

Library

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

Scope of Work

- Dust all surfaces including shelves, tables, and chairs.
- Vacuum carpeted areas and rugs.
- Mop hard floor surfaces.
- Sanitize high-touch areas such as door handles, light switches, and computer keyboards.
- Clean and polish glass surfaces including windows and display cases.
- Empty and sanitize waste bins.
- Organize and tidy reading materials and furniture.

Method

1. Begin by dusting all surfaces using a microfiber cloth to capture dust particles.
2. Vacuum all carpeted areas, ensuring to reach under furniture and in corners.
3. Mop hard floors with a suitable disinfectant solution, ensuring no residue is left.
4. Use a disinfectant wipe to sanitize all high-touch areas thoroughly.
5. Clean glass surfaces using a glass cleaner and a lint-free cloth for a streak-free finish.
6. Empty waste bins, replace liners, and sanitize the bin surfaces.
7. Reorganize reading materials and furniture to maintain a neat appearance.

Equipment

- Microfiber cloths
- Vacuum cleaner with HEPA filter
- Mop and bucket with disinfectant solution
- Disinfectant wipes
- Glass cleaner
- Lint-free cloths
- 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.