

Service Lift

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

Scope of Work

- Dust all surfaces including walls, doors, and control panels.
- Sanitise all high-touch areas such as buttons, handrails, and door edges.
- Vacuum and mop the lift floor using appropriate cleaning solutions.
- Empty and sanitise rubbish bins.
- Inspect and clean lift tracks and sills.
- Ensure no unpleasant odours are present.

Method

1. Prepare the cleaning trolley with colour-coded cleaning cloths and appropriate cleaning agents.
2. Dust all surfaces using a microfibre cloth, starting from the top and working downwards.
3. Sanitise high-touch areas with a hospital-grade disinfectant, ensuring all surfaces are visibly wet for the required contact time.
4. Vacuum the floor using a HEPA-filtered vacuum cleaner to remove dust and debris.
5. Mop the floor with a neutral pH cleaner, ensuring no residue is left behind.
6. Empty rubbish bins and replace liners, then sanitise the bins inside and out.
7. Conduct a final inspection to ensure all tasks are completed to standard.

Equipment

- | | | |
|------------------------------------|--------------------------------|----------------------|
| • Microfibre cloths (colour-coded) | • Neutral pH floor cleaner | • Mop and bucket |
| • Hospital-grade disinfectant | • HEPA-filtered vacuum cleaner | • Rubbish bin liners |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust, dirt, and smudges. High-touch areas are sanitised with no residue. Floor is spotless with no streaks or marks. No odours present. Rubbish bins are empty and sanitised.
Good	Minor dust or smudges on surfaces. High-touch areas are sanitised but may have slight residue. Floor is clean with minor streaks. No strong odours. Rubbish bins are empty but may have minor marks.
Pass	Noticeable dust or smudges on surfaces. High-touch areas are partially sanitised. Floor has visible streaks or marks. Mild odours present. Rubbish bins are not fully sanitised.
Fail	Surfaces are visibly dirty with dust and smudges. High-touch areas are not sanitised. Floor is dirty with significant marks. Strong odours present. Rubbish bins are full or unsanitised.