

Baby Change Room

Code: ANCMF-AU-H-BCR-01 • Facility: Hospitality • Frequency: daily

Scope of Work

- Sanitise all surfaces including change tables, benches, and sinks.
- Clean and disinfect all taps and handles.
- Empty and sanitise rubbish bins.
- Mop floors with a disinfectant solution.
- Wipe down walls and partitions.
- Ensure all dispensers (soap, sanitiser, paper towels) are refilled and clean.
- Check and clean air vents and ensure they are free from dust.
- Ensure all signage is clean and legible.

Method

1. Prepare cleaning trolley with colour-coded cleaning cloths and appropriate cleaning agents.
2. Begin by emptying rubbish bins and replacing liners.
3. Use a disinfectant spray to sanitise all surfaces, starting from the highest point and working downwards.
4. Wipe down all surfaces with a clean, damp cloth, ensuring no residue is left.
5. Mop the floor with a disinfectant solution, ensuring all areas are covered.
6. Refill all dispensers and check for functionality.
7. Inspect the room for any remaining dirt or debris and address as necessary.
8. Conduct a final inspection to ensure all tasks are completed to standard.

Equipment

- Colour-coded cleaning cloths
- Disinfectant spray
- Mop and bucket
- Cleaning trolley
- Rubbish bin liners
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and sanitised, no odours present, all dispensers are full and functional, floors are spotless and dry, air vents are dust-free.
Good	Surfaces are clean with minimal streaks, no strong odours, dispensers are mostly full, floors are clean with minor dampness, air vents have minimal dust.
Pass	Surfaces are generally clean, mild odours present, dispensers are partially full, floors are clean but damp, air vents have some dust accumulation.
Fail	Surfaces are visibly dirty, strong odours present, dispensers are empty or non-functional, floors are dirty or wet, air vents are clogged with dust.