

First Aid Room

Code: ANCMF-AU-CO-FAR-01 • Facility: Commercial Office • Frequency: daily

Scope of Work

- Dust all horizontal surfaces including benches, shelves, and equipment.
- Sanitise all contact surfaces including benches, door handles, and light switches.
- Clean and sanitise sink and tap fittings.
- Empty and sanitise rubbish bins, replacing liners as needed.
- Vacuum and mop floors using a colour-coded system to prevent cross-contamination.
- Ensure all cleaning is conducted in accordance with infection control guidelines.

Method

1. Prepare the cleaning trolley with appropriate colour-coded cloths and cleaning agents.
2. Dust all surfaces using a microfibre cloth to capture dust and allergens.
3. Apply a hospital-grade disinfectant to all contact surfaces and allow appropriate dwell time before wiping clean.
4. Clean the sink and tap fittings using a non-abrasive cleaner, ensuring all soap residue is removed.
5. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
6. Vacuum the floor using a HEPA filter vacuum cleaner to minimise airborne particles.
7. Mop the floor with a neutral detergent, ensuring no residue is left behind.
8. Inspect the room for any missed areas and rectify as necessary.

Equipment

- Microfibre cloths (colour-coded)
- Hospital-grade disinfectant
- Non-abrasive cleaner
- HEPA filter vacuum cleaner
- Neutral detergent
- Cleaning trolley
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust, dirt, and smudges. No odours present. Floors are spotless with no residue. All bins are empty and sanitised. Infection control measures are fully adhered to.
Good	Surfaces are mostly clean with minimal dust or smudges. No strong odours. Floors are clean with minimal residue. Bins are empty and sanitised. Infection control measures are mostly adhered to.
Pass	Surfaces have some dust or smudges. Mild odours may be present. Floors have some residue. Bins are emptied but not fully sanitised. Infection control measures are partially adhered to.
Fail	Surfaces are visibly dirty with dust and smudges. Strong odours present. Floors are dirty with visible residue. Bins are full or not sanitised. Infection control measures are not adhered to.