

Consultation Room

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

Scope of Work

- Dust all horizontal surfaces including desks, chairs, and shelves.
- Sanitise all high-touch surfaces such as door handles, light switches, and examination tables.
- Vacuum carpeted areas and mop hard floors using a colour-coded system.
- Empty rubbish bins and replace liners.
- Clean and sanitise sinks and taps.
- Ensure all cleaning is conducted in accordance 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.
3. Sanitise high-touch areas with a hospital-grade disinfectant.
4. Vacuum carpets and mop hard floors using a damp mop and neutral detergent.
5. Empty rubbish bins, replace liners, and sanitise bin lids.
6. Clean sinks and taps with a non-abrasive cleaner and sanitise.
7. Conduct a final inspection to ensure all areas meet quality criteria.

Equipment

- Microfibre cloths (colour-coded)
- Vacuum cleaner with HEPA filter
- Cleaning trolley
- Hospital-grade disinfectant
- Mop and bucket (colour-coded)
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	No visible dust or dirt on any surfaces; all high-touch areas sanitised; floors free of debris and stains; no odours present; rubbish bins empty and sanitised; sinks and taps sparkling clean.
Good	Minor dust on non-critical surfaces; high-touch areas mostly sanitised; floors mostly clean with minor debris; no strong odours; rubbish bins empty; sinks and taps clean with minor water spots.
Pass	Visible dust on some surfaces; high-touch areas partially sanitised; floors have some debris; mild odours present; rubbish bins not overflowing; sinks and taps have visible water spots.
Fail	Significant dust and dirt on surfaces; high-touch areas not sanitised; floors dirty with visible stains; strong odours present; rubbish bins overflowing; sinks and taps visibly dirty.