

Change Room

Code: ANCMF-AU-HF-CR-04 • Facility: Healthcare Facility • Frequency: daily

Scope of Work

- Dust all surfaces including benches, lockers, and shelves.
- Sanitise all high-touch areas such as door handles, taps, and light switches.
- Clean and sanitise all shower areas and fixtures.
- Mop floors with a disinfectant solution.
- Empty and sanitise rubbish bins.
- Clean mirrors and glass surfaces to a streak-free finish.
- Ensure all cleaning is conducted using a colour-coded cleaning system to prevent cross-contamination.

Method

1. Prepare the cleaning trolley with all necessary equipment and supplies, ensuring colour-coded cloths and mops are used.
2. Dust all surfaces using a microfibre cloth, starting from high surfaces and working downwards.
3. Sanitise high-touch areas with an approved disinfectant, allowing appropriate contact time.
4. Clean shower areas using a non-abrasive cleaner, ensuring all soap scum and residue are removed.
5. Mop the floor with a disinfectant solution, ensuring no pooling of water occurs.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Clean mirrors and glass surfaces using a glass cleaner and microfibre cloth.
8. Conduct a final inspection to ensure all areas meet the quality criteria.

Equipment

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| • Microfibre cloths (colour-coded) | • Glass cleaner | • Rubbish bin liners |
| • Disinfectant solution | • Mop and bucket (colour-coded) | |
| • Non-abrasive cleaner | • Cleaning trolley | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust, marks, and smudges. No odours present. High-touch areas are sanitised and dry. Floors are spotless and dry. Rubbish bins are empty and sanitised. Mirrors and glass surfaces are streak-free.
Good	Minor dust or marks on surfaces. No strong odours. High-touch areas are sanitised. Floors are clean with minimal water marks. Rubbish bins are empty. Mirrors and glass surfaces have minimal streaks.
Pass	Noticeable dust or marks on some surfaces. Mild odours present. High-touch areas are mostly sanitised. Floors have visible water marks. Rubbish bins are not overflowing. Mirrors and glass surfaces have visible streaks.
Fail	Significant dust, marks, or smudges on surfaces. Strong odours present. High-touch areas are not sanitised. Floors are dirty or wet. Rubbish bins are overflowing. Mirrors and glass surfaces are dirty.