

10.1 Appendix 1 - Environmental Hygiene Audit Tool

Standard No.1 Medical Equipment		
Ward: _____ Date: _____		
6 Pieces of medical equipment to be audited		3 criteria for each piece 18 criteria in total
All equipment, both in use and in storage, including component parts should be clean and well maintained, no blood, body substances, rust, dirt, debris or spillages and is rendered safe for use (Includes IV equipment and trays, Monitors, Resus Trolley, Procedure Trolley, Glucose monitor, BP cuffs, O2 probes and equipment including nebuliser, temperature probe, Wheelchair, hoist, notes trolley).		
<i>For instruction on how to score a standard please refer to Appendix 6</i>		
Maximum Audit Score ^(MAS)	Actual Achieved Score ^(AAS)	Result ^(AAS/MAS x 100)

1. Equipment specify type e.g. Feeding pump, IV infusion pump, resuscitation trolley, drugs trolley, cardiac monitor, glucose monitor etc.

Equipment Serial Number _____

	Result		
1) Equipment is clean (to include stand if applicable), well maintained and free of dust, debris, rust and spills, including blood/body fluids	Y	N	NA
2) An up to date service record visible on equipment	Y	N	NA
3) In working order	Y	N	NA

2. Equipment specify type e.g. Feeding pump, IV infusion pump, resuscitation trolley, drugs trolley, cardiac monitor, glucose monitor etc.

Equipment Serial Number _____

	Result		
4) Equipment is clean (to include stand if applicable), well maintained and free of dust, debris, rust and spills, including blood/body fluids	Y	N	NA
5) An up to date service record visible on equipment	Y	N	NA
6) In working order	Y	N	NA

3. Equipment specify type e.g. Feeding pump, IV infusion pump, resuscitation trolley, drugs trolley, cardiac monitor, glucose monitor etc.

Equipment Serial Number _____

	Result		
7) Equipment is clean (to include stand if applicable), well maintained and free of dust, debris, rust and spills, including blood/body fluids	Y	N	NA
8) An up to date service record visible on equipment	Y	N	NA
9) In working order	Y	N	NA

4. Equipment specify type e.g. Feeding pump, IV infusion pump, resuscitation trolley, drugs trolley, cardiac monitor, glucose monitor etc.

Equipment Serial Number _____

	Result		
10) Equipment is clean (to include stand if applicable), well maintained and free of dust, debris, rust and spills, including blood/body fluids	Y	N	NA
11) An up to date service record visible on equipment	Y	N	NA
12) In working order	Y	N	NA

5. Equipment specify type e.g. Feeding pump, IV infusion pump, resuscitation trolley, drugs trolley, cardiac monitor, glucose monitor etc.

Equipment Serial Number _____

	Result		
13) Equipment is clean (to include stand if applicable), well maintained and free of dust, debris, rust and spills, including blood/body fluids	Y	N	NA
14) An up to date service record visible on equipment	Y	N	NA
15) In working order	Y	N	NA

6. Equipment specify type e.g. Feeding pump, IV infusion pump, resuscitation trolley, drugs trolley, cardiac monitor, glucose monitor etc.

Equipment Serial Number _____

	Result		
16) Equipment is clean (to include stand if applicable), well maintained and free of dust, debris, rust and spills, including blood/body fluids	Y	N	NA
17) An up to date service record visible on equipment	Y	N	NA
18) In working order	Y	N	NA

Title: Policy and procedure on environmental hygiene audit process for Cork University and Maternity Hospital	Reference:	Revision: 02
	Active Date: December 2016	
	Approved By: Mr T Mc Namara (CEO CUH Group)	
Author: Ros Cashman		

Standard No.2 - Staff Hand Hygiene	
Ward: _____	Date: _____
Hand Hygiene facilities are available, effectively and appropriately cleaned and maintained. Hand Hygiene is carried out in line with national guidelines (85 criteria in total)	
<i>For instruction on how to score a standard please refer to Appendix 6</i>	
Maximum Audit Score ^(MAS)	Actual Achieved Score ^(AAS)
	Result ^(AAS/MAS x 100)

Alcohol	Result	
1) Alcohol gel stations available at ward entrance	Y	N
2) Alcohol dispenser and tray is clean and intact	Y	N

