

Dispensary

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

Scope of Work

- Dust all surfaces including shelves, benches, and equipment.
- Sanitise all high-touch surfaces such as door handles, light switches, and dispensary counters.
- Clean and sanitise sinks and taps.
- Empty and sanitise rubbish bins.
- Vacuum and mop floors using a colour-coded cleaning system.
- Ensure all cleaning equipment is cleaned and stored correctly after use.

Method

1. Prepare the cleaning trolley with appropriate colour-coded cloths and cleaning agents.
2. Dust all surfaces using a microfibre cloth to capture dust and allergens.
3. Apply a hospital-grade disinfectant to high-touch surfaces and allow appropriate dwell time before wiping clean.
4. Clean sinks and taps with a non-abrasive cleaner, ensuring all soap scum and stains are removed.
5. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
6. Vacuum floors using a HEPA-filtered vacuum cleaner to reduce airborne particles.
7. Mop floors with a neutral detergent, ensuring no residue is left behind.
8. Inspect all work to ensure compliance with quality criteria.

Equipment

- Microfibre cloths (colour-coded)
- Hospital-grade disinfectant
- Non-abrasive cleaner
- HEPA-filtered vacuum cleaner
- Mop and bucket (colour-coded)
- Cleaning trolley
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust, stains, and smudges. No unpleasant odours. High-touch areas are sanitised and dry. Floors are spotless with no residue. Rubbish bins are clean and odour-free.
Good	Surfaces are mostly clean with minimal dust or smudges. High-touch areas are sanitised. Floors are clean with slight residue. Rubbish bins are emptied and mostly clean.
Pass	Surfaces have some dust or smudges. High-touch areas are sanitised but may be damp. Floors have visible residue. Rubbish bins are emptied but may have slight odour.
Fail	Surfaces are visibly dusty or stained. High-touch areas are not sanitised. Floors are dirty or sticky. Rubbish bins are full or have strong odour.