

Training Room

Code: ANCMF-AU-ACF-TR-03 • Facility: Aged Care Facility • Frequency: daily

Scope of Work

- Dust all surfaces, including tables, chairs, and equipment.
- Vacuum all carpeted areas and spot clean stains.
- Mop hard floors with appropriate cleaning solution.
- Sanitise all high-touch surfaces, including door handles, light switches, and remote controls.
- Empty rubbish bins and replace liners.
- Clean and sanitise any whiteboards or presentation equipment.
- Ensure windows and glass surfaces are free of smudges and fingerprints.
- Check and refill hand sanitiser dispensers as necessary.

Method

1. Prepare the cleaning trolley with all necessary supplies, ensuring colour-coded cloths and mops are used to prevent cross-contamination.
2. Begin by dusting all surfaces using a microfibre cloth, working from high to low areas.
3. Vacuum carpeted areas thoroughly, paying special attention to corners and under furniture.
4. Mop hard floors using a damp mop and appropriate cleaning solution, ensuring no excess water is left on the floor.
5. Sanitise high-touch surfaces with a disinfectant solution, allowing appropriate contact time for effective germ kill.
6. Empty rubbish bins, replace liners, and dispose of waste in accordance with facility waste management protocols.
7. Clean glass surfaces with a glass cleaner and microfibre cloth to remove all marks.
8. Inspect the room for any remaining cleaning needs and address them before completing the task.

Equipment

- Cleaning trolley with colour-coded cleaning cloths and mops
- Microfibre cloths
- Vacuum cleaner
- Mop and bucket
- Disinfectant solution
- Glass cleaner
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust, stains, and smudges. Floors are spotless with no debris. High-touch areas are sanitised with no residue. No odours present. Rubbish bins are empty and clean.
Good	Surfaces are mostly clean with minor dust or smudges. Floors are clean with minimal debris. High-touch areas are mostly sanitised. No strong odours present. Rubbish bins are emptied.
Pass	Surfaces have some dust or smudges. Floors have some debris. High-touch areas are partially sanitised. Mild odours may be present. Rubbish bins are not overflowing.
Fail	Surfaces are visibly dirty with dust and stains. Floors have significant debris. High-touch areas are not sanitised. Strong odours are present. Rubbish bins are overflowing.