

## HVAC Room

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

### Scope of Work

- Dust all surfaces including vents, ducts, and equipment.
- Sanitise all high-touch surfaces such as door handles and light switches.
- Vacuum floors using a HEPA-filtered vacuum cleaner.
- Mop floors with a disinfectant solution.
- Remove rubbish and replace bin liners.
- Inspect for and remove any visible mould or mildew.
- Ensure all cleaning activities comply with infection control guidelines.

### Method

1. Prepare the area by removing any obstacles and ensuring proper ventilation.
2. Use a colour-coded cleaning system to prevent cross-contamination.
3. Dust all surfaces from top to bottom using microfibre cloths.
4. Sanitise high-touch areas with an approved disinfectant.
5. Vacuum the floor using a HEPA-filtered vacuum cleaner to capture fine particles.
6. Mop the floor with a disinfectant solution, ensuring even coverage.
7. Dispose of rubbish in designated bins and replace liners.
8. Conduct a final inspection to ensure all areas meet quality standards.

### Equipment

- |                                |                                         |                                       |
|--------------------------------|-----------------------------------------|---------------------------------------|
| • HEPA-filtered vacuum cleaner | • Colour-coded cleaning cloths and mops | • Rubbish bin liners                  |
| • Microfibre cloths            | • Disinfectant solution                 | • Personal protective equipment (PPE) |

### Quality Criteria

| Performance Level | Criteria                                                                                                                                                                                                                              |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Excellent</b>  | All surfaces are visibly clean with no dust or debris. High-touch areas are sanitised and free from smudges. Floors are spotless and free from any marks. No odours present. Compliance with infection control guidelines is evident. |
| <b>Good</b>       | Minor dust or smudges on surfaces. High-touch areas are mostly sanitised. Floors are clean with minimal marks. No strong odours present. Infection control guidelines are mostly followed.                                            |
| <b>Pass</b>       | Noticeable dust or smudges on surfaces. Some high-touch areas may be missed. Floors have visible marks. Mild odours may be present. Basic infection control guidelines followed.                                                      |
| <b>Fail</b>       | Significant dust and debris on surfaces. High-touch areas are not sanitised. Floors are dirty with numerous marks. Strong odours present. Infection control guidelines are not followed.                                              |