

Pharmacy

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

Scope of Work

- Dusting all surfaces including shelves, counters, and equipment.
- Sanitising all high-touch areas such as door handles, taps, and light switches.
- Vacuuming and mopping floors using a colour-coded cleaning system.
- Emptying and sanitising rubbish bins.
- Cleaning and disinfecting sinks and taps.
- Ensuring all cleaning activities comply with infection control standards.

Method

1. Prepare the cleaning trolley with appropriate colour-coded cloths and cleaning agents.
2. Dust all surfaces using a microfibre cloth to capture dust particles.
3. Sanitise high-touch areas with a hospital-grade disinfectant.
4. Vacuum floors using a HEPA filter vacuum cleaner to reduce airborne particles.
5. Mop floors with a neutral detergent and disinfectant solution.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Clean sinks and taps with a non-abrasive cleaner and disinfectant.

Equipment

- Colour-coded microfibre cloths
- Hospital-grade disinfectant
- HEPA filter vacuum cleaner
- Neutral detergent
- Mop and bucket with wringer
- Cleaning trolley
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust. High-touch areas are sanitised and have no visible marks or smudges. Floors are spotless with no debris. Rubbish bins are empty and odour-free. Sinks and taps are shiny and free from water spots.
Good	Surfaces are mostly clean with minimal dust. High-touch areas are sanitised with few marks. Floors are clean with minor debris. Rubbish bins are empty with slight odour. Sinks and taps are mostly clean with minor water spots.
Pass	Surfaces have some dust. High-touch areas are sanitised but have visible marks. Floors have visible debris. Rubbish bins are not overflowing but have noticeable odour. Sinks and taps have visible water spots.
Fail	Surfaces are dusty. High-touch areas are not properly sanitised. Floors are dirty with significant debris. Rubbish bins are overflowing and have strong odour. Sinks and taps are dirty with significant water spots.