

Waiting Area

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

Scope of Work

- Dust all surfaces including tables, chairs, and counters.
- Vacuum all carpeted areas and spot clean as necessary.
- Mop hard floors using a colour-coded system to prevent cross-contamination.
- Sanitise all high-touch surfaces such as door handles, light switches, and armrests.
- Empty rubbish bins and replace liners.
- Clean and sanitise any visible stains or spills immediately.
- Ensure all cleaning activities comply with Australian Guidelines for the Prevention and Control of Infection in Healthcare.

Method

1. Prepare the cleaning trolley with all necessary supplies, ensuring colour-coded cloths and mops are used.
2. Begin by dusting all surfaces from high to low to prevent recontamination.
3. Vacuum carpeted areas thoroughly, paying special attention to corners and under furniture.
4. Mop hard floors using a damp mop and appropriate cleaning solution, ensuring no excess water is left on the floor.
5. Sanitise high-touch surfaces using a disinfectant approved for healthcare settings.
6. Empty rubbish bins, replace liners, and dispose of waste according to facility protocols.
7. Conduct a final inspection to ensure all areas meet the required cleanliness standards.

Equipment

- Colour-coded cleaning cloths and mops
- Vacuum cleaner with HEPA filter
- Approved disinfectants and cleaning solutions
- Cleaning trolley
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust, dirt, and stains. No odours present. High-touch surfaces are sanitised and dry. Floors are spotless and dry. Rubbish bins are empty and clean.
Good	Minor dust or dirt on less than 5% of surfaces. No visible stains. High-touch surfaces are sanitised. Floors are clean with minimal streaks. Rubbish bins are empty.
Pass	Some dust or dirt on less than 10% of surfaces. No major stains. High-touch surfaces are mostly sanitised. Floors are generally clean. Rubbish bins are emptied but may have minor residue.
Fail	Visible dust or dirt on more than 10% of surfaces. Stains present. High-touch surfaces are not sanitised. Floors are dirty or wet. Rubbish bins are full or overflowing.