

Recovery Bay

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

Scope of Work

- Dust all horizontal surfaces including bed frames, tables, and equipment.
- Sanitise all high-touch surfaces such as bed rails, call buttons, and light switches.
- Empty and sanitise rubbish bins.
- Mop floors with a disinfectant solution.
- Clean and sanitise sinks and taps.
- Ensure all cleaning is performed using a colour-coded system to prevent cross-contamination.
- Check and restock hand sanitiser dispensers.

Method

1. Prepare cleaning trolley with appropriate 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. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
5. Mop the floor using a damp mop with a disinfectant solution, ensuring no excess water is left on the floor.
6. Clean and sanitise sinks and taps, ensuring no water spots or residue remain.
7. Check hand sanitiser dispensers and refill as necessary.

Equipment

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|------------------------------------|---------------------------------|--------------------------|
| • Microfibre cloths (colour-coded) | • Colour-coded mops and buckets | • Rubbish bin liners |
| • Hospital-grade disinfectant | • Cleaning trolley | • Hand sanitiser refills |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust, dirt, and smudges. High-touch areas are sanitised and have no visible residue. Floors are spotless and dry. No odours present. Hand sanitiser dispensers are full.
Good	Surfaces are mostly clean with minor dust or smudges. High-touch areas are sanitised but may have slight residue. Floors are clean with minimal streaks. No strong odours present. Hand sanitiser dispensers are mostly full.
Pass	Surfaces have some dust or smudges. High-touch areas are sanitised but with visible residue. Floors are clean but may have streaks or wet spots. Mild odours present. Hand sanitiser dispensers are partially full.
Fail	Surfaces are visibly dirty with dust and smudges. High-touch areas are not sanitised. Floors are dirty or wet. Strong odours present. Hand sanitiser dispensers are empty.