

Therapy Room

Code: ANCMF-AU-GB-TR-03 • Facility: Government Building • Frequency: daily

Scope of Work

- Dust all surfaces including desks, chairs, and shelves.
- Sanitise high-touch areas such as door handles, light switches, and therapy equipment.
- Vacuum carpeted areas and mop hard floors.
- Empty rubbish bins and replace liners.
- Clean and sanitise any sinks and taps.
- Ensure windows and glass surfaces are streak-free.
- Check and refill hand sanitiser dispensers.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Begin by dusting from high to low surfaces using a microfibre cloth.
3. Sanitise all high-touch areas with an approved disinfectant.
4. Vacuum carpets using a HEPA-filter vacuum cleaner.
5. Mop hard floors with a neutral pH cleaner.
6. Empty rubbish bins, replace liners, and dispose of waste according to local regulations.
7. Clean windows and glass with a glass cleaner and microfibre cloth.
8. Refill hand sanitiser dispensers as needed.

Equipment

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|--------------------------------|----------------------------|--------------------------|
| • Microfibre cloths | • Mop and bucket | • Glass cleaner |
| • Colour-coded cleaning cloths | • Neutral pH floor cleaner | • Hand sanitiser refills |
| • HEPA-filter vacuum cleaner | • Approved disinfectant | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust. High-touch areas are sanitised and free of smudges. Floors are spotless with no debris. Rubbish bins are empty and clean. Windows and glass surfaces are streak-free. Hand sanitiser dispensers are full.
Good	Minor dust on surfaces. High-touch areas are mostly clean. Floors have minimal debris. Rubbish bins are empty but may have minor residue. Windows and glass surfaces have minor streaks. Hand sanitiser dispensers are mostly full.
Pass	Noticeable dust on surfaces. High-touch areas are clean but not sanitised. Floors have visible debris. Rubbish bins are not overflowing but have residue. Windows and glass surfaces have visible streaks. Hand sanitiser dispensers are low.
Fail	Surfaces are dusty. High-touch areas are not clean. Floors have significant debris. Rubbish bins are overflowing. Windows and glass surfaces are dirty. Hand sanitiser dispensers are empty.