

Examination Room

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

Scope of Work

- Dust all horizontal surfaces including shelves, ledges, and equipment.
- Sanitise all high-touch surfaces such as examination tables, chairs, and door handles.
- Empty and sanitise rubbish bins, replacing liners as needed.
- Vacuum and mop floors using a colour-coded cleaning system to prevent cross-contamination.
- Clean and sanitise sinks and taps.
- Ensure all cleaning activities comply with infection control guidelines.

Method

1. Prepare the cleaning trolley with appropriate colour-coded cloths and mops.
2. Dust all surfaces using a damp microfibre cloth to capture dust and allergens.
3. Apply a hospital-grade disinfectant to all high-touch surfaces and allow appropriate contact time before wiping.
4. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
5. Vacuum the floor using a HEPA-filter vacuum cleaner to minimise airborne particles.
6. Mop the floor with a neutral detergent, ensuring the mop is rinsed and changed regularly to prevent contamination.
7. Clean and sanitise sinks and taps, ensuring no water spots or residue remain.

Equipment

- Colour-coded microfibre cloths and mops
- Hospital-grade disinfectant
- HEPA-filter vacuum cleaner
- Cleaning trolley
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust, stains, and marks. High-touch surfaces are sanitised with no residue. Floors are spotless with no debris. No odours present. Compliance with infection control standards is evident.
Good	Surfaces are mostly clean with minor dust or marks. High-touch areas are sanitised but may have slight residue. Floors are clean with minimal debris. No strong odours present. Infection control standards are mostly met.
Pass	Surfaces have visible dust or marks. High-touch areas are sanitised but with visible residue. Floors have some debris. Mild odours may be present. Basic infection control standards are met.
Fail	Surfaces are visibly dirty with dust and marks. High-touch areas are not properly sanitised. Floors are dirty with significant debris. Strong odours are present. Infection control standards are not met.