-touch areas are partially sanitised.
Fail	Visible dust on multiple surfaces. Air vents are clogged with dust. Rubbish bins are full or have strong odour. High-touch areas are not sanitised.