

## Reception

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

### Scope of Work

- Dust all surfaces including furniture, counters, and decorative items.
- Vacuum carpeted areas and entrance mats.
- Mop hard floors with appropriate disinfectant.
- Wipe and sanitize all high-touch surfaces such as door handles, light switches, and reception desk.
- Clean and polish glass surfaces, including windows and doors.
- Empty and sanitize waste bins, replacing liners as needed.
- Ensure all cleaning products are used according to manufacturer instructions and safety data sheets.

### Method

1. Begin by dusting all surfaces from top to bottom to prevent recontamination of cleaned areas.
2. Vacuum all carpeted areas and entrance mats thoroughly, ensuring corners and edges are addressed.
3. Mop hard floors using a two-bucket system to prevent cross-contamination, ensuring the floor is dry and safe for foot traffic.
4. Wipe and sanitize high-touch surfaces using a disinfectant wipe or spray, allowing appropriate contact time for effective germ kill.
5. Clean glass surfaces using a glass cleaner and microfiber cloth to avoid streaks.
6. Empty waste bins, sanitize the interior and exterior, and replace liners.

### Equipment

- Microfiber cloths
- Vacuum cleaner with HEPA filter
- Mop and bucket with wringer
- Disinfectant wipes and sprays
- Glass cleaner
- Protective gloves

### Quality Criteria

|                  |                                                                                                                                                            |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Excellent</b> | All surfaces visibly clean, no dust, stains, or debris. Pleasant appearance with no odors. All cleaning tasks completed to highest standard.               |
| <b>Good</b>      | Most surfaces clean with minimal dust or minor marks. Generally tidy appearance. All major cleaning tasks completed satisfactorily.                        |
| <b>Pass</b>      | Basic cleaning completed, surfaces generally clean but may have some minor dust or marks. Acceptable standard for routine operations.                      |
| <b>Fail</b>      | Visible dirt, stains, or debris present. Unacceptable odors or untidy appearance. Cleaning tasks incomplete or inadequate. Requires immediate re-cleaning. |