

Staff Room

Code: ANCMF-AU-ACF-SR-04 • Facility: Aged Care Facility • Frequency: daily

Scope of Work

- Dust all surfaces including tables, chairs, and shelves.
- Sanitize high-touch areas such as door handles, light switches, and remote controls.
- Vacuum carpeted areas and rugs.
- Mop hard floors with a disinfectant solution.
- Clean and sanitize kitchen appliances including microwave, refrigerator, and coffee machine.
- Empty and sanitize waste bins.
- Wipe down and sanitize countertops and sinks.
- Clean windows and glass surfaces.
- Ensure all cleaning supplies are restocked and stored properly.

Method

1. Begin by dusting all surfaces using a microfiber cloth to capture dust particles.
2. Apply a disinfectant solution to high-touch areas and allow it to sit for the recommended contact time before wiping clean.
3. Vacuum all carpeted areas thoroughly, paying special attention to corners and under furniture.
4. Mop hard floors using a two-bucket system to prevent cross-contamination.
5. Clean kitchen appliances with appropriate cleaning agents, ensuring all food residues are removed.
6. Empty waste bins, replace liners, and sanitize the interior and exterior of the bins.
7. Wipe down countertops and sinks with a disinfectant solution, ensuring all surfaces are clean and dry.
8. Use a glass cleaner to clean windows and glass surfaces, ensuring a streak-free finish.
9. Check and restock cleaning supplies, ensuring they are stored in a designated area.

Equipment

- Microfiber cloths
- Vacuum cleaner
- Mop and bucket
- Disinfectant solutions
- Glass cleaner
- Cleaning agents for kitchen appliances
- 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.