

## Workshop

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

### Scope of Work

- Dust all surfaces, including workbenches, shelves, and equipment.
- Sanitize all high-touch areas such as door handles, light switches, and tools.
- Vacuum all carpeted areas and rugs.
- Mop all hard floor surfaces with appropriate disinfectant solutions.
- Wipe down all windowsills and ledges.
- Empty and sanitize waste bins.
- Clean and sanitize sinks and any other plumbing fixtures.

### Method

1. Begin by dusting all surfaces using microfiber cloths to capture dust and prevent redistribution.
2. Apply a suitable disinfectant to all high-touch areas and allow the recommended contact time before wiping clean.
3. Use a HEPA-filter vacuum cleaner to vacuum all carpeted areas, ensuring corners and edges are thoroughly cleaned.
4. Mop hard floors using a two-bucket system to prevent cross-contamination, ensuring the use of a disinfectant solution appropriate for the floor type.
5. Wipe windowsills and ledges with a damp cloth, ensuring no streaks or residue are left behind.
6. Empty waste bins, replace liners, and sanitize the interior and exterior of the bins.
7. Clean sinks and plumbing fixtures with a non-abrasive cleaner, followed by a disinfectant.

### Equipment

- Microfiber cloths
- Disinfectant solutions
- HEPA-filter vacuum cleaner
- Mop and bucket (two-bucket system)
- Non-abrasive cleaning agents
- Waste bin liners

### 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. |