

Quiet Room

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

Scope of Work

- Dust all surfaces including furniture, ledges, and fixtures.
- Vacuum carpeted areas thoroughly.
- Mop hard floors using a damp mop and appropriate cleaning solution.
- Sanitise all high-touch surfaces such as door handles, light switches, and furniture.
- Empty and sanitise rubbish bins, replacing liners as needed.
- Check and clean windows and glass surfaces for smudges and fingerprints.
- Ensure the room is free from unpleasant odours.

Method

1. Prepare cleaning trolley with colour-coded cleaning cloths and appropriate cleaning agents.
2. Dust all surfaces using a microfibre cloth, starting from the highest points and working downwards.
3. Vacuum carpeted areas using a HEPA-filter vacuum cleaner to minimise airborne particles.
4. Mop hard floors with a damp mop, using a neutral pH cleaning solution to prevent damage to flooring.
5. Sanitise high-touch surfaces with a hospital-grade disinfectant, allowing appropriate contact time for effectiveness.
6. Empty rubbish bins, replace liners, and sanitise bin surfaces.
7. Clean windows and glass surfaces with a glass cleaner, ensuring a streak-free finish.
8. Conduct a final inspection to ensure the room is clean, tidy, and free from odours.

Equipment

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| • Microfibre cloths (colour-coded) | • Hospital-grade disinfectant | • Cleaning trolley |
| • HEPA-filter vacuum cleaner | • Neutral pH floor cleaner | • Rubbish bin liners |
| • Damp mop and bucket | • Glass cleaner | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust. Floors are spotless with no streaks. High-touch surfaces are sanitised and free from smudges. Rubbish bins are empty and sanitised. No odours present. Windows and glass surfaces are streak-free.
Good	Most surfaces are clean with minimal dust. Floors are clean with minor streaks. High-touch surfaces are mostly sanitised. Rubbish bins are empty. Minimal odours. Windows and glass surfaces have minor smudges.
Pass	Surfaces have some dust. Floors have visible streaks. High-touch surfaces are partially sanitised. Rubbish bins are not overflowing. Some odours present. Windows and glass surfaces have visible smudges.
Fail	Surfaces are dusty. Floors are dirty with visible marks. High-touch surfaces are not sanitised. Rubbish bins are full. Unpleasant odours present. Windows and glass surfaces are dirty.