

Chapel

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

Scope of Work

- Dusting of all surfaces including pews, altar, and lectern.
- Vacuuming of carpeted areas and rugs.
- Mopping of hard floors.
- Sanitising of high-touch areas such as door handles, light switches, and handrails.
- Cleaning of windows and glass surfaces.
- Emptying and sanitising rubbish bins.
- Spot cleaning of walls and doors.
- Ensuring all cleaning activities comply with infection control standards.

Method

1. Assemble and check all cleaning equipment and supplies on the trolley, ensuring colour-coded cleaning systems are used to prevent cross-contamination.
2. Dust all surfaces using a microfibre cloth, starting from higher surfaces and working downwards.
3. Vacuum carpeted areas thoroughly, ensuring all corners and edges are reached.
4. Mop hard floors with a disinfectant solution, ensuring no streaks or residue are left.
5. Sanitise high-touch areas with an approved disinfectant, allowing appropriate contact time for effectiveness.
6. Clean windows and glass surfaces using a glass cleaner and squeegee for a streak-free finish.
7. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
8. Conduct a final inspection to ensure all areas meet the required cleanliness standards.

Equipment

- Microfibre cloths (colour-coded)
- Vacuum cleaner with HEPA filter
- Mop and bucket with disinfectant solution
- Glass cleaner and squeegee
- Disinfectant spray for high-touch areas
- Rubbish bin liners
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and smudges; floors are spotless with no streaks; high-touch areas are sanitised with no visible residue; windows are crystal clear; rubbish bins are clean and odour-free.
Good	Minor dust on less accessible surfaces; floors are clean with minimal streaks; high-touch areas are sanitised with slight residue; windows have minor smudges; rubbish bins are clean with slight odour.
Pass	Noticeable dust on surfaces; floors have visible streaks; high-touch areas are sanitised but with visible residue; windows have visible smudges; rubbish bins are clean but with noticeable odour.
Fail	Significant dust accumulation; floors are dirty with streaks and residue; high-touch areas are not sanitised; windows are dirty; rubbish bins are unclean and odorous.