

Telecommunications Room

Code: ANCMF-AU-ACF-TR-04 • Facility: Aged Care Facility • Frequency: daily

Scope of Work

- Dust all surfaces, including equipment, shelves, and ledges.
- Sanitise high-touch areas such as door handles, light switches, and telecommunication equipment surfaces.
- Vacuum all carpeted areas and mats.
- Mop hard floors using a damp mop and appropriate cleaning solution.
- Empty rubbish bins and replace liners.
- Inspect and clean air vents and filters to ensure dust-free operation.

Method

1. Prepare the cleaning trolley with all necessary equipment and colour-coded cloths.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Sanitise high-touch areas with a disinfectant solution, ensuring contact time as per manufacturer's instructions.
4. Vacuum carpets and mats thoroughly, paying attention to edges and corners.
5. Mop hard floors with a damp mop, using a neutral pH cleaner suitable for telecommunications environments.
6. Empty rubbish bins, replace liners, and dispose of waste according to facility protocols.
7. Check air vents and filters, clean with a vacuum or damp cloth as necessary.

Equipment

- Microfibre cloths (colour-coded)
- Vacuum cleaner with HEPA filter
- Damp mop and bucket
- Neutral pH floor cleaner
- Disinfectant solution
- Rubbish bin liners
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust. High-touch areas are sanitised and free of smudges. Floors are spotless with no debris. Air vents are clean and unobstructed.
Good	Minor dust on non-essential surfaces. High-touch areas are mostly clean. Floors have minimal debris. Air vents show slight dust accumulation.
Pass	Noticeable dust on surfaces. High-touch areas show some smudges. Floors have visible debris. Air vents are dusty but functional.
Fail	Significant dust accumulation. High-touch areas are visibly dirty. Floors are dirty with debris. Air vents are clogged with dust.