

Emergency Assembly Area

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

Scope of Work

- Dust all surfaces including benches, railings, and signage.
- Sanitise all high-touch areas such as door handles, light switches, and handrails.
- Vacuum and mop all flooring using appropriate disinfectant solutions.
- Empty and sanitise rubbish bins, replacing liners as needed.
- Inspect and clean any visible stains or spills immediately.
- Ensure all cleaning activities comply with infection control guidelines.

Method

1. Begin by donning appropriate PPE as per infection control guidelines.
2. Use a colour-coded cleaning system to prevent cross-contamination.
3. Dust all surfaces using microfibre cloths, starting from high to low areas.
4. Sanitise high-touch areas with hospital-grade disinfectant.
5. Vacuum floors using HEPA-filtered equipment to minimise airborne particles.
6. Mop floors with a disinfectant solution, ensuring no residue is left.
7. Dispose of rubbish in designated bins and replace liners.
8. Conduct a final inspection to ensure all areas meet cleanliness standards.

Equipment

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| • Microfibre cloths | • Colour-coded cleaning buckets and mops | • Rubbish bin liners |
| • Hospital-grade disinfectant | • HEPA-filtered vacuum cleaner | • PPE (gloves, masks, gowns) |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean with no dust or stains. High-touch areas are sanitised with no residue. Floors are spotless and dry. No odours present. Rubbish bins are empty and sanitised.
Good	Minor dust on non-essential surfaces. High-touch areas are mostly sanitised. Floors have minimal marks. No strong odours. Rubbish bins are empty but not sanitised.
Pass	Visible dust on surfaces. High-touch areas partially sanitised. Floors have visible marks. Mild odours present. Rubbish bins are not overflowing but not sanitised.
Fail	Significant dust and stains on surfaces. High-touch areas not sanitised. Floors are dirty and wet. Strong odours present. Rubbish bins are overflowing and unsanitised.