

## Lift Lobby

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

### Scope of Work

- Dust all horizontal surfaces including ledges, skirting boards, and light fixtures.
- Vacuum all carpeted areas and mats.
- Mop hard floors using a damp mop and appropriate cleaning solution.
- Wipe and sanitise all high-touch surfaces such as lift buttons, handrails, and door handles.
- Empty and sanitise rubbish bins, replacing liners as needed.
- Clean and polish glass surfaces and mirrors.
- Ensure all signage is clean and visible.
- Check for and remove any cobwebs or visible dirt.

### Method

1. Prepare the area by placing appropriate signage to indicate cleaning in progress.
2. Use a colour-coded cleaning system to avoid cross-contamination.
3. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
4. Vacuum carpets and mats thoroughly, paying special attention to corners and edges.
5. Mop hard floors with a damp mop, ensuring no excess water is left on the floor.
6. Wipe and sanitise high-touch surfaces using a disinfectant solution approved for healthcare settings.
7. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
8. Clean glass surfaces with a glass cleaner, ensuring no streaks are left.
9. Inspect the area for any remaining dirt or debris and address as needed.
10. Remove signage once the area is safe and dry.

### Equipment

- Microfibre cloths
- Vacuum cleaner with HEPA filter
- Damp mop and bucket
- Disinfectant solution
- Glass cleaner
- Colour-coded cleaning cloths
- Rubbish bin liners
- Cleaning trolley

### Quality Criteria

| Performance Level | Criteria                                                                                                                                                                                                                                                  |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Excellent</b>  | All surfaces are visibly clean and free from dust, dirt, and smudges. No odours present. High-touch surfaces are sanitised and free from fingerprints. Floors are spotless and dry. Glass surfaces are streak-free. Rubbish bins are empty and sanitised. |
| <b>Good</b>       | Most surfaces are clean with minimal dust or smudges. No strong odours. High-touch surfaces are mostly sanitised. Floors are clean with minor spots. Glass surfaces have minimal streaks. Rubbish bins are empty but may have minor marks.                |
| <b>Pass</b>       | Surfaces have some dust or smudges. Mild odours may be present. High-touch surfaces are partially sanitised. Floors have visible spots. Glass surfaces have noticeable streaks. Rubbish bins are not overflowing but not fully sanitised.                 |
| <b>Fail</b>       | Surfaces are visibly dirty with dust and smudges. Strong odours present. High-touch surfaces are not sanitised. Floors are dirty or wet. Glass surfaces are streaked. Rubbish bins are overflowing or unsanitised.                                        |