

Emergency Department

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

Scope of Work

- Dust all horizontal surfaces including ledges, sills, and equipment.
- Sanitise all high-touch surfaces such as door handles, light switches, and bed rails.
- Clean and sanitise all patient areas including beds, chairs, and tables.
- Empty and sanitise rubbish bins and replace liners.
- Mop all hard floors with a disinfectant solution.
- Vacuum all carpeted areas.
- Clean and sanitise toilets and washbasins.
- Ensure all cleaning is performed using a colour-coded system to prevent cross-contamination.

Method

1. Prepare cleaning trolley with appropriate supplies and PPE.
2. Dust all surfaces using a microfibre cloth.
3. Sanitise high-touch areas with hospital-grade disinfectant.
4. Empty rubbish bins, replace liners, and sanitise bin surfaces.
5. Mop floors using a two-bucket system to ensure cleanliness.
6. Vacuum carpets thoroughly, paying attention to edges and corners.
7. Clean toilets and washbasins with appropriate disinfectant, ensuring all surfaces are wiped dry.
8. Conduct a final inspection to ensure all areas meet quality standards.

Equipment

- Microfibre cloths
- Hospital-grade disinfectant
- Colour-coded cleaning buckets and mops
- Vacuum cleaner with HEPA filter
- Cleaning trolley
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust, dirt, and stains. No odours present. High-touch areas are sanitised and dry. Floors are spotless with no debris. Bins are empty and sanitised. Compliance with infection control guidelines is evident.
Good	Minor dust or smudges on less than 5% of surfaces. No strong odours. High-touch areas are sanitised. Floors are clean with minimal debris. Bins are empty and clean.
Pass	Noticeable dust or smudges on less than 10% of surfaces. No persistent odours. High-touch areas are mostly sanitised. Floors have some debris. Bins are emptied but not sanitised.
Fail	Visible dust, dirt, or stains on more than 10% of surfaces. Unpleasant odours present. High-touch areas are not sanitised. Floors are dirty with visible debris. Bins are full or not cleaned.