

Nursing Office

Code: ANCMF-AU-ACF-NO-01 • Facility: Aged Care Facility • Frequency: daily

Scope of Work

- Dust all surfaces including desks, shelves, and equipment.
- Sanitize high-touch areas such as door handles, light switches, and telephones.
- Vacuum carpeted areas and rugs.
- Mop hard floor surfaces with appropriate disinfectant.
- Empty waste bins and replace liners.
- Clean and sanitize office chairs and other seating.
- Wipe down windowsills and ledges.
- Ensure all cleaning activities are documented and logged.

Method

1. Begin by dusting all surfaces using a microfiber cloth to capture dust particles.
2. Apply a disinfectant solution to high-touch areas and allow it to dwell for the recommended time before wiping clean.
3. Use a vacuum cleaner with a HEPA filter to vacuum all carpeted areas thoroughly.
4. Mop hard floors using a two-bucket system to prevent cross-contamination, ensuring the use of a suitable disinfectant.
5. Empty waste bins, replace liners, and sanitize the bin exterior.
6. Use a fabric-safe cleaner to sanitize office chairs and seating, focusing on armrests and backrests.
7. Wipe windowsills and ledges with a damp cloth to remove dust and debris.
8. Record all completed tasks in the cleaning log for accountability and compliance.

Equipment

- Microfiber cloths
- Disinfectant solutions
- Vacuum cleaner with HEPA filter
- Mop and bucket with wringer
- Waste bin liners
- Fabric-safe cleaner
- Cleaning logbook

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.