

First Aid Room

Code: ANCMF-AU-I-FAR-01 • Facility: Industrial • Frequency: daily

Scope of Work

- Dust all surfaces including benches, shelves, and equipment.
- Sanitise all high-touch surfaces such as door handles, light switches, and taps.
- Clean and sanitise the sink and any medical equipment surfaces.
- Empty and sanitise rubbish bins, replacing liners.
- Vacuum and mop floors using a colour-coded system to prevent cross-contamination.
- Ensure all cleaning is conducted using appropriate PPE and cleaning agents compliant with Australian standards.

Method

1. Begin by donning appropriate PPE including gloves and masks.
2. Use a microfibre cloth to dust all surfaces, starting from the highest point and working downwards.
3. Apply a hospital-grade disinfectant to all high-touch surfaces and allow the recommended contact time before wiping.
4. Clean the sink with a non-abrasive cleaner, ensuring all taps and handles are sanitised.
5. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
6. Vacuum the floor using a HEPA-filter vacuum cleaner, then mop with a neutral pH floor cleaner.
7. Conduct a final inspection to ensure all areas meet the quality criteria.

Equipment

- Microfibre cloths
- Hospital-grade disinfectant
- Non-abrasive cleaner
- HEPA-filter vacuum cleaner
- Neutral pH floor cleaner
- Colour-coded mop and bucket
- PPE including gloves and masks

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust, dirt, and smudges. No odours present. High-touch surfaces have been sanitised with no residue. Floors are spotless and dry. Rubbish bins are empty and sanitised.
Good	Surfaces are mostly clean with minor dust or smudges. No strong odours. High-touch surfaces are sanitised with minimal residue. Floors are clean with slight dampness. Rubbish bins are empty but may have minor marks.
Pass	Surfaces have some dust and smudges. Mild odours may be present. High-touch surfaces are sanitised but with visible residue. Floors are clean but damp. Rubbish bins are empty but not sanitised.
Fail	Surfaces are visibly dirty with dust and smudges. Strong odours present. High-touch surfaces are not sanitised. Floors are dirty or wet. Rubbish bins are full or not sanitised.