

Sick Bay

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

Scope of Work

- Dust all surfaces including benches, beds, and equipment.
- Sanitise all high-touch areas such as door handles, light switches, and bed rails.
- Clean and sanitise the sink and tap area.
- Empty and sanitise rubbish bins.
- Mop floors with a disinfectant solution.
- Ensure all cleaning is conducted using a colour-coded cleaning system to prevent cross-contamination.
- Check and refill soap and sanitiser dispensers.
- Ensure all cleaning products are used according to the manufacturer's instructions and safety data sheets.

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 using a disinfectant spray and a clean cloth.
4. Clean the sink and tap area with a non-abrasive cleaner, then sanitise.
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.
7. Check soap and sanitiser dispensers, refilling as necessary.
8. Conduct a final inspection to ensure all areas meet the required cleanliness standards.

Equipment

- Colour-coded microfibre cloths
- Disinfectant spray
- Non-abrasive cleaner
- Colour-coded mop and bucket
- Cleaning trolley
- Rubbish bin liners
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust, dirt, and marks. High-touch areas are sanitised and free of smudges. Floors are spotless and dry. No unpleasant odours present. Supplies are fully stocked.
Good	Surfaces are mostly clean with minor dust or marks. High-touch areas are sanitised with minimal smudging. Floors are clean with slight dampness. No strong odours present. Supplies are mostly stocked.
Pass	Surfaces have some dust or marks. High-touch areas are sanitised but may have visible smudges. Floors are clean but may have some damp spots. Mild odours present. Supplies are low but available.
Fail	Surfaces are visibly dirty with dust and marks. High-touch areas are not sanitised and have visible smudges. Floors are dirty or wet. Strong unpleasant odours present. Supplies are depleted.