

## Sluice Room

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

### Scope of Work

- Thorough cleaning and sanitizing of all surfaces, including counters, sinks, and splashbacks.
- Disinfection of all high-touch areas such as door handles, light switches, and faucet handles.
- Cleaning and sanitizing of all waste disposal units and bins.
- Mopping of floors with disinfectant solution.
- Dusting of all horizontal surfaces and ledges.
- Cleaning and sanitizing of any equipment used in the sluice room.
- Ensure all cleaning supplies are restocked and stored properly.

### Method

1. Wear appropriate personal protective equipment (PPE) before entering the sluice room.
2. Remove any waste and dispose of it in the designated waste disposal units.
3. Apply a suitable disinfectant to all surfaces and allow the recommended contact time before wiping clean.
4. Use a microfiber cloth to dust all horizontal surfaces and ledges.
5. Clean and sanitize all high-touch areas with a disinfectant wipe.
6. Mop the floor using a disinfectant solution, starting from the farthest corner and moving towards the exit.
7. Inspect the room to ensure all areas have been cleaned and sanitized to the required standard.
8. Restock cleaning supplies and ensure they are stored safely.

### Equipment

- Microfiber cloths
- Disinfectant wipes
- Mop and bucket with disinfectant solution
- Personal protective equipment (PPE)
- Waste disposal bags

### 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. |