

Baby Change Room

Code: ANCMF-AU-GB-BCR-01 • Facility: Government Building • Frequency: daily

Scope of Work

- Thoroughly clean and sanitise all surfaces including change tables, benches, and sinks.
- Empty and sanitise rubbish bins, ensuring liners are replaced.
- Clean and sanitise all taps and handles.
- Wipe down walls and partitions to remove any marks or stains.
- Mop floors with a disinfectant solution.
- Ensure all dispensers (soap, sanitiser, paper towels) are refilled and operational.
- Check and clean air vents and ensure they are free of dust and debris.
- Inspect and clean mirrors and glass surfaces to be streak-free.
- Ensure the room is free of any unpleasant odours.

Method

1. Prepare the cleaning trolley with appropriate colour-coded cloths and cleaning agents.
2. Begin by emptying rubbish bins and replacing liners.
3. Use a disinfectant spray on all surfaces, allowing appropriate dwell time before wiping.
4. Clean and sanitise taps, handles, and dispensers using a microfibre cloth.
5. Wipe down walls and partitions with a damp cloth to remove marks.
6. Mop the floor using a disinfectant solution, ensuring no residue is left.
7. Check and refill all dispensers as necessary.
8. Inspect air vents and clean if necessary using a vacuum with a HEPA filter.
9. Polish mirrors and glass surfaces with a glass cleaner for a streak-free finish.
10. Conduct a final inspection to ensure the room is clean, sanitised, and odour-free.

Equipment

- Colour-coded microfibre cloths
- Disinfectant spray
- Glass cleaner
- Floor mop and bucket
- Cleaning trolley
- Rubbish bin liners
- Vacuum with HEPA filter
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and sanitised, no marks or stains on walls, floors are spotless and dry, no odours present, all dispensers fully stocked, air vents dust-free, mirrors and glass surfaces streak-free.
Good	Minor marks on walls, floors clean but slightly damp, no odours present, most dispensers stocked, minor dust on air vents, mirrors and glass surfaces mostly streak-free.
Pass	Some visible marks on surfaces, floors clean but damp, slight odour present, dispensers partially stocked, noticeable dust on air vents, mirrors and glass surfaces have streaks.
Fail	Visible dirt and stains on surfaces, floors dirty or wet, unpleasant odours present, dispensers empty, air vents clogged with dust, mirrors and glass surfaces dirty or streaked.