

Storage Room

Code: ANCMF-AU-ACF-SR-06 • Facility: Aged Care Facility • Frequency: daily

Scope of Work

- Dust all surfaces including shelves, ledges, and corners.
- Sanitize all high-touch surfaces such as door handles and light switches.
- Vacuum all carpeted areas to remove dust and debris.
- Mop all hard floor surfaces with a disinfectant solution.
- Wipe down all storage containers and equipment with a damp cloth.
- Remove any cobwebs from ceilings and corners.
- Empty and sanitize waste bins.

Method

1. Begin by removing all items from shelves and surfaces.
2. Dust all surfaces using a microfiber cloth to capture dust particles.
3. Sanitize high-touch areas with an approved disinfectant spray and cloth.
4. Vacuum carpeted areas thoroughly, ensuring to reach corners and under furniture.
5. Mop hard floors using a mop and bucket with a disinfectant solution, ensuring even coverage.
6. Wipe down storage containers and equipment with a damp cloth, ensuring no residue is left.
7. Inspect ceilings and corners for cobwebs and remove them using an extendable duster.
8. Empty waste bins, replace liners, and sanitize the interior and exterior of the bins.

Equipment

- Microfiber cloths
- Disinfectant spray
- Vacuum cleaner
- Mop and bucket
- Damp cloth
- Extendable duster
- 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.