

Administration Office

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

Scope of Work

- Dust all surfaces including desks, chairs, shelves, and electronic equipment.
- Vacuum all carpeted areas and rugs.
- Mop all hard floor surfaces with appropriate cleaning solutions.
- Sanitize high-touch areas such as door handles, light switches, and telephones.
- Empty waste bins and replace liners.
- Clean and sanitize restrooms, including sinks, toilets, and mirrors.
- Wipe down and disinfect communal areas such as break rooms and meeting tables.

Method

1. Begin by dusting all surfaces using microfiber cloths to trap dust and allergens.
2. Vacuum carpets using a HEPA-filter vacuum cleaner to ensure air quality.
3. Use a damp mop with a neutral pH cleaner for hard floors to prevent damage.
4. Apply disinfectant to high-touch areas and allow appropriate dwell time before wiping.
5. Collect waste and replace bin liners, ensuring proper disposal of waste.
6. Use restroom-specific cleaning agents for toilets and sinks, ensuring thorough sanitization.
7. Wipe down communal areas with disinfectant wipes, focusing on shared surfaces.

Equipment

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| <ul style="list-style-type: none"> • Microfiber cloths • HEPA-filter vacuum cleaner | <ul style="list-style-type: none"> • Mop and bucket with neutral pH cleaner • Disinfectant spray and wipes | <ul style="list-style-type: none"> • Restroom cleaning agents • Trash bags |
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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.