

Baby Change Room

Code: ANCMF-AU-R-BCR-01 • Facility: Retail • Frequency: daily

Scope of Work

- Remove all rubbish from bins and replace liners.
- Clean and sanitise baby change tables and surfaces.
- Wipe down and sanitise all touchpoints including taps, door handles, and dispensers.
- Mop floors with a disinfectant solution.
- Clean mirrors and glass surfaces to a streak-free finish.
- Replenish supplies such as nappies, wipes, and hand sanitiser.
- Ensure all surfaces are free from dust and debris.
- Check for and remove any unpleasant odours.

Method

1. Begin by donning appropriate personal protective equipment (PPE).
2. Use a colour-coded cleaning system to prevent cross-contamination.
3. Empty rubbish bins and replace liners, ensuring proper disposal of waste.
4. Apply a disinfectant solution to baby change tables and wipe thoroughly.
5. Sanitise all touchpoints using a disinfectant wipe or spray.
6. Mop the floor with a disinfectant solution, ensuring coverage of all areas.
7. Clean mirrors and glass surfaces using a glass cleaner and microfibre cloth.
8. Replenish supplies and ensure dispensers are functioning correctly.
9. Conduct a final inspection to ensure all areas meet cleanliness standards.

Equipment

- Colour-coded cleaning cloths and mops
- Disinfectant solutions and sprays
- Microfibre cloths
- Glass cleaner
- Rubbish bin liners
- Personal protective equipment (PPE)
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and sanitised, no dust or debris present, no unpleasant odours, supplies fully stocked, and all touchpoints are sanitised.
Good	Surfaces are mostly clean with minor dust or debris, no unpleasant odours, supplies mostly stocked, and most touchpoints are sanitised.
Pass	Surfaces are generally clean but may have some dust or debris, slight odours present, supplies are low, and some touchpoints may not be sanitised.
Fail	Surfaces are visibly dirty, significant dust or debris, unpleasant odours present, supplies depleted, and touchpoints are not sanitised.