

Admissions

Code: ANCMF-AU-HF-A-01 • Facility: Healthcare Facility • Frequency: daily

Scope of Work

- Dust all horizontal surfaces including desks, chairs, and counters.
- Sanitise high-touch surfaces such as door handles, light switches, and telephones.
- Vacuum carpeted areas and mop hard floors using a colour-coded cleaning system.
- Empty rubbish bins and replace liners.
- Clean and sanitise waiting area furniture.
- Ensure all cleaning activities comply with infection control guidelines.

Method

1. Prepare cleaning trolley with appropriate colour-coded cloths and cleaning agents.
2. Dust all surfaces using a microfibre cloth to minimise airborne particles.
3. Sanitise high-touch surfaces with a hospital-grade disinfectant.
4. Vacuum carpets using a HEPA-filtered vacuum cleaner to reduce allergens.
5. Mop floors with a neutral detergent and appropriate mop head.
6. Dispose of rubbish in designated waste disposal areas.
7. Conduct a final inspection to ensure all areas meet cleanliness standards.

Equipment

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| • Microfibre cloths (colour-coded) | • HEPA-filtered vacuum cleaner | • Cleaning trolley |
| • Hospital-grade disinfectant | • Colour-coded mop and bucket | • Rubbish bin liners |

Quality Criteria

Performance Level	Criteria
Excellent	No visible dust or dirt on any surfaces; all high-touch surfaces sanitised; floors spotless with no streaks; no rubbish present; fresh odour throughout.
Good	Minor dust on less than 5% of surfaces; high-touch surfaces mostly sanitised; floors clean with minimal streaks; rubbish bins emptied; pleasant odour.
Pass	Visible dust on 10% of surfaces; some high-touch surfaces missed; floors generally clean but with visible streaks; rubbish bins not overflowing; neutral odour.
Fail	Visible dust on more than 10% of surfaces; high-touch surfaces not sanitised; floors dirty or sticky; rubbish bins overflowing; unpleasant odour present.