

IT Server Room

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

Scope of Work

- Dusting of all surfaces including server racks, shelves, and equipment.
- Vacuuming of floors using HEPA-filtered vacuum cleaners to prevent dust circulation.
- Sanitising of high-touch surfaces such as door handles and light switches.
- Wiping down of external surfaces of equipment with anti-static cloths.
- Emptying and sanitising rubbish bins.
- Inspection and cleaning of air vents and filters.

Method

1. Begin by donning appropriate PPE including gloves and masks.
2. Use a colour-coded cleaning system to prevent cross-contamination.
3. Dust all surfaces using microfibre cloths, starting from the top and working downwards.
4. Vacuum the floor with a HEPA-filtered vacuum cleaner, ensuring all corners and under equipment are reached.
5. Sanitise high-touch surfaces with hospital-grade disinfectant.
6. Wipe down equipment surfaces with anti-static cloths to prevent static build-up.
7. Empty rubbish bins and replace liners, then sanitise the bins.
8. Inspect air vents and filters, clean as necessary to ensure proper airflow.

Equipment

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| • HEPA-filtered vacuum cleaner | • Hospital-grade disinfectant | • PPE (gloves, masks) |
| • Microfibre cloths | • Colour-coded cleaning system | |
| • Anti-static cloths | • Rubbish bin liners | |

Quality Criteria

Performance Level	Criteria
Excellent	No visible dust or debris on any surfaces; all high-touch surfaces sanitised; air vents and filters clean; no odours present; rubbish bins empty and sanitised.
Good	Minor dust on non-critical surfaces; high-touch surfaces mostly sanitised; air vents and filters mostly clean; no strong odours; rubbish bins empty but not sanitised.
Pass	Noticeable dust on some surfaces; some high-touch surfaces missed; air vents and filters require attention; mild odours present; rubbish bins not emptied.
Fail	Significant dust accumulation; high-touch surfaces not sanitised; air vents and filters clogged; strong odours present; rubbish bins overflowing.