

## Private Room

Code: ANCMF-AU-HF-PR-05 • Facility: Healthcare Facility • Frequency: daily

### Scope of Work

- Dust all horizontal surfaces including furniture, ledges, and equipment.
- Sanitise all high-touch surfaces such as door handles, light switches, and bed rails.
- Vacuum all carpeted areas and mop hard floors using a colour-coded system.
- Empty and sanitise rubbish bins, replacing liners as needed.
- Clean and sanitise the toilet, sink, and taps.
- Ensure all cleaning is conducted in accordance with infection control guidelines.

### Method

1. Prepare the cleaning trolley with appropriate supplies and PPE.
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. Vacuum carpets using a HEPA-filter vacuum cleaner.
5. Mop hard floors with a damp mop, using a neutral detergent.
6. Clean and sanitise the bathroom fixtures, ensuring no residue is left.
7. Dispose of waste in accordance with facility protocols and replace bin liners.

### Equipment

- Microfibre cloths
- Hospital-grade disinfectant
- HEPA-filter vacuum cleaner
- Colour-coded mops and buckets
- Cleaning trolley
- Personal protective equipment (PPE)

### Quality Criteria

| Performance Level | Criteria                                                                                                                                                                                       |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Excellent</b>  | No visible dust or dirt on any surfaces; all high-touch areas are sanitised and free of smudges; floors are spotless with no streaks; no odours present; rubbish bins are empty and sanitised. |
| <b>Good</b>       | Minor dust on less accessible surfaces; high-touch areas are mostly clean; floors have minimal streaks; no strong odours; rubbish bins are empty but not sanitised.                            |
| <b>Pass</b>       | Visible dust on some surfaces; high-touch areas are clean but with some smudges; floors are clean but with visible streaks; mild odours present; rubbish bins are not overflowing.             |
| <b>Fail</b>       | Visible dust and dirt on multiple surfaces; high-touch areas are visibly dirty; floors are dirty with significant streaks; strong odours present; rubbish bins are overflowing or not emptied. |