

## Visitor Room

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

### Scope of Work

- Dust all surfaces including furniture, window sills, and decorative items.
- Vacuum carpets and rugs thoroughly.
- Mop hard floors with appropriate disinfectant solutions.
- Sanitize high-touch areas such as door handles, light switches, and remote controls.
- Clean and disinfect any seating areas, including chairs and sofas.
- Empty waste bins and replace liners.
- Clean windows and mirrors to ensure they are free of smudges and streaks.
- Ensure all cleaning activities are documented and logged for compliance purposes.

### Method

1. Begin by removing all loose debris and dust from surfaces using microfiber cloths.
2. Vacuum carpets and rugs using a HEPA-filter vacuum cleaner to ensure dust and allergens are minimized.
3. Mop hard floors using a two-bucket system to prevent cross-contamination, applying a neutral pH disinfectant.
4. Use disinfectant wipes or sprays on high-touch surfaces, allowing appropriate contact time for effective sanitization.
5. Spot clean upholstery with suitable fabric cleaners, ensuring no residue is left behind.
6. Empty waste bins, sanitize the interior, and replace liners.
7. Use glass cleaner on windows and mirrors, wiping with a lint-free cloth for a streak-free finish.
8. Complete a final inspection to ensure all areas meet the required cleanliness standards.

### Equipment

- Microfiber cloths
- HEPA-filter vacuum cleaner
- Mop and bucket with wringer
- Neutral pH disinfectant
- Disinfectant wipes or sprays
- Upholstery cleaner
- Glass cleaner
- Lint-free cloths

### Quality Criteria

|                  |                                                                                                                                                            |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Excellent</b> | All surfaces visibly clean, no dust, stains, or debris. Pleasant appearance with no odors. All cleaning tasks completed to highest standard.               |
| <b>Good</b>      | Most surfaces clean with minimal dust or minor marks. Generally tidy appearance. All major cleaning tasks completed satisfactorily.                        |
| <b>Pass</b>      | Basic cleaning completed, surfaces generally clean but may have some minor dust or marks. Acceptable standard for routine operations.                      |
| <b>Fail</b>      | Visible dirt, stains, or debris present. Unacceptable odors or untidy appearance. Cleaning tasks incomplete or inadequate. Requires immediate re-cleaning. |