

Secure Unit

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

Scope of Work

- Dusting of all surfaces including furniture, fixtures, and fittings.
- Vacuuming of carpets and soft furnishings.
- Mopping of hard floors with appropriate disinfectant.
- Sanitising of high-touch areas such as door handles, light switches, and handrails.
- Cleaning and sanitising of toilets and washbasins.
- Emptying and sanitising of rubbish bins.
- Spot cleaning of walls and doors as needed.
- Ensuring all cleaning is performed using a colour-coded system to prevent cross-contamination.

Method

1. Prepare the cleaning trolley with all necessary supplies and equipment, ensuring colour-coded cloths and mops are used.
2. Begin by dusting all surfaces from high to low to prevent recontamination.
3. Vacuum carpets and soft furnishings thoroughly, paying attention to edges and corners.
4. Mop hard floors using a disinfectant solution, ensuring no excess water is left on the floor.
5. Sanitise high-touch areas using a disinfectant spray and appropriate cloth.
6. Clean toilets and washbasins with a toilet brush and sanitising cleaner, ensuring all surfaces are wiped dry.
7. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
8. Perform spot cleaning on walls and doors as required.
9. Review the area to ensure all tasks are completed to standard.

Equipment

- Cleaning trolley with compartments for supplies.
- Colour-coded cloths and mops.
- Vacuum cleaner with HEPA filter.
- Disinfectant and sanitising solutions.
- Toilet brush and cleaning agents.
- Rubbish bin liners.
- Personal protective equipment (PPE) including gloves and masks.

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust, dirt, and marks. No odours present. High-touch areas are sanitised and dry. Floors are spotless and dry. Bins are empty and sanitised. No visible debris or stains on carpets.
Good	Surfaces are mostly clean with minor dust or marks. No strong odours. High-touch areas are sanitised. Floors are clean with minimal wet spots. Bins are empty but may have minor residue.
Pass	Surfaces have some dust or marks. Mild odours may be present. High-touch areas are mostly sanitised. Floors have some wet spots or minor debris. Bins are emptied but not sanitised.
Fail	Surfaces are visibly dirty with dust and marks. Strong odours present. High-touch areas are not sanitised. Floors are wet or have visible debris. Bins are full or unsanitised.