

Administration

Code: ANCMF-AU-HF-A-02 • Facility: Healthcare Facility • Frequency: daily

Scope of Work

- Dust all surfaces including desks, chairs, and shelves.
- Sanitise high-touch areas such as door handles, light switches, and telephones.
- Empty and sanitise rubbish bins.
- Vacuum carpeted areas and mop hard floors.
- Clean and polish glass surfaces and mirrors.
- Ensure all cleaning activities comply with infection control standards.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Begin with dusting from high to low surfaces using a microfibre cloth.
3. Sanitise high-touch areas with an approved disinfectant.
4. Empty rubbish bins and replace liners, ensuring bins are sanitised.
5. Vacuum carpets using a HEPA-filter vacuum cleaner.
6. Mop hard floors with a neutral detergent and clean water.
7. Polish glass surfaces with a glass cleaner and microfibre cloth.

Equipment

- Microfibre cloths
- Colour-coded cleaning cloths and mops
- HEPA-filter vacuum cleaner
- Neutral detergent
- Approved disinfectant
- Glass cleaner
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust, dirt, and smudges. High-touch areas are sanitised with no residue. Floors are spotless and free of debris. No unpleasant odours present.
Good	Most surfaces are clean with minimal dust. High-touch areas are sanitised with slight residue. Floors are mostly clean with minor debris. No strong odours present.
Pass	Surfaces have some dust and dirt. High-touch areas are sanitised but with visible residue. Floors have noticeable debris. Mild odours may be present.
Fail	Surfaces are visibly dirty with dust accumulation. High-touch areas are not sanitised. Floors are dirty with significant debris. Strong unpleasant odours present.