

Staff Room

Code: ANCMF-AU-HF-SR-05 • Facility: Healthcare Facility • Frequency: daily

Scope of Work

- Dust all surfaces including tables, chairs, and shelves.
- Sanitise all high-touch surfaces such as door handles, light switches, and taps.
- Vacuum carpeted areas and mop hard floors.
- Empty rubbish bins and replace liners.
- Clean and sanitise kitchen appliances including microwave and refrigerator.
- Wipe down and sanitise all countertops and tables.
- Ensure all cleaning is conducted using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Prepare cleaning trolley with appropriate supplies and PPE.
2. Dust all surfaces using a microfibre cloth.
3. Sanitise high-touch areas with a hospital-grade disinfectant.
4. Vacuum carpets using a HEPA-filter vacuum cleaner.
5. Mop hard floors with a neutral detergent and disinfectant solution.
6. Empty rubbish bins, replace liners, and dispose of waste according to facility protocols.
7. Clean kitchen appliances with appropriate cleaning agents.
8. Wipe and sanitise countertops and tables using a disinfectant wipe.
9. Conduct a final inspection to ensure all tasks are completed to standard.

Equipment

- Microfibre cloths
- Hospital-grade disinfectant
- HEPA-filter vacuum cleaner
- Mop and bucket with neutral detergent
- Colour-coded cleaning cloths and mops
- Rubbish bin liners
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust. High-touch areas are sanitised with no visible residue. Floors are spotless with no debris. Rubbish bins are empty and clean. No unpleasant odours present.
Good	Most surfaces are clean with minimal dust. High-touch areas are sanitised with slight residue. Floors are clean with minor debris. Rubbish bins are empty but may have minor stains. No strong odours present.
Pass	Surfaces have some dust. High-touch areas are sanitised but with visible residue. Floors have some debris. Rubbish bins are emptied but not cleaned. Mild odours may be present.
Fail	Surfaces are dusty. High-touch areas are not sanitised. Floors have visible debris. Rubbish bins are full or dirty. Strong unpleasant odours present.