

Health Inspection

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

Scope of Work

- Dust all surfaces including desks, chairs, and equipment.
- Sanitise high-touch areas such as door handles, light switches, and taps.
- Vacuum all carpeted areas and mop hard floors.
- Empty and sanitise rubbish bins.
- Clean and sanitise toilets and washbasins.
- Ensure all cleaning is performed using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust and allergens.
2. Sanitise high-touch areas with an approved disinfectant, ensuring contact time as per manufacturer's instructions.
3. Vacuum carpets using a HEPA-filter vacuum cleaner to reduce airborne particles.
4. Mop hard floors with a neutral pH cleaner, ensuring no residue is left behind.
5. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
6. Clean toilets with a toilet-specific cleaner, ensuring thorough sanitisation of all surfaces.

Equipment

- Microfibre cloths
- Colour-coded mops and buckets
- Neutral pH floor cleaner
- HEPA-filter vacuum cleaner
- Approved disinfectants
- Toilet cleaning supplies

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust. High-touch areas are sanitised with no visible residue. Floors are spotless with no streaks. Rubbish bins are clean and odour-free. Toilets are sanitised and free of stains.
Good	Minor dust on less accessible surfaces. High-touch areas are mostly sanitised. Floors have minimal streaks. Rubbish bins are clean with slight odour. Toilets are mostly clean with minor stains.
Pass	Visible dust on surfaces. High-touch areas are inconsistently sanitised. Floors have visible streaks. Rubbish bins have noticeable odour. Toilets have visible stains.
Fail	Surfaces are dusty. High-touch areas are not sanitised. Floors are dirty with significant streaks. Rubbish bins are dirty and odorous. Toilets are unsanitary with significant staining.