Hand Hygiene Barriers	6 healthcare workers to be audited					
	1	2	3	4	5	6
Please Indicate staff category	Here	Here	Here	Here	Here	Here
3) Hand and wrist jewellery is removed (with exception of plain band)	Y	N	Y	N	Y	N
4) Nails are short, free from nail varnish/nail art/ false nails	Y	N	Y	N	Y	N
5) Evidence of bare below elbow	Y	N	Y	N	Y	N
6) Does the HCW know what infection it is inappropriate to use alcohol hand rub for?	Y	N	Y	N	Y	N

Alcohol Hand Gel	List 4 different patient areas in different rooms			
	Area 1	Area 2	Area 3	Area 4
7) Available at the point of patient care	Y	N	Y	N
8) Nozzles of alcohol gel bottles and/or drip trays are clean	Y	N	Y	N

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Reference:

Active Date: December 2016

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Author: Ros Cashman

Revision: 02

Staff hand Hygiene Basin	List 3 different patient rooms	Area 1	Area 2	Area 3
9) Appropriately located, accessible and free from obstruction		Y	N	Y
10) Hand Hygiene basin is intact		Y	N	Y
11) Splash back is clean and intact		Y	N	Y
12) Hand hygiene basin conforms to HBN Standard 00-10		Y	N	Y
13) Hand hygiene basin does not have plug, overflows and the water jet should not flow directly into the plughole		Y	N	Y
14) Interior free from sediment, stains and cleaning agent residue		Y	N	Y
15) Exterior free from stains, and cleaning agent residue include underside, silicone backing and piping		Y	N	Y
16) Taps and chrome fittings are clean and finished to a shiny finish.		Y	N	Y
17) Waste port is clean and free from hair and slime.		Y	N	Y
18) Hand hygiene basin is dedicated for hand hygiene only and is free from all other items		Y	N	Y
19) Correct hand hygiene poster is available, up to date, clean and secured appropriately		Y	N	Y
Paper towel dispenser / hand dryers and roller towels				
20) In working order		Y	N	Y
21) Free from dust.		Y	N	Y
22) Paper towels / towelling in stock.		Y	N	Y
Soap and/or antiseptic hand wash, hand moisturisers				
23) In working order		Y	N	Y
24) Clean and free from build-up of residue		Y	N	Y
25) Positioned correctly on the wall.		Y	N	Y

Standard No.3 - Dirty Utility

Ward: _____ **Date:** _____

(35 criteria in total) This room is tidy, well maintained, free of rust, blood or body substances, dust, dirt debris, spillages and clutter and is effectively and appropriately cleaned and maintained

For instruction on how to score a standard please refer to Appendix 6

Maximum Audit Score ^(MAS)	Actual Achieved Score ^(AAS)	Result ^(AAS/MAS x 100)

	Result		
1) The room is secured by means of a swipe access	Y	N	NA
2) The room door is closed	Y	N	NA
3) The environment including ceiling is tidy and well maintained, free of rust, blood/body fluids, dust, debris and clutter, sticky residue	Y	N	NA
4) All ledges, high and low, are clean and intact	Y	N	NA
5) Walls and wall tiles are clean and intact	Y	N	NA
6) Floor, including skirting and edges are clean and free from dust and dirt	Y	N	NA
7) There are no inappropriate storage of items on floor or on surfaces	Y	N	NA
8) Signage is clean, up to date, fully secured and laminated	Y	N	NA
9) Cleaning/decontamination solutions are available (liquid detergent and Milton) and are stored in a locked cupboard/chemical cabinet	Y	N	NA
Cupboards			
10) Doors and cupboard spaces are tidy and free from stains and mark.	Y	N	NA
11) Doors are Opening and closing correctly	Y	N	NA
Shelving and Ledges			
12) Clean and intact	Y	N	NA
13) Secure	Y	N	NA
Hand Hygiene Basin			
14) Appropriate designated hand hygiene basin is available	Y	N	NA
15) Basin conforms to HBN 00-10	Y	N	NA
16) Appropriately located and free from obstruction	Y	N	NA
17) Basin and dispensers are clean and intact	Y	N	NA
18) Splash back clean and intact	Y	N	NA

