

Waiting Area

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

Scope of Work

- Dust all surfaces including tables, chairs, and decorative items.
- Vacuum carpeted areas and rugs.
- Mop hard floors with appropriate disinfectant.
- Wipe and sanitize all frequently touched surfaces such as door handles, light switches, and handrails.
- Clean and sanitize seating areas.
- Empty and sanitize waste bins.
- Clean windows and glass surfaces.
- Ensure all cleaning activities are documented and logged.

Method

1. Begin by dusting all surfaces using microfiber cloths to capture dust and allergens.
2. Vacuum all carpeted areas using a HEPA-filter vacuum cleaner to ensure air quality.
3. Mop hard floors with a neutral pH disinfectant, ensuring no residue is left behind.
4. Use a disinfectant wipe or spray to clean all high-touch surfaces, allowing appropriate contact time for effective sanitization.
5. Sanitize seating areas using a suitable upholstery cleaner and disinfectant.
6. Empty waste bins, replace liners, and sanitize the bin surfaces.
7. Clean windows and glass surfaces with a glass cleaner, ensuring streak-free results.
8. Log all cleaning activities in the facility's cleaning management system.

Equipment

- Microfiber cloths
- HEPA-filter vacuum cleaner
- Mop and bucket with neutral pH disinfectant
- Disinfectant wipes/spray
- Upholstery cleaner
- Glass cleaner
- Waste bin liners

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.