

## Reading Room

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

### Scope of Work

- Dust all surfaces including tables, chairs, shelves, and decorative items.
- Vacuum all carpeted areas to remove dust and debris.
- Mop hard floor surfaces with appropriate cleaning solution.
- Sanitize high-touch areas such as door handles, light switches, and remote controls.
- Wipe down windows and glass surfaces to remove smudges and fingerprints.
- Empty waste bins and replace liners.
- Ensure all cleaning products are used according to manufacturer's instructions and safety guidelines.

### Method

1. Begin by dusting all surfaces using a microfiber cloth to capture dust particles effectively.
2. Vacuum carpeted areas using a vacuum cleaner with a HEPA filter to ensure thorough removal of dust and allergens.
3. Mop hard floors with a damp mop and a neutral pH cleaner to prevent damage to flooring materials.
4. Use a disinfectant spray on high-touch areas and allow sufficient contact time for effective sanitization.
5. Clean windows and glass surfaces with a glass cleaner and a lint-free cloth for a streak-free finish.
6. Empty waste bins, ensuring proper disposal of waste, and replace liners to maintain hygiene.

### Equipment

- Microfiber cloths
- Vacuum cleaner with HEPA filter
- Mop and bucket
- Neutral pH floor cleaner
- Disinfectant spray
- Glass cleaner
- Lint-free cloths
- Waste bin liners

### 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. |