

X-Ray Machine

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

Scope of Work

- Dusting of all surfaces including the X-Ray machine exterior and surrounding areas.
- Sanitising of high-touch surfaces such as control panels, handles, and switches.
- Vacuuming of floors to remove dust and debris.
- Mopping of hard floor surfaces with appropriate cleaning solutions.
- Emptying and sanitising of rubbish bins.
- Inspection and cleaning of air vents and filters.

Method

1. Prepare the cleaning trolley with colour-coded cleaning cloths and appropriate cleaning agents.
2. Dust all surfaces using a microfibre cloth to capture dust particles.
3. Sanitise high-touch areas with a hospital-grade disinfectant, ensuring contact time as per manufacturer's instructions.
4. Vacuum the floor using a HEPA-filter vacuum cleaner to minimise airborne particles.
5. Mop the floor with a neutral pH cleaner, ensuring no residue is left.
6. Empty rubbish bins and replace liners, then sanitise the bin interior and exterior.
7. Check air vents and filters, dust and clean as necessary.

Equipment

- Microfibre cloths (colour-coded)
- Hospital-grade disinfectant
- HEPA-filter vacuum cleaner
- Neutral pH floor cleaner
- Cleaning trolley
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust. High-touch areas are sanitised with no visible residue. Floors are spotless with no streaks. Air vents are clean and unobstructed. No odours present.
Good	Surfaces are mostly clean with minimal dust. High-touch areas are sanitised with slight residue. Floors have minor streaks. Air vents are mostly clean. Minimal odours present.
Pass	Surfaces have some dust. High-touch areas are sanitised but with visible residue. Floors have noticeable streaks. Air vents have some dust. Odours are noticeable but not overpowering.
Fail	Surfaces are dusty. High-touch areas are not properly sanitised. Floors are dirty with streaks. Air vents are clogged with dust. Strong odours present.