

Patient Toilets

Code: ANCMF-AU-HF-PT-02 • Facility: Healthcare Facility • Frequency: daily

Scope of Work

- Remove rubbish and replace bin liners.
- Clean and sanitise toilet bowls, seats, and lids.
- Wipe and sanitise sinks, taps, and surrounding areas.
- Clean mirrors and any glass surfaces.
- Dust and wipe all horizontal surfaces.
- Mop floors with appropriate disinfectant.
- Refill soap dispensers and toilet paper holders.
- Check and report any cleaning-related issues.

Method

1. Prepare cleaning trolley with colour-coded cloths and mops.
2. Wear appropriate PPE including gloves and masks.
3. Remove rubbish and replace bin liners.
4. Apply disinfectant to toilet bowls, seats, and lids, allowing appropriate dwell time before scrubbing and rinsing.
5. Wipe and sanitise sinks, taps, and surrounding areas using a colour-coded cloth.
6. Clean mirrors and glass surfaces with glass cleaner.
7. Dust and wipe all horizontal surfaces with a damp cloth.
8. Mop floors using a disinfectant solution, ensuring no residue is left.
9. Refill soap dispensers and toilet paper holders as needed.
10. Conduct a final inspection to ensure all tasks are completed to standard.

Equipment

- Colour-coded cleaning cloths and mops
- Disinfectant and cleaning solutions
- Rubbish bin liners
- Glass cleaner
- PPE including gloves and masks
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and sanitised, no odours present, bins are empty and lined, dispensers are full, and floors are spotless with no residue.
Good	Surfaces are clean with minor water spots, no strong odours, bins are empty, dispensers are mostly full, and floors are clean with minimal residue.
Pass	Surfaces are generally clean but may have some streaks, mild odours present, bins are not overflowing, dispensers have some supply, and floors are mostly clean.
Fail	Surfaces are visibly dirty, strong odours present, bins are overflowing, dispensers are empty, and floors are dirty or sticky.