

Dirty Utility Room

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

Scope of Work

- Remove all rubbish and replace bin liners.
- Clean and sanitise all surfaces, including benches, sinks, and taps.
- Mop floors using a colour-coded system to prevent cross-contamination.
- Wipe down walls and doors to remove any marks or spills.
- Ensure all cleaning equipment is cleaned and stored properly after use.
- Check and refill soap and sanitiser dispensers.
- Inspect and clean drains to prevent blockages and odours.

Method

1. Wear appropriate PPE including gloves and masks.
2. Remove rubbish and replace bin liners, ensuring bins are clean and sanitised.
3. Use a colour-coded cloth to clean and sanitise all surfaces, starting from the cleanest to the dirtiest areas.
4. Mop the floor with a disinfectant solution, ensuring all areas are covered.
5. Wipe down walls and doors with a sanitising solution.
6. Clean and store all equipment, ensuring no cross-contamination occurs.
7. Refill soap and sanitiser dispensers as needed.
8. Inspect and clean drains, ensuring they are free from blockages.

Equipment

- Colour-coded cleaning cloths and mops
- Disinfectant and sanitising solutions
- Rubbish bin liners
- PPE (gloves, masks)
- Cleaning trolley
- Drain cleaning tools

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and sanitised, no odours present, bins are empty and clean, floors are spotless, and all dispensers are full.
Good	Surfaces are clean with minimal marks, no strong odours, bins are emptied, floors are clean with minor spots, dispensers are mostly full.
Pass	Surfaces are mostly clean, mild odours present, bins are emptied but not cleaned, floors have visible marks, dispensers are low but not empty.
Fail	Surfaces are visibly dirty, strong odours present, bins are full or dirty, floors are dirty, dispensers are empty.