

Visitor Parking

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

Scope of Work

- Remove all rubbish and debris from the parking area.
- Sweep and mop the parking surface to remove dirt and stains.
- Sanitise high-touch surfaces such as handrails and lift buttons.
- Clean and sanitise any outdoor seating areas.
- Ensure all signage is clean and visible.
- Empty and sanitise rubbish bins.
- Remove any cobwebs or dust from corners and ceilings.
- Check and clean any drainage grates to prevent blockages.

Method

1. Begin by collecting all visible rubbish and debris, placing it in the rubbish bin.
2. Use a broom to sweep the entire parking area, focusing on corners and edges.
3. Prepare a mop with a suitable cleaning solution and mop the parking surface, paying attention to stains and spills.
4. Use a sanitising solution to wipe down high-touch surfaces, including handrails and lift buttons.
5. Clean outdoor seating with a damp cloth and sanitising solution.
6. Wipe down all signage with a damp cloth to ensure visibility.
7. Empty rubbish bins and replace liners, then sanitise the bin surfaces.
8. Use a duster or vacuum to remove cobwebs and dust from corners and ceilings.
9. Inspect drainage grates and remove any debris to ensure proper drainage.

Equipment

- Broom and dustpan
- Mop and bucket with cleaning solution
- Sanitising wipes or spray
- Microfibre cloths
- Rubbish bags
- High-reach duster
- Vacuum cleaner

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless with no visible dirt or debris. High-touch areas are sanitised and free of smudges. Rubbish bins are empty and odour-free. Signage is clear and legible. No cobwebs or dust present.
Good	Minor dirt or debris present in low-traffic areas. High-touch surfaces are mostly clean with minimal smudging. Rubbish bins are empty but may have slight odour. Signage is mostly clear. Minimal cobwebs or dust.
Pass	Noticeable dirt or debris in some areas. High-touch surfaces have visible smudges. Rubbish bins are not overflowing but have noticeable odour. Signage is legible but not clean. Some cobwebs or dust present.
Fail	Significant dirt or debris throughout. High-touch surfaces are visibly dirty. Rubbish bins are overflowing or have strong odour. Signage is obscured by dirt. Cobwebs or dust are prevalent.