

Records Room

Code: ANCMF-AU-ACF-RR-05 • Facility: Aged Care Facility • Frequency: daily

Scope of Work

- Dust all surfaces including shelves, desks, and filing cabinets.
- Vacuum carpeted areas and spot clean as necessary.
- Mop hard floors with appropriate cleaning solution.
- Sanitise high-touch areas such as door handles, light switches, and telephones.
- Empty rubbish bins and replace liners.
- Ensure all cleaning is conducted using colour-coded systems to prevent cross-contamination.
- Check for and report any signs of pest activity.

Method

1. Prepare cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths and mops are used.
2. Begin by dusting from top to bottom to prevent re-soiling of cleaned areas.
3. Vacuum carpeted areas thoroughly, paying special attention to corners and under furniture.
4. Mop hard floors using a damp mop and appropriate cleaning solution, ensuring no excess water is left on the floor.
5. Sanitise high-touch surfaces using a disinfectant that complies with Australian infection control standards.
6. Empty rubbish bins, replace liners, and ensure bins are clean and odour-free.
7. Conduct a final inspection to ensure all tasks are completed to the required standard.

Equipment

- Colour-coded cleaning cloths and mops
- Vacuum cleaner with HEPA filter
- Microfibre dusters
- Disinfectant solution compliant with Australian standards
- Mop and bucket
- Rubbish bin liners
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust and marks; floors are spotless with no residue; high-touch areas are sanitised and free from smudges; rubbish bins are empty and odour-free; no signs of pests.
Good	Minor dust on high surfaces; floors are clean with minimal residue; high-touch areas are mostly sanitised; rubbish bins are empty but may have slight odour; no visible signs of pests.
Pass	Noticeable dust on surfaces; floors have visible residue; high-touch areas are partially sanitised; rubbish bins are not emptied regularly; potential signs of pests.
Fail	Heavy dust accumulation; floors are dirty with visible stains; high-touch areas are not sanitised; rubbish bins are overflowing; clear signs of pest activity.