

Pantry

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

Scope of Work

- Dust all surfaces, including shelves, countertops, and appliances.
- Sanitize all food preparation areas and surfaces.
- Wipe down and disinfect all handles, knobs, and switches.
- Clean and sanitize sinks and faucets.
- Vacuum and mop the floor to remove dirt and debris.
- Empty and sanitize waste bins.
- Clean and sanitize the exterior of all appliances.
- Ensure all cleaning activities comply with health and safety regulations.

Method

1. Begin by removing all items from surfaces and shelves.
2. Dust all surfaces using a microfiber cloth.
3. Apply a suitable disinfectant to all surfaces and allow the recommended contact time.
4. Wipe down all surfaces with a clean cloth.
5. Vacuum the floor to remove loose dirt and debris.
6. Mop the floor using a disinfectant solution, ensuring all areas are covered.
7. Empty waste bins and replace liners, then sanitize the bins.
8. Wipe down the exterior of appliances with a disinfectant.
9. Inspect the area to ensure all tasks have been completed to standard.

Equipment

- Microfiber cloths
- Disinfectant spray
- Vacuum cleaner
- Mop and bucket
- Waste bin liners
- Protective gloves

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.