

Clinic

Code: ANCMF-AU-TH-C-03 • Facility: Transportation Hub • Frequency: daily

Scope of Work

- Dusting of all horizontal surfaces including desks, chairs, and equipment.
- Sanitising of all high-touch surfaces such as door handles, light switches, and taps.
- Vacuuming of carpeted areas and mopping of hard floors.
- Cleaning and sanitising of toilets and sinks.
- Emptying and sanitising rubbish bins.
- Replenishing of hand sanitiser dispensers and soap dispensers.
- Spot cleaning of walls and partitions.
- Ensuring all cleaning activities comply with infection control standards.

Method

1. Begin by donning appropriate personal protective equipment (PPE) as per Australian health and safety guidelines.
2. Use a colour-coded cleaning system to prevent cross-contamination.
3. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
4. Sanitise high-touch surfaces with a hospital-grade disinfectant.
5. Vacuum carpeted areas using a HEPA-filter vacuum cleaner.
6. Mop hard floors with a neutral pH floor cleaner.
7. Clean and sanitise toilets and sinks using a toilet brush and disinfectant cleaner.
8. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
9. Replenish hand sanitiser and soap dispensers as needed.
10. Conduct a final inspection to ensure all tasks are completed to standard.

Equipment

- Microfibre cloths
- Colour-coded cleaning cloths and mops
- HEPA-filter vacuum cleaner
- Hospital-grade disinfectant
- Neutral pH floor cleaner
- Toilet brush
- Rubbish bin liners
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust and debris. High-touch surfaces are sanitised and dry. Floors are spotless with no visible stains or marks. Toilets and sinks are clean and odour-free. Rubbish bins are empty and sanitised. Supplies are fully stocked.
Good	Most surfaces are clean with minimal dust. High-touch surfaces are sanitised. Floors have minor marks but are generally clean. Toilets and sinks are clean with slight odour. Rubbish bins are empty but not sanitised. Supplies are mostly stocked.
Pass	Surfaces have some dust accumulation. High-touch surfaces are partially sanitised. Floors have visible marks. Toilets and sinks are clean but have noticeable odour. Rubbish bins are not empty. Supplies are low.
Fail	Surfaces are dusty and dirty. High-touch surfaces are not sanitised. Floors are dirty with stains. Toilets and sinks are dirty with strong odour. Rubbish bins are full. Supplies are depleted.