

Linen Room

Code: ANCMF-AU-HF-LR-02 • Facility: Healthcare Facility • Frequency: daily

Scope of Work

- Dust all surfaces including shelves, ledges, and equipment.
- Sanitise all high-touch surfaces such as door handles, light switches, and taps.
- Vacuum and mop floors using a colour-coded system to prevent cross-contamination.
- Empty and sanitise rubbish bins.
- Ensure all cleaning equipment is cleaned and stored properly after use.

Method

1. Begin by donning appropriate PPE including gloves and masks.
2. Use a microfibre cloth to dust all surfaces, starting from the highest point and working downwards.
3. Apply a hospital-grade disinfectant to all high-touch surfaces and allow the recommended contact time before wiping.
4. Vacuum the floor using a HEPA-filtered vacuum cleaner.
5. Mop the floor with a neutral detergent solution, ensuring the mop head is changed regularly to prevent contamination.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Inspect the area to ensure all tasks are completed to standard.

Equipment

- Microfibre cloths
- Hospital-grade disinfectant
- HEPA-filtered vacuum cleaner
- Colour-coded mop and bucket
- Rubbish bin liners
- PPE including gloves and masks

Quality Criteria

Performance Level	Criteria
Excellent	No visible dust or dirt on any surfaces; all high-touch areas sanitised with no streaks; floors are spotless and dry; no odours present; rubbish bins are empty and sanitised.
Good	Minor dust on less accessible surfaces; high-touch areas mostly sanitised; floors are clean with minimal streaks; faint odours may be present; rubbish bins are empty but not fully sanitised.
Pass	Visible dust on multiple surfaces; some high-touch areas missed; floors are clean but wet; noticeable odours; rubbish bins are emptied but not sanitised.
Fail	Significant dust and dirt on surfaces; high-touch areas not sanitised; floors are dirty or sticky; strong odours present; rubbish bins are full or not sanitised.