

Clean Utility Room

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

Scope of Work

- Dust all horizontal and vertical surfaces, including shelves and equipment.
- Sanitise all high-touch surfaces such as door handles, light switches, and taps.
- Clean and sanitise sinks and benchtops.
- Empty and sanitise rubbish bins, replacing liners as needed.
- Mop floors using a colour-coded system to prevent cross-contamination.
- Ensure all cleaning products and materials are stored correctly and safely.
- Check and restock cleaning supplies as necessary.

Method

1. Prepare the cleaning trolley with appropriate colour-coded cloths and mops.
2. Dust all surfaces using a damp microfibre cloth to capture dust and prevent dispersal.
3. Apply disinfectant to high-touch surfaces and allow the recommended contact time before wiping.
4. Clean sinks and benchtops with a non-abrasive cleaner, followed by a disinfectant.
5. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
6. Mop the floor using a neutral detergent, followed by a disinfectant solution, ensuring the mop is rinsed and changed regularly.
7. Store all cleaning equipment and materials in designated areas, ensuring compliance with safety standards.

Equipment

- Microfibre cloths (colour-coded)
- Colour-coded mop and bucket
- Rubbish bin liners
- Disinfectant and neutral detergent
- Cleaning trolley
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust, dirt, and marks. High-touch areas are sanitised with no residue. Floors are spotless with no streaks. No unpleasant odours present. Supplies are fully stocked and organised.
Good	Surfaces are generally clean with minimal dust or marks. High-touch areas are sanitised with minor residue. Floors are clean with slight streaks. No strong odours present. Supplies are mostly stocked and organised.
Pass	Surfaces have some dust or marks. High-touch areas are sanitised but may have visible residue. Floors are clean but streaked. Mild odours may be present. Supplies are partially stocked and somewhat organised.
Fail	Surfaces are dusty or marked. High-touch areas are not properly sanitised. Floors are dirty or heavily streaked. Unpleasant odours are present. Supplies are insufficient or disorganised.