

Sluice Room

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

Scope of Work

- Remove all waste from rubbish bins and replace liners.
- Clean and sanitise all surfaces, including benches, sinks, and taps.
- Mop floors with appropriate disinfectant solution.
- Wipe down walls and doors with a sanitising solution.
- Ensure all cleaning equipment is cleaned and stored correctly after use.
- Check and refill soap and sanitiser dispensers.
- Inspect and clean drains to prevent blockages and odours.

Method

1. Prepare the area by removing all waste and disposing of it in the designated rubbish bins.
2. Use a colour-coded cleaning system to avoid cross-contamination.
3. Apply a hospital-grade disinfectant to all surfaces, allowing appropriate contact time before wiping.
4. Mop the floor using a clean mop head and a disinfectant solution, ensuring all areas are covered.
5. Wipe down walls and doors with a sanitising solution, focusing on high-touch areas.
6. Clean and sanitise all cleaning equipment before storing it in the designated area.
7. Check and refill all dispensers, ensuring they are functioning correctly.
8. Inspect drains and clean as necessary to prevent blockages and odours.

Equipment

- Colour-coded cleaning cloths and mops
- Hospital-grade disinfectant
- Sanitising solution
- Rubbish bin liners
- Cleaning trolley
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of any marks or stains. No odours present. All dispensers are full and functioning. Floors are spotless and dry. No visible dust or debris.
Good	Surfaces are clean with minimal marks. No strong odours. Dispensers are mostly full and operational. Floors are clean with slight dampness. Minimal dust or debris present.
Pass	Surfaces have some marks but are generally clean. Mild odours present. Dispensers are partially filled. Floors are clean but may have some damp spots. Some dust or debris visible.
Fail	Surfaces are dirty with visible stains. Strong odours present. Dispensers are empty or not functioning. Floors are dirty or wet. Visible dust and debris present.