

Vaccination Center

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

Scope of Work

- Dusting of all horizontal surfaces including desks, chairs, and equipment.
- Sanitising of high-touch surfaces such as door handles, taps, and lift buttons.
- Vacuuming of carpeted areas and mopping of hard floors.
- Emptying and sanitising rubbish bins.
- Cleaning and sanitising of toilets and washbasins.
- Restocking of hygiene supplies such as soap and paper towels.
- Inspection and cleaning of air vents and grilles.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Start with dusting from top to bottom to capture all dust particles.
3. Sanitise high-touch surfaces using approved disinfectants.
4. Vacuum carpets using HEPA-filtered vacuum cleaners.
5. Mop hard floors with a neutral pH cleaner.
6. Empty rubbish bins and replace liners, ensuring bins are sanitised.
7. Clean toilets with a disinfectant cleaner, ensuring all surfaces are sanitised.
8. Restock hygiene supplies and report any shortages.
9. Inspect air vents and clean with a damp cloth to remove dust.

Equipment

- Colour-coded microfibre cloths
- HEPA-filtered vacuum cleaner
- Neutral pH floor cleaner
- Disinfectant spray
- 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 smudges. High-touch areas are sanitised with no visible residue. Floors are spotless with no marks or debris. Rubbish bins are empty and sanitised. Toilets are clean and odour-free. Supplies are fully stocked.
Good	Most surfaces are clean with minor dust or smudges. High-touch areas are mostly sanitised. Floors have minor marks but are generally clean. Rubbish bins are empty but may have minor residue. Toilets are clean with minimal odour. Supplies are mostly stocked.
Pass	Surfaces have noticeable dust or smudges. High-touch areas are inconsistently sanitised. Floors have visible marks or debris. Rubbish bins are not fully emptied or sanitised. Toilets have noticeable odour. Supplies are low but available.
Fail	Surfaces are visibly dirty with dust and smudges. High-touch areas are not sanitised. Floors are dirty with significant marks or debris. Rubbish bins are full or unsanitised. Toilets are dirty with strong odour. Supplies are depleted.