

Party Room

Code: ANCMF-AU-ACF-PR-04 • Facility: Aged Care Facility • Frequency: daily

Scope of Work

- Dust all surfaces including tables, chairs, and decorative items.
- Vacuum carpets and rugs thoroughly.
- Mop hard floors using appropriate cleaning solutions.
- Sanitise all high-touch areas such as door handles, light switches, and remote controls.
- Empty rubbish bins and replace liners.
- Clean and sanitise any kitchenettes or food preparation areas.
- Check and clean windows and glass surfaces for smudges and fingerprints.
- Ensure all cleaning is conducted using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Prepare the cleaning trolley with all necessary supplies, ensuring colour-coded cloths and mops are used.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Vacuum carpets and rugs, paying special attention to corners and under furniture.
4. Mop hard floors with a neutral pH cleaner, ensuring no residue is left.
5. Sanitise high-touch areas with a disinfectant approved for healthcare settings.
6. Empty rubbish bins, replace liners, and dispose of waste according to facility protocols.
7. Clean windows and glass surfaces with a streak-free glass cleaner.
8. Conduct a final inspection to ensure all areas meet the quality criteria.

Equipment

- | | | |
|------------------------------------|----------------------------|----------------------|
| • Microfibre cloths (colour-coded) | • Neutral pH floor cleaner | • Cleaning trolley |
| • Vacuum cleaner with HEPA filter | • Disinfectant spray | • Rubbish bin liners |
| • Mop and bucket (colour-coded) | • Glass cleaner | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and marks; floors are spotless with no residue; high-touch areas are sanitised and free of smudges; rubbish bins are empty and clean; windows are streak-free.
Good	Minor dust on high surfaces; floors are clean with minimal residue; high-touch areas are mostly sanitised; rubbish bins are emptied but may have minor marks; windows have minimal streaks.
Pass	Noticeable dust on surfaces; floors have some residue; high-touch areas are partially sanitised; rubbish bins are emptied but dirty; windows have visible streaks.
Fail	Significant dust and marks on surfaces; floors are dirty with visible residue; high-touch areas are not sanitised; rubbish bins are full or dirty; windows are heavily streaked.