

Corridor

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

Scope of Work

- Dusting all horizontal surfaces including ledges, skirting boards, and fixtures.
- Spot cleaning walls and doors to remove marks and stains.
- Vacuuming all carpeted areas and mats.
- Mopping hard floors with a neutral detergent and disinfectant.
- Emptying and sanitising rubbish bins.
- Cleaning and polishing glass surfaces and mirrors.
- Ensuring all cleaning is conducted using a colour-coded system to prevent cross-contamination.

Method

1. Prepare the cleaning trolley with all necessary equipment and cleaning agents, ensuring compliance with the colour-coded system.
2. Dust all horizontal surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Spot clean walls and doors using a damp cloth and appropriate cleaning solution.
4. Vacuum carpeted areas thoroughly, paying special attention to edges and corners.
5. Mop hard floors using a two-bucket system to ensure effective cleaning and disinfection.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Clean glass surfaces with a glass cleaner and polish to a streak-free finish.
8. Conduct a final inspection to ensure all areas meet the required standards.

Equipment

- Microfibre cloths
- Vacuum cleaner with HEPA filter
- Mop and bucket with wringer
- Neutral detergent
- Disinfectant
- Glass cleaner
- Colour-coded cleaning cloths and mops
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free from dust, marks, and stains. Floors are spotless and streak-free. No rubbish or odours present. Glass surfaces are crystal clear. Compliance with infection control standards is evident.
Good	Minor dust or marks on surfaces. Floors are clean with minimal streaks. Rubbish bins are empty and sanitised. Glass surfaces have minor smudges. Infection control standards are mostly met.
Pass	Noticeable dust or marks on surfaces. Floors have visible streaks. Rubbish bins are emptied but not fully sanitised. Glass surfaces are cloudy. Infection control standards are partially met.
Fail	Significant dust, marks, or stains on surfaces. Floors are dirty or sticky. Rubbish bins are full or emitting odours. Glass surfaces are dirty. Infection control standards are not met.