Sluice Hopper			
19) Sluice hopper is clean and available for disposal of body fluids	Y	N	NA
20) The sluice hopper is well maintained	Y	N	NA
Bed Pan Macerator			
21) is available and in working order	Y	N	NA
22) Clean and tidy	Y	N	NA
23) Odourless	Y	N	NA
24) Has an up to date service record	Y	N	NA
Bed Pan Washer			
25) is available and in working order	Y	N	NA
26) Clean and tidy	Y	N	NA
27) Odourless	Y	N	NA
28) Has an up to date service record	Y	N	NA
29) Bedpans, urinals, Jugs if present , are clean and intact (Check 2 Items)	Y	N	NA
30) Used instruments Safely stored in an appropriate container prior to collection	Y	N	NA
Commodes to include seat, back, frame and wheels			
31) Clean, well maintained, intact and free from blood, body substances dust dirt and debris	Y	N	NA
32) Commodes are cleaned and decontaminated between each patient	Y	N	NA
33) Wheels are moving freely	Y	N	NA
Patient Washbowls (Check 2 Items)			
34) Are clean and intact	Y	N	NA
35) Stored dry, clean and inverted	Y	N	NA

Standard No.4 - Patient Toilet and Shower Area

Ward: _____ **Date:** _____

(123 criteria in total) This area is clean and tidy, free from free of rust, blood or body
(3 Areas to be checked) substances, dust, dirt debris, spillages and clutter.

For instruction on how to score a standard please refer to Appendix 6

Maximum Audit Score ^(MAS)	Actual Achieved Score ^(AAS)	Result ^(AAS/MAS x 100)

	Results								
	List patient room	Room			Room			Room	
1) This area is monitored twice daily and completed records maintained by housekeeping/Noonans staff.	Y	N	NA	Y	N	NA	Y	N	NA
2) The toilet room door handle is clean and intact both side of door	Y	N	NA	Y	N	NA	Y	N	NA
Toilet bowl									
3) Interior stain free and odourless	Y	N	NA	Y	N	NA	Y	N	NA
4) Exterior is totally stain free and odourless this includes handles, hand rail and piping are clean	Y	N	NA	Y	N	NA	Y	N	NA
5) Seat, back support and lids (upper and underside) including raised toilet seat are clean and intact	Y	N	NA	Y	N	NA	Y	N	NA
6) The facility state of good repair	Y	N	NA	Y	N	NA	Y	N	NA
Toilet Paper Dispenser									
7) Available and in working order	Y	N	NA	Y	N	NA	Y	N	NA
8) Free from dust, stains	Y	N	NA	Y	N	NA	Y	N	NA
9) Intact and secure on wall	Y	N	NA	Y	N	NA	Y	N	NA
Toilet Brush and Holder									
10) Toilet brush and holder clean	Y	N	NA	Y	N	NA	Y	N	NA
11) No pooling of fluid in holder	Y	N	NA	Y	N	NA	Y	N	NA
Floor area including edges and corners									
12) Clean and dry	Y	N	NA	Y	N	NA	Y	N	NA
13) Intact	Y	N	NA	Y	N	NA	Y	N	NA
Extract									
14) is clean and dust free	Y	N	NA	Y	N	NA	Y	N	NA
High and low surfaces including wall tiles/Splash back									
15) Clean	Y	N	NA	Y	N	NA	Y	N	NA
16) Intact	Y	N	NA	Y	N	NA	Y	N	NA

