

Pergola

Code: ANCMF-AU-ACF-P-03 • Facility: Aged Care Facility • Frequency: daily

Scope of Work

- Dust all surfaces including tables, chairs, and railings.
- Sweep and mop the floor area.
- Wipe down all furniture with a disinfectant solution.
- Clean and sanitize any outdoor cushions or seating pads.
- Remove any cobwebs from corners and ceilings.
- Empty and sanitize waste bins.
- Clean glass surfaces and windows.
- Ensure all cleaning activities are conducted in a manner that minimizes disruption to residents.

Method

1. Begin by removing any debris or litter from the area.
2. Dust all surfaces using a microfiber cloth to prevent the spread of dust particles.
3. Sweep the floor thoroughly, ensuring all corners are reached.
4. Mop the floor with a suitable cleaning solution, ensuring it is safe for the flooring material.
5. Wipe down furniture with a disinfectant solution, paying special attention to high-touch areas.
6. Sanitize outdoor cushions using a fabric-safe disinfectant spray.
7. Remove cobwebs using an extendable duster.
8. Empty waste bins and replace liners, then sanitize the bins.
9. Clean glass surfaces with a glass cleaner and a lint-free cloth.

Equipment

- | | | |
|---------------------|----------------------------------|-------------------|
| • Microfiber cloths | • Disinfectant solution | • Glass cleaner |
| • Broom and dustpan | • Fabric-safe disinfectant spray | • Lint-free cloth |
| • Mop and bucket | • Extendable duster | |

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.