

Nurses Station

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

Scope of Work

- Dust all horizontal surfaces including desks, counters, and shelves.
- Sanitise all high-touch surfaces such as phones, keyboards, and door handles.
- Empty and sanitise rubbish bins.
- Clean and sanitise sinks and taps.
- Spot clean walls and partitions.
- Vacuum carpeted areas and mop hard floors.
- Ensure all cleaning is performed using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Prepare the cleaning trolley with appropriate colour-coded cloths and cleaning agents.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Sanitise high-touch surfaces using a hospital-grade disinfectant.
4. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
5. Clean sinks and taps with a non-abrasive cleaner, ensuring all surfaces are free from stains and watermarks.
6. Spot clean walls and partitions with a suitable cleaner to remove any marks or stains.
7. Vacuum carpeted areas thoroughly and mop hard floors using a neutral detergent.
8. Ensure all equipment is cleaned and stored correctly after use.

Equipment

- Microfibre cloths (colour-coded)
- Hospital-grade disinfectant
- Neutral detergent
- Vacuum cleaner
- Mop and bucket
- Cleaning trolley
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust, stains, and marks. No odours present. High-touch surfaces are sanitised and dry. Floors are spotless and dry. Rubbish bins are empty and sanitised.
Good	Minor dust or marks on less than 5% of surfaces. No odours present. High-touch surfaces are sanitised. Floors are clean with minimal streaks. Rubbish bins are empty.
Pass	Noticeable dust or marks on less than 10% of surfaces. No strong odours. High-touch surfaces are mostly sanitised. Floors are clean but may have streaks. Rubbish bins are not overflowing.
Fail	Visible dust or marks on more than 10% of surfaces. Presence of odours. High-touch surfaces are not sanitised. Floors are dirty or wet. Rubbish bins are overflowing or not sanitised.