

Staff Toilets

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

Scope of Work

- Clean and sanitize all toilet bowls, seats, and urinals.
- Wipe and disinfect sinks, faucets, and countertops.
- Clean mirrors and glass surfaces to a streak-free finish.
- Dust and wipe all horizontal surfaces, including partitions and dispensers.
- Empty and sanitize waste bins and replace liners.
- Mop floors with disinfectant solution.
- Replenish toilet paper, soap, and paper towels.
- Check and clean air vents and light fixtures for dust accumulation.

Method

1. Wear appropriate personal protective equipment (PPE) before starting the cleaning process.
2. Begin by emptying waste bins and replacing liners.
3. Apply disinfectant to all toilet bowls, seats, and urinals, allowing adequate dwell time before scrubbing and rinsing.
4. Wipe and disinfect sinks, faucets, and countertops using a clean cloth and appropriate cleaning solution.
5. Clean mirrors and glass surfaces with a glass cleaner to ensure a streak-free finish.
6. Dust and wipe all horizontal surfaces, including partitions and dispensers, with a microfiber cloth.
7. Mop the floor with a disinfectant solution, ensuring all areas are covered.
8. Replenish all consumables such as toilet paper, soap, and paper towels.
9. Inspect air vents and light fixtures, cleaning any dust accumulation with a duster or vacuum.

Equipment

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| • Personal protective equipment (gloves, masks) | • Microfiber cloths | • Dusting cloth or duster |
| • Disinfectant cleaner | • Mop and bucket | • Vacuum cleaner (for vents) |
| • Glass cleaner | • Toilet brush | |

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.