

Staff Lockers

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

Scope of Work

- Dust all surfaces including tops of lockers, shelves, and benches.
- Sanitize locker handles and frequently touched surfaces.
- Vacuum floors to remove dust and debris.
- Mop floors with disinfectant solution.
- Wipe down walls and doors to remove marks and stains.
- Empty and sanitize waste bins.

Method

1. Begin by dusting all surfaces using a microfiber cloth to capture dust particles.
2. Apply a disinfectant solution to locker handles and frequently touched surfaces, allowing appropriate contact time before wiping clean.
3. Use a vacuum cleaner with a HEPA filter to vacuum the floors thoroughly.
4. Mop the floors using a disinfectant solution, ensuring all areas are covered.
5. Wipe down walls and doors with a damp cloth to remove any visible marks or stains.
6. Empty waste bins, replace liners, and sanitize the interior and exterior of the bins.

Equipment

- Microfiber cloths
- Disinfectant solution
- Vacuum cleaner with HEPA filter
- Mop and bucket
- Waste bin liners

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.