

Tea Station

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

Scope of Work

- Clean and sanitize all surfaces, including countertops, tables, and chairs.
- Wipe down and disinfect all appliances, including kettles, microwaves, and toasters.
- Clean and sanitize sinks and taps.
- Dust all surfaces, including shelves and decorative items.
- Empty and sanitize waste bins.
- Vacuum and mop floors.
- Clean and sanitize cupboard handles and light switches.
- Ensure all cleaning products are stored safely and correctly.

Method

1. Begin by removing all items from surfaces and dusting thoroughly.
2. Apply disinfectant to all surfaces and allow the recommended contact time before wiping clean.
3. Clean appliances by wiping with a damp cloth and disinfectant, ensuring all residue is removed.
4. Sanitize sinks and taps using a suitable cleaning agent, ensuring all limescale and stains are removed.
5. Empty waste bins, replace liners, and sanitize the bin interior and exterior.
6. Vacuum the floor to remove dust and debris.
7. Mop the floor using a disinfectant solution, ensuring no areas are missed.
8. Wipe cupboard handles and light switches with disinfectant wipes.
9. Return all items to their original places, ensuring they are clean and dry.

Equipment

- Microfiber cloths
- Disinfectant spray
- Vacuum cleaner
- Mop and bucket
- Disposable gloves
- Waste bin liners
- Disinfectant wipes

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.