Patient hand Hygiene basin and accessories	Room	Room	Room
17) Clean and intact	Y N NA	Y N NA	Y N NA
18) Conforms to HBN Standard 00-10	Y N NA	Y N NA	Y N NA
19) Strip light is functional, clean and intact	Y N NA	Y N NA	Y N NA
20) Mirrors are clean and intact	Y N NA	Y N NA	Y N NA
Paper Towel Dispenser			
21) Available and in working order	Y N NA	Y N NA	Y N NA
22) Container is clean and intact	Y N NA	Y N NA	Y N NA
Soap/Antiseptic Dispenser			
23) Available and in working order	Y N NA	Y N NA	Y N NA
24) Free from build-up of residue	Y N NA	Y N NA	Y N NA
Bins			
25) Foot operated non clinical waste bin is available, clean, rust free and well maintained	Y N NA	Y N NA	Y N NA
26) Sanitary bin, if available, is clean and well maintained	Y N NA	Y N NA	Y N NA
Shower Area			
27) Shower tray and overflow area clean, free from sediment, stains, hair etc	Y N NA	Y N NA	Y N NA
28) Shower tray intact	Y N NA	Y N NA	Y N NA
29) Tiles/hard rock free from water/soap stains and black mould	Y N NA	Y N NA	Y N NA
30) Tiles/hard rock are intact	Y N NA	Y N NA	Y N NA
31) Taps, shower head and chrome fittings cleaned to a shiny finish	Y N NA	Y N NA	Y N NA
32) Shower mat clean and intact	Y N NA	Y N NA	Y N NA
33) Shower chair, if present, clean and intact	Y N NA	Y N NA	Y N NA
34) Shower curtains hanging evenly with no missing hooks	Y N NA	Y N NA	Y N NA
35) Shower curtain rail securely in place	Y N NA	Y N NA	Y N NA
36) Shower curtain rail clean and dust free	Y N NA	Y N NA	Y N NA
37) Shower curtains clean and intact	Y N NA	Y N NA	Y N NA
General			
38) Used bedpan/urinals or other inappropriate items are not stored in this area	Y N NA	Y N NA	Y N NA
39) Patient personal belongings are not present in this area	Y N NA	Y N NA	Y N NA
40) The call bell is clean and intact	Y N NA	Y N NA	Y N NA
41) The door vent is clean, intact and dust free	Y N NA	Y N NA	Y N NA

Standard No.5 – Bath Pool		
Ward: _____ Date: _____		
(8 criteria in total) Baths/Pool and accessories are effectively and appropriately cleaned, clean and tidy, free from free of rust, blood or body substances, dust, dirt debris, spillages and clutter.		
<i>For instruction on how to score a standard please refer to Appendix 6</i>		
Maximum Audit Score ^(MAS)	Actual Achieved Score ^(AAS)	Result ^(AAS/MAS x 100)

	Result
1) This area is monitored and completed records are maintained twice daily by housekeeping/Noonans staff.	Y N NA
2) Interior free from sediment, stains, hair	Y N NA
3) Exterior free from stains, dust and cleaning agent residue	Y N NA
4) Tiles/walls free from water/soap stains	Y N NA
5) Taps and chrome fittings to a shiny finish	Y N NA
6) Stopper and overflow free from hair and slime	Y N NA
7) Shower hose unblocked (if applicable)	Y N NA
8) All used linen has been removed	Y N NA

Standard No.6(a) – Neo Natal unit		
Ward: _____ Date: _____		
(87 criteria in total) Bed Space is effectively and appropriately cleaned and maintained		
<i>For instruction on how to score a standard please refer to Appendix 6</i>		
Maximum Audit Score ^(MAS)	Actual Achieved Score ^(AAS)	Result ^(AAS/MAS x 100)

List /patient room	Results								
	Room			Room			Room		
Cot/Incubator (including all surfaces)									
1) Under surfaces free from dust, dirt and stains.	Y	N	NA	Y	N	NA	Y	N	NA
2) Frame, free from dust, dirt and stains.	Y	N	NA	Y	N	NA	Y	N	NA
3) Wheels free from dust.	Y	N	NA	Y	N	NA	Y	N	NA
4) Brakes working.	Y	N	NA	Y	N	NA	Y	N	NA
Over-bed/Wall Mounted Lights									
5) Shades intact.	Y	N	NA	Y	N	NA	Y	N	NA
6) Clean.	Y	N	NA	Y	N	NA	Y	N	NA
7) Bulbs working.	Y	N	NA	Y	N	NA	Y	N	NA
8) Secure to the wall.	Y	N	NA	Y	N	NA	Y	N	NA
Suction Equipment									
9) All surfaces clean and stain free	Y	N	NA	Y	N	NA	Y	N	NA
10) Catheter holder clean and stain free	Y	N	NA	Y	N	NA	Y	N	NA
11) Wheels clean and stain free	Y	N	NA	Y	N	NA	Y	N	NA
12) Services record present and in date	Y	N	NA	Y	N	NA	Y	N	NA
Bedside Chairs									
13) Upholstery washable	Y	N	NA	Y	N	NA	Y	N	NA
14) Upholstery clean	Y	N	NA	Y	N	NA	Y	N	NA
15) Upholstery intact	Y	N	NA	Y	N	NA	Y	N	NA
16) Frame stable	Y	N	NA	Y	N	NA	Y	N	NA
17) Frames and legs free from dust/stains	Y	N	NA	Y	N	NA	Y	N	NA
Work Benches									
18) Tidy and free from clutter	Y	N	NA	Y	N	NA	Y	N	NA
19) Clean and stain free	Y	N	NA	Y	N	NA	Y	N	NA

