

Baby Change Room

Code: ANCMF-AU-TH-BCR-01 • Facility: Transportation Hub • Frequency: daily

Scope of Work

- Sanitise all surfaces including change tables, benches, and sinks.
- Clean and disinfect all touchpoints such as taps, door handles, and light switches.
- Empty and sanitise rubbish bins.
- Clean and polish mirrors and glass surfaces.
- Replenish consumables such as soap, paper towels, and sanitising wipes.
- Mop floors with appropriate disinfectant solution.
- Ensure no visible dust or debris on surfaces and floors.
- Check for and remove any unpleasant odours.

Method

1. Prepare cleaning trolley with colour-coded cleaning cloths and appropriate cleaning agents.
2. Begin by emptying rubbish bins and replacing liners.
3. Dust all surfaces using a damp microfibre cloth.
4. Sanitise change tables and benches with disinfectant spray, ensuring contact time as per product instructions.
5. Clean mirrors and glass with glass cleaner, ensuring streak-free finish.
6. Disinfect all touchpoints, including taps and door handles, using a high-grade disinfectant.
7. Mop the floor with a disinfectant solution, ensuring coverage of all areas.
8. Replenish consumables and ensure dispensers are functioning correctly.
9. Conduct a final inspection to ensure all tasks are completed to standard.

Equipment

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| • Colour-coded microfibre cloths | • Floor mop and bucket | • Consumables (soap, paper towels, sanitising wipes) |
| • Disinfectant spray | • Cleaning trolley | |
| • Glass cleaner | • Rubbish bin liners | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and sanitised, no dust or debris present, consumables fully stocked, no odours, and all touchpoints disinfected.
Good	Surfaces are clean with minor dust in non-critical areas, consumables mostly stocked, no strong odours, and most touchpoints disinfected.
Pass	Surfaces are generally clean, some dust present, consumables available but not fully stocked, mild odours, and some touchpoints disinfected.
Fail	Visible dirt or debris, significant dust, consumables not stocked, strong odours present, and touchpoints not disinfected.