

Telecommunications

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

Scope of Work

- Dust all surfaces, including equipment, shelves, and ledges.
- Sanitise all high-touch surfaces such as doorknobs, light switches, and telecommunication devices.
- 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 as per healthcare standards.
- Clean and polish glass surfaces and partitions.
- Ensure all cleaning activities comply with infection control protocols.

Method

1. Prepare the cleaning trolley with appropriate colour-coded cloths and mops.
2. Begin by dusting all surfaces using a microfibre cloth to capture dust particles effectively.
3. Sanitise high-touch areas with a hospital-grade disinfectant, ensuring contact time as per manufacturer's instructions.
4. Vacuum carpets using a HEPA-filter vacuum cleaner to minimise airborne particles.
5. Mop hard floors with a neutral detergent, using a damp mop technique to prevent slip hazards.
6. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
7. Inspect all areas for cleanliness and rectify any missed spots.

Equipment

- Microfibre cloths (colour-coded)
- HEPA-filter vacuum cleaner
- Cleaning trolley
- Hospital-grade disinfectant
- Colour-coded mop and bucket system
- Rubbish bin liners

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 streaks or marks. No odours present. Rubbish bins are empty and sanitised.
Good	Minor dust on non-essential surfaces. High-touch areas are mostly sanitised with minimal residue. Floors have slight streaks. No strong odours. Rubbish bins are empty but not fully sanitised.
Pass	Noticeable dust on surfaces. High-touch areas partially sanitised. Floors have visible marks. Mild odours present. Rubbish bins not fully emptied or sanitised.
Fail	Significant dust accumulation. High-touch areas not sanitised. Floors are dirty with visible debris. Strong odours present. Rubbish bins overflowing and unsanitised.