

Procedure Room

Code: ANCMF-AU-HF-PR-03 • Facility: Healthcare Facility • Frequency: daily

Scope of Work

- Dust all horizontal surfaces, including ledges, sills, and equipment.
- Sanitise all high-touch surfaces such as door handles, light switches, and taps.
- Clean and sanitise floors using appropriate mopping techniques.
- Empty and sanitise rubbish bins, replacing liners as needed.
- Clean and sanitise sinks and taps.
- Ensure all cleaning is performed using colour-coded cleaning systems to prevent cross-contamination.
- Inspect and clean any visible stains or spills immediately.

Method

1. Prepare cleaning trolley with all necessary supplies, ensuring colour-coded cloths and mops are used.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Sanitise high-touch areas with a hospital-grade disinfectant.
4. Mop floors using a damp mop and appropriate cleaning solution, ensuring no pooling of water.
5. Empty rubbish bins, replace liners, and sanitise bin surfaces.
6. Clean sinks and taps with disinfectant, ensuring all soap and water marks are removed.
7. Conduct a final inspection to ensure all areas meet cleanliness standards.

Equipment

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| • Microfibre cloths (colour-coded) | • Mop and bucket (colour-coded) | • Rubbish bin liners |
| • Hospital-grade disinfectant | • Cleaning trolley | • Personal protective equipment (PPE) |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust, stains, and marks. High-touch areas are sanitised and free from any residue. Floors are spotless with no visible dirt or water marks. Rubbish bins are empty, sanitised, and have new liners. No odours present.
Good	Most surfaces are clean with minimal dust or marks. High-touch areas are mostly sanitised. Floors are clean with minor water marks. Rubbish bins are empty and have new liners. Minimal odours present.
Pass	Surfaces have some dust or marks. High-touch areas are partially sanitised. Floors have visible dirt or water marks. Rubbish bins are not overflowing but may not be sanitised. Noticeable odours present.
Fail	Surfaces are visibly dusty or stained. High-touch areas are not sanitised. Floors are dirty with significant water marks. Rubbish bins are overflowing or not emptied. Strong odours present.