

Medication Room

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

Scope of Work

- Dust all surfaces including shelves, benches, and equipment.
- Sanitise all high-touch surfaces such as door handles, light switches, and taps.
- Clean and sanitise all work surfaces and benches.
- Mop floors with a disinfectant solution.
- Empty rubbish bins and replace liners.
- Ensure all cleaning is conducted using a colour-coded system to prevent cross-contamination.

Method

1. Prepare the cleaning trolley with all necessary supplies, ensuring colour-coded cloths and mops are used.
2. Dust all surfaces using a damp microfibre cloth to capture dust and prevent dispersal.
3. Sanitise high-touch areas with an approved disinfectant, allowing appropriate contact time as per manufacturer's instructions.
4. Clean work surfaces with a detergent solution followed by a disinfectant wipe-down.
5. Mop the floor using a two-bucket system to ensure effective cleaning and disinfection.
6. Dispose of waste in accordance with healthcare waste management protocols.

Equipment

- Microfibre cloths (colour-coded)
- Mop and bucket (colour-coded)
- Rubbish bin liners
- Disinfectant and detergent solutions
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust, stains, and marks. No odours present. High-touch areas are sanitised with no residue. Floors are spotless and dry. Waste bins are empty and clean.
Good	Surfaces are mostly clean with minor dust or marks. No strong odours. High-touch areas are sanitised with minimal residue. Floors are clean with slight dampness. Waste bins are emptied but may have minor residue.
Pass	Surfaces have some dust or marks. Mild odours may be present. High-touch areas are sanitised but with visible residue. Floors are clean but damp. Waste bins are emptied but not cleaned.
Fail	Surfaces are visibly dirty with dust, stains, or marks. Strong odours present. High-touch areas are not sanitised. Floors are dirty or wet. Waste bins are full or dirty.