

Pharmacy

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

Scope of Work

- Dusting of all surfaces including shelves, counters, and equipment.
- Sanitising of all high-touch areas such as door handles, light switches, and taps.
- Vacuuming of carpeted areas and mopping of hard floors using a colour-coded cleaning system.
- Cleaning and sanitising of toilets and washbasins.
- Emptying and sanitising of rubbish bins.
- Cleaning of glass surfaces and mirrors.
- Restocking of hygiene supplies such as hand sanitisers and paper towels.

Method

1. Begin with dusting all surfaces using microfibre cloths to capture dust and allergens.
2. Sanitise high-touch areas with an approved disinfectant, ensuring contact time as per manufacturer's instructions.
3. Vacuum carpeted areas using a HEPA-filter vacuum cleaner to minimise airborne particles.
4. Mop hard floors with a neutral pH cleaner, using a colour-coded mop to prevent cross-contamination.
5. Clean toilets and washbasins with a disinfectant cleaner, ensuring all surfaces are scrubbed and rinsed.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Clean glass surfaces with a streak-free glass cleaner.
8. Check and restock hygiene supplies, ensuring dispensers are functioning correctly.

Equipment

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|---------------------------------|-----------------------------|---------------------------------------|
| • Microfibre cloths | • Disinfectant cleaners | • Rubbish bin liners |
| • HEPA-filter vacuum cleaner | • Neutral pH floor cleaner | • Personal protective equipment (PPE) |
| • Colour-coded mops and buckets | • Streak-free glass cleaner | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust. No streaks on glass surfaces. No odours present. High-touch areas are sanitised and dry. Floors are spotless with no debris. Toilets and basins are clean with no stains or residues. Rubbish bins are empty and sanitised. Hygiene supplies are fully stocked.
Good	Minor dust on less accessible surfaces. Minimal streaks on glass. No unpleasant odours. High-touch areas are sanitised. Floors are clean with minimal debris. Toilets and basins are clean with minor water spots. Rubbish bins are empty. Hygiene supplies are adequately stocked.
Pass	Visible dust on some surfaces. Noticeable streaks on glass. Mild odours present. High-touch areas are mostly sanitised. Floors have some debris. Toilets and basins are mostly clean. Rubbish bins are not overflowing. Hygiene supplies are low but available.
Fail	Dust accumulation on surfaces. Significant streaks on glass. Strong odours present. High-touch areas are not sanitised. Floors are dirty with visible debris. Toilets and basins are stained. Rubbish bins are full or overflowing. Hygiene supplies are depleted.