

Medical Center

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

Scope of Work

- Dusting all surfaces including medical equipment, furniture, and fixtures.
- Sanitising high-touch areas such as door handles, light switches, and taps.
- Vacuuming and mopping floors to remove dirt and debris.
- Cleaning and disinfecting toilets and washbasins.
- Emptying and sanitising rubbish bins.
- Replenishing consumables such as soap, hand sanitiser, and paper towels.
- Ensuring all cleaning activities adhere to colour-coded cleaning systems to prevent cross-contamination.

Method

1. Begin with dusting all surfaces using microfibre cloths to trap dust and allergens.
2. Sanitise high-touch areas with hospital-grade disinfectant, ensuring contact time as per manufacturer's instructions.
3. Vacuum floors using HEPA-filtered vacuum cleaners to minimise airborne particles.
4. Mop floors with a neutral pH cleaner, using separate mops for different areas to prevent cross-contamination.
5. Clean toilets and washbasins with disinfectant, ensuring thorough scrubbing and rinsing.
6. Empty rubbish bins, replace liners, and sanitise the bin surfaces.
7. Check and replenish consumables, ensuring dispensers are clean and functional.

Equipment

- Microfibre cloths
- Hospital-grade disinfectant
- HEPA-filtered vacuum cleaner
- Colour-coded mops and buckets
- Rubbish bin liners
- Personal protective equipment (PPE)

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust and stains. High-touch areas are sanitised with no residue. Floors are spotless and dry. Toilets and washbasins are immaculate with no odours. Rubbish bins are empty and sanitised. Consumables are fully stocked.
Good	Surfaces are mostly clean with minimal dust. High-touch areas are sanitised with slight residue. Floors are clean with minor spots. Toilets and washbasins are clean with faint odours. Rubbish bins are empty but not sanitised. Consumables are mostly stocked.
Pass	Surfaces have visible dust. High-touch areas are sanitised but sticky. Floors have visible dirt. Toilets and washbasins are clean but have noticeable odours. Rubbish bins are not emptied. Consumables are low.
Fail	Surfaces are dusty and stained. High-touch areas are not sanitised. Floors are dirty and wet. Toilets and washbasins are dirty with strong odours. Rubbish bins are overflowing. Consumables are depleted.