

First Aid Room

Code: ANCMF-AU-R-FAR-01 • Facility: Retail • 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 other fixtures.
- Empty and sanitise rubbish bins.
- Vacuum and mop the floor using a colour-coded cleaning system.
- Ensure all cleaning products are used according to manufacturer instructions and safety data sheets.

Method

1. Begin by dusting all surfaces with a microfibre cloth to remove visible dust and debris.
2. Use a sanitising solution to wipe down all high-touch surfaces, ensuring contact time as per product instructions.
3. Clean the sink and fixtures with a non-abrasive cleaner, followed by a sanitiser.
4. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
5. Vacuum the floor thoroughly, paying attention to corners and edges.
6. Mop the floor with a neutral detergent, followed by a sanitising solution, using a colour-coded mop head.

Equipment

- Microfibre cloths
- Vacuum cleaner with HEPA filter
- Non-abrasive cleaners
- Colour-coded mop and bucket
- Sanitising solutions
- Rubbish bin liners

Quality Criteria

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