

Doctors Lounge

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

Scope of Work

- Dust all surfaces including tables, chairs, and shelves.
- Sanitise high-touch areas such as door handles, light switches, and remote controls.
- Vacuum carpets and rugs to remove dust and debris.
- Mop hard floors with a disinfectant solution.
- Empty rubbish bins and replace liners.
- Clean and sanitise kitchenette surfaces and appliances.
- Wipe down and sanitise seating areas.
- Ensure all cleaning is performed using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust particles.
2. Sanitise high-touch areas using a hospital-grade disinfectant.
3. Vacuum carpets and rugs thoroughly, paying attention to corners and edges.
4. Mop hard floors with a disinfectant solution, ensuring no residue is left.
5. Empty rubbish bins, replace liners, and ensure bins are clean and odour-free.
6. Clean kitchenette surfaces with a food-safe sanitiser, focusing on benchtops and appliance exteriors.
7. Wipe down seating areas with a disinfectant wipe, ensuring all surfaces are covered.
8. Use colour-coded cloths and mops to prevent cross-contamination between different areas.

Equipment

- Microfibre cloths (colour-coded)
- Hospital-grade disinfectant
- Vacuum cleaner with HEPA filter
- Mop and bucket (colour-coded)
- Rubbish bin liners
- Food-safe sanitiser
- Disinfectant wipes

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust. High-touch areas are sanitised and free from smudges. Floors are spotless with no residue. Rubbish bins are empty and odour-free. No visible dirt or debris in any area.
Good	Most surfaces are clean with minimal dust. High-touch areas are mostly sanitised with few smudges. Floors are clean with slight residue. Rubbish bins are empty but may have slight odour.
Pass	Surfaces have some dust. High-touch areas are partially sanitised. Floors have visible residue. Rubbish bins are not overflowing but have noticeable odour.
Fail	Surfaces are dusty. High-touch areas are not sanitised. Floors are dirty with visible debris. Rubbish bins are overflowing and have strong odour.