

Occupational Therapy

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

Scope of Work

- Dust all surfaces including tables, chairs, and equipment.
- Sanitize all high-touch areas such as door handles, light switches, and therapy equipment.
- Vacuum all carpeted areas to remove dust and debris.
- Mop all hard floor surfaces with a disinfectant solution.
- Wipe down all windowsills and ledges.
- Empty and sanitize waste bins.
- Clean and sanitize sinks and countertops.
- Ensure all cleaning supplies are stored safely and securely.

Method

1. Begin by dusting all surfaces using a microfiber cloth to capture dust particles.
2. Apply a disinfectant solution to high-touch areas and allow it to dwell for the recommended time before wiping clean.
3. Use a vacuum cleaner with a HEPA filter to vacuum all carpeted areas thoroughly.
4. Mop hard floors using a two-bucket system to prevent cross-contamination, ensuring the use of a suitable disinfectant.
5. Wipe windowsills and ledges with a damp cloth.
6. Empty waste bins, replace liners, and sanitize the interior and exterior of the bins.
7. Clean sinks and countertops with a non-abrasive cleaner and disinfectant.
8. Store all cleaning equipment and supplies in designated storage areas.

Equipment

- Microfiber cloths
- Disinfectant solutions
- Vacuum cleaner with HEPA filter
- Mop and bucket with wringer
- Non-abrasive cleaner
- 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.