

Nurses Station

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

Scope of Work

- Dust all surfaces including desks, shelves, and equipment.
- Sanitize all high-touch areas such as door handles, light switches, and telephones.
- Vacuum carpeted areas and rugs.
- Mop hard floors with a disinfectant solution.
- Wipe down and disinfect computer keyboards and screens.
- Empty and sanitize waste bins.
- Clean and sanitize sinks and countertops.
- Ensure all cleaning supplies are restocked and stored properly.

Method

1. Begin by dusting all surfaces using a microfiber cloth to capture dust particles.
2. Apply a disinfectant to high-touch areas and allow it to dwell for the recommended time before wiping clean.
3. Vacuum carpets using a HEPA-filter vacuum cleaner to reduce allergens.
4. Mop floors with a disinfectant solution, ensuring no residue is left behind.
5. Use screen-safe wipes for electronic equipment to prevent damage.
6. Empty waste bins, replace liners, and sanitize the bin surfaces.
7. Clean sinks and countertops with a non-abrasive cleaner and disinfectant.
8. Check and restock cleaning supplies, ensuring all are stored in a designated area.

Equipment

- Microfiber cloths
- Disinfectant spray
- HEPA-filter vacuum cleaner
- Mop and bucket
- Screen-safe wipes
- Trash bags
- Non-abrasive cleaner

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.