

Emergency Shelter

Code: ANCMF-AU-GB-ES-04 • Facility: Government Building • Frequency: daily

Scope of Work

- Dusting of all horizontal surfaces including tables, chairs, and window sills.
- Vacuuming of all carpeted areas and rugs.
- Mopping of hard floors with appropriate disinfectant.
- Sanitising of high-touch surfaces such as door handles, light switches, and lift buttons.
- Cleaning and sanitising of toilets, sinks, and taps.
- Emptying and sanitising rubbish bins and replacing liners.
- Spot cleaning of walls and doors to remove marks and stains.
- Ensuring all cleaning activities comply with infection control standards.

Method

1. Prepare the cleaning trolley with all necessary supplies, ensuring colour-coded cloths and mops are used to prevent cross-contamination.
2. Begin by dusting all horizontal surfaces using a microfibre cloth.
3. Vacuum all carpeted areas using a HEPA-filter vacuum cleaner.
4. Mop hard floors with a neutral pH disinfectant, ensuring no excess water is left on the floor.
5. Sanitise high-touch surfaces using a hospital-grade disinfectant.
6. Clean toilets, sinks, and taps with a non-abrasive cleaner and sanitise with a disinfectant.
7. Empty rubbish bins, sanitise the interior, and replace liners.
8. Spot clean walls and doors with a suitable cleaner to remove any visible marks.

Equipment

- | | | |
|------------------------------------|-------------------------------|----------------------|
| • Microfibre cloths (colour-coded) | • Neutral pH disinfectant | • Cleaning trolley |
| • HEPA-filter vacuum cleaner | • Hospital-grade disinfectant | • Rubbish bin liners |
| • Mop and bucket (colour-coded) | • Non-abrasive cleaner | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust, dirt, and marks. No odours present. High-touch surfaces are sanitised and free of smudges. Floors are spotless and dry. Toilets and sinks are sparkling and sanitised. Rubbish bins are empty and sanitised.
Good	Most surfaces are clean with minimal dust or marks. No strong odours. High-touch surfaces are mostly sanitised. Floors are clean with minor spots. Toilets and sinks are clean with minor water spots. Rubbish bins are empty but not sanitised.
Pass	Surfaces have some dust and marks. Mild odours present. High-touch surfaces are occasionally sanitised. Floors have visible dirt or spots. Toilets and sinks are clean but not sanitised. Rubbish bins are emptied but not sanitised.
Fail	Surfaces are dusty and marked. Strong odours present. High-touch surfaces are not sanitised. Floors are dirty and wet. Toilets and sinks are dirty and unsanitised. Rubbish bins are full and unsanitised.