

First Aid Room

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

Scope of Work

- Dust all surfaces including benches, shelves, and equipment.
- Sanitise all high-touch surfaces such as door handles, light switches, and taps.
- Clean and sanitise the sink and surrounding areas.
- Empty and sanitise rubbish bins, replacing liners.
- Vacuum and mop floors using appropriate disinfectant solutions.
- Ensure all cleaning is conducted using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Prepare 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 cloth, ensuring thorough coverage.
4. Clean the sink with a non-abrasive cleaner, rinse, and sanitise.
5. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
6. Vacuum the floor to remove dust and debris, then mop using a disinfectant solution, ensuring the floor is left dry and streak-free.

Equipment

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

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust, dirt, and smudges. High-touch areas are sanitised with no visible residue. Floors are spotless and dry. No odours present. Rubbish bins are empty, clean, and lined.
Good	Surfaces are mostly clean with minor dust or smudges. High-touch areas are sanitised with minimal residue. Floors are clean with slight dampness. No strong odours. Rubbish bins are empty and lined.
Pass	Surfaces have some dust or smudges. High-touch areas are sanitised but may have visible residue. Floors are clean but damp. Mild odours may be present. Rubbish bins are empty but may not be lined.
Fail	Surfaces are visibly dirty with dust and smudges. High-touch areas are not sanitised. Floors are dirty or wet. Strong odours present. Rubbish bins are full or unlined.