

Radiology Department

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

Scope of Work

- Dusting of all surfaces including equipment, ledges, and furniture.
- Sanitising of all high-touch areas such as door handles, light switches, and equipment controls.
- Vacuuming of all carpeted areas and mopping of hard floors.
- Cleaning and sanitising of patient waiting areas and staff workstations.
- Emptying and sanitising of rubbish bins.
- Spot cleaning of walls and doors to remove marks and stains.
- Ensuring all cleaning is performed using a colour-coded cleaning system to prevent cross-contamination.

Method

1. Prepare cleaning trolley with all necessary supplies, ensuring colour-coded cloths and mops are used for different areas.
2. Begin by dusting all surfaces, starting from the highest point and working downwards.
3. Sanitise high-touch areas using appropriate disinfectant solutions, ensuring contact time as per manufacturer's instructions.
4. Vacuum carpeted areas thoroughly, paying special attention to corners and edges.
5. Mop hard floors using a damp mop and appropriate cleaning solution, ensuring no residue is left.
6. Empty rubbish bins, replace liners, and sanitise the bin surfaces.
7. Perform spot cleaning on walls and doors as needed.
8. Conduct a final inspection to ensure all areas meet the required cleanliness standards.

Equipment

- Colour-coded cleaning cloths and mops
- Vacuum cleaner
- Microfibre dusters
- Disinfectant solutions
- Cleaning trolley
- Rubbish bin liners
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust, dirt, and marks. High-touch areas are sanitised with no residue. Floors are spotless with no visible debris. Rubbish bins are empty and sanitised. No odours present. Infection control measures are fully adhered to.
Good	Most surfaces are clean with minimal dust or marks. High-touch areas are mostly sanitised. Floors are clean with minor debris in low-traffic areas. Rubbish bins are empty but may have minor marks. Minimal odours present. Infection control measures are mostly adhered to.
Pass	Surfaces have some dust and marks. High-touch areas are partially sanitised. Floors have visible debris in some areas. Rubbish bins are not overflowing but not sanitised. Some odours present. Infection control measures are partially adhered to.
Fail	Surfaces are visibly dirty with dust and marks. High-touch areas are not sanitised. Floors have significant debris. Rubbish bins are overflowing and unsanitised. Strong odours present. Infection control measures are not adhered to.