

Medical Room

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

Scope of Work

- Dust all horizontal surfaces including desks, shelves, and equipment.
- Sanitise all high-touch surfaces such as door handles, light switches, and taps.
- Vacuum all carpeted areas and mop hard floors with appropriate cleaning solutions.
- Empty and sanitise rubbish bins, replacing liners as needed.
- Clean and sanitise sinks, ensuring taps are free from water spots and stains.
- Ensure all cleaning is conducted using a colour-coded system to prevent cross-contamination.
- Check and restock hand sanitiser dispensers and soap dispensers.
- Ensure all cleaning products are used according to 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. Begin by dusting all surfaces, working from high to low to prevent recontamination.
3. Sanitise high-touch areas using a disinfectant approved for medical environments.
4. Vacuum carpets using a HEPA-filter vacuum cleaner to minimise airborne dust.
5. Mop hard floors with a neutral pH cleaner, ensuring no residue is left.
6. Empty rubbish bins, sanitise the interior and exterior, and replace liners.
7. Clean sinks and taps, ensuring all surfaces are dry and free from streaks.
8. Conduct a final inspection to ensure all areas meet the quality criteria.

Equipment

- Colour-coded microfibre cloths and mops
- HEPA-filter vacuum cleaner
- Neutral pH floor cleaner
- Disinfectant approved for medical use
- Cleaning trolley
- Rubbish bin liners
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust, dirt, and stains. High-touch areas are sanitised and free from smudges. Floors are spotless with no residue. No unpleasant odours present. Bins are empty and sanitised. Supplies are fully stocked.
Good	Surfaces are mostly clean with minor dust or smudges. High-touch areas are sanitised but may have minor streaks. Floors are clean with minimal residue. No strong odours. Bins are empty but may have minor marks. Supplies are mostly stocked.
Pass	Surfaces have some dust or smudges. High-touch areas are sanitised but may have visible streaks. Floors have some residue. Mild odours may be present. Bins are emptied but not sanitised. Supplies are low but available.
Fail	Surfaces are visibly dirty with dust and stains. High-touch areas are not sanitised. Floors are dirty with visible residue. Strong odours present. Bins are full or not sanitised. Supplies are depleted.