

First Aid Room

Code: ANCMF-AU-EF-FAR-01 • Facility: Education Facility • Frequency: daily

Scope of Work

- Dust all surfaces including benches, shelves, and equipment.
- Sanitise all high-touch areas such as door handles, light switches, and taps.
- Clean and sanitise the sink and surrounding areas.
- Empty and sanitise rubbish bins.
- Mop floors with a disinfectant solution.
- Wipe down walls and skirting boards as needed.
- Ensure all cleaning is conducted using a colour-coded cleaning system to prevent cross-contamination.

Method

1. Prepare the cleaning trolley with all necessary equipment and 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. Sanitise high-touch areas with an approved disinfectant, ensuring sufficient contact time as per product instructions.
4. Clean the sink with a non-abrasive cleaner, then sanitise with a disinfectant.
5. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
6. Mop the floor using a disinfectant solution, ensuring the mop is rinsed frequently to avoid spreading contaminants.
7. Wipe down walls and skirting boards with a damp cloth as needed.

Equipment

- Microfibre cloths (colour-coded)
- Non-abrasive cleaner
- Cleaning trolley
- Disinfectant solution
- Mop and bucket (colour-coded)
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust and marks. High-touch areas are sanitised with no visible residue. Floors are spotless and dry. No odours present. Rubbish bins are empty and sanitised.
Good	Surfaces are mostly clean with minimal dust. High-touch areas are sanitised with slight residue. Floors are clean with minor spots. No strong odours. Rubbish bins are empty but may have minor marks.
Pass	Surfaces have some dust and marks. High-touch areas are sanitised but with visible residue. Floors have visible spots. Mild odours present. Rubbish bins are emptied but not sanitised.
Fail	Surfaces are dusty and marked. High-touch areas are not sanitised. Floors are dirty with visible stains. Strong odours present. Rubbish bins are full or not sanitised.