

Switchboard Room

Code: ANCMF-AU-ACF-SR-07 • Facility: Aged Care Facility • Frequency: daily

Scope of Work

- Dust all surfaces, including switchboards, shelves, and ledges.
- Wipe down all accessible surfaces with a damp cloth using a suitable cleaning agent.
- Vacuum the floor using a HEPA-filter vacuum cleaner to prevent dust circulation.
- Sanitise high-touch areas such as door handles and light switches.
- Empty rubbish bins and replace liners.
- Inspect for and remove any cobwebs from corners and ceilings.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cleaning cloths are used to prevent cross-contamination.
2. Dust all surfaces using a microfibre cloth, starting from the top and working downwards.
3. Wipe down surfaces with a damp cloth and appropriate cleaning solution, ensuring no moisture enters electrical components.
4. Vacuum the floor thoroughly, paying special attention to corners and edges.
5. Sanitise high-touch areas using a disinfectant wipe.
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 standard.

Equipment

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| • Microfibre cloths (colour-coded) | • HEPA-filter vacuum cleaner | • Cleaning trolley |
| • Damp cloths | • Disinfectant wipes | • Rubbish bin liners |

Quality Criteria

Performance Level	Criteria
Excellent	No visible dust or debris; all surfaces are spotless and sanitised; high-touch areas are disinfected; rubbish bins are empty and odour-free; no cobwebs present.
Good	Minor dust in non-critical areas; surfaces are clean with no visible marks; high-touch areas are mostly disinfected; rubbish bins are empty with minimal odour; no cobwebs present.
Pass	Noticeable dust in some areas; surfaces are generally clean but may have some marks; high-touch areas are partially disinfected; rubbish bins are emptied but may have slight odour; few cobwebs present.
Fail	Visible dust and debris; surfaces are dirty or sticky; high-touch areas are not disinfected; rubbish bins are full or have strong odour; cobwebs are present.