

Drug Store

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

Scope of Work

- Dust all surfaces including shelves, counters, and displays.
- Sanitise all high-touch areas such as door handles, taps, and payment terminals.
- Vacuum and mop all floors using a colour-coded system to prevent cross-contamination.
- Empty and sanitise rubbish bins.
- Clean and sanitise all glass surfaces and mirrors.
- Ensure all cleaning activities comply with infection control guidelines.

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 particles.
3. Sanitise high-touch areas with a hospital-grade disinfectant.
4. Vacuum floors using a HEPA-filter vacuum cleaner to minimise airborne particles.
5. Mop floors with a neutral detergent and appropriate sanitiser.
6. Empty rubbish bins and replace liners, ensuring bins are sanitised.
7. Clean glass surfaces with a streak-free glass cleaner.

Equipment

- Colour-coded microfibre cloths
- Hospital-grade disinfectant
- HEPA-filter vacuum cleaner
- Neutral detergent
- Sanitiser
- Streak-free glass cleaner
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust. High-touch areas are sanitised and free of smudges. Floors are spotless and dry. No rubbish is present, and bins are sanitised. Glass surfaces are streak-free.
Good	Minor dust on less accessible surfaces. High-touch areas are mostly sanitised. Floors are clean with minimal marks. Rubbish bins are emptied and mostly sanitised. Glass surfaces have minor streaks.
Pass	Noticeable dust on surfaces. High-touch areas show some smudges. Floors have visible marks. Rubbish bins are emptied but not sanitised. Glass surfaces have visible streaks.
Fail	Surfaces are dusty. High-touch areas are visibly dirty. Floors are dirty and wet. Rubbish bins are full or not sanitised. Glass surfaces are heavily streaked.