

Shared Ward

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

Scope of Work

- Dust all horizontal surfaces including bed frames, tables, and window sills.
- Sanitise all high-touch surfaces such as door handles, light switches, and bed rails.
- Vacuum all carpeted areas and mop hard floors using a colour-coded system to prevent cross-contamination.
- Empty and sanitise rubbish bins, ensuring proper waste segregation.
- Clean and sanitise shared toilets and washbasins, ensuring taps and fixtures are free from watermarks and limescale.
- Ensure all cleaning activities comply with infection control guidelines as per Australian standards.

Method

1. Prepare the cleaning trolley with appropriate colour-coded cloths and mops.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Sanitise high-touch areas using a hospital-grade disinfectant, ensuring contact time as per manufacturer's instructions.
4. Vacuum carpets using a HEPA-filter vacuum cleaner to minimise airborne dust particles.
5. Mop hard floors with a damp mop, using a neutral detergent followed by a disinfectant solution.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Clean toilets and washbasins with a disinfectant cleaner, ensuring all surfaces are wiped dry to prevent slip hazards.

Equipment

- Colour-coded microfibre cloths and mops
- Hospital-grade disinfectant
- HEPA-filter vacuum cleaner
- Neutral detergent
- Cleaning trolley
- 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 visible residue. Floors are spotless and dry. No unpleasant odours are present. Infection control measures are fully adhered to.
Good	Surfaces are mostly clean with minor dust or smudges. High-touch areas are sanitised with minimal residue. Floors are clean with slight dampness. No strong odours are present. Infection control measures are mostly adhered to.
Pass	Surfaces have some dust and smudges. High-touch areas are sanitised but with visible residue. Floors are clean but may have damp patches. Mild odours may be present. Infection control measures are partially adhered to.
Fail	Surfaces are visibly dirty with dust, dirt, or smudges. High-touch areas are not adequately sanitised. Floors are dirty or wet. Strong odours are present. Infection control measures are not adhered to.