Alcohol Gel			
20) Available and in working order	Y N NA	Y N NA	Y N NA
21) Dispenser and drip tray are clean and stain free	Y N NA	Y N NA	Y N NA
IV Pumps/Syringes			
22) Clean and stain free	Y N NA	Y N NA	Y N NA
23) Has an up to date service record	Y N NA	Y N NA	Y N NA
Floor and Skirting			
24) Clean dry and intact	Y N NA	Y N NA	Y N NA
Monitors			
25) Are clean and dust free	Y N NA	Y N NA	Y N NA
26) Service record present and in date	Y N NA	Y N NA	Y N NA
27) Surfaces are intact	Y N NA	Y N NA	Y N NA
Bedside Mobile Lighting			
28) Clean, intact and in working order	Y N NA	Y N NA	Y N NA
Ledges			
29) Clean and intact	Y N NA	Y N NA	Y N NA

Standard No.6(b) – Adult ICU

Ward: _____ **Date:** _____

(132 criteria in total)
(3 Areas to be checked) Bed Space is effectively and appropriately cleaned and maintained

For instruction on how to score a standard please refer to Appendix 6

Maximum Audit Score ^(MAS)	Actual Achieved Score ^(AAS)	Result ^(AAS/MAS x 100)

	Identify Bed Space	Results					
		1		2		3	
Bed							
1) All surfaces free from dust, dirt and stains.		Y	N	Y	N	Y	N
2) Wheels free from dust, debris and rust		Y	N	Y	N	Y	N
3) Brakes are in working order		Y	N	Y	N	Y	N
4) Back rests in working order		Y	N	NA	Y	N	NA
5) Height adjuster is in working order		Y	N	NA	Y	N	NA
6) Linen tray is in working order		Y	N	Y	N	Y	N
7) Mattress free from dust, dirt and stains		Y	N	NA	Y	N	NA
8) Mattress cover is intact		Y	N	NA	Y	N	NA
9) Pillows are clean, intact and have impermeable cover		Y	N	NA	Y	N	NA
10) Bedside curtains are clean and intact		Y	N	Y	N	Y	N
11) Bedside curtain rail is clean		Y	N	Y	N	Y	N
12) Bedside curtain rail is secured and dust free		Y	N	Y	N	Y	N
Bed Table							
13) Tops free from marks, dirt and stains		Y	N	NA	Y	N	NA
14) Underside free from marks, dirt, stains		Y	N	NA	Y	N	NA
15) Legs moving freely		Y	N	NA	Y	N	NA
16) Height adjuster in functioning order		Y	N	NA	Y	N	NA
Bedside Locker							
17) All surfaces are free from marks, dirt and stains		Y	N	NA	Y	N	NA
18) Legs moving freely.		Y	N	NA	Y	N	NA
19) Door closing freely		Y	N	NA	Y	N	NA

Monitors and Ventilator							
20) Surfaces are clean , dust and stain free	Y	N		Y	N		Y N
21) All surfaces are intact	Y	N		Y	N		Y N
22) Integral shelves and frames are dust and stain free	Y	N		Y	N		Y N
23) Services record present and in date	Y	N		Y	N		Y N
24) Bedside mobile light is clean and in working order	Y	N		Y	N		Y N
IV Pumps and Syringes – Enter Serial Number:							
25) Surfaces are clean , dust and stain free	Y	N		Y	N		Y N
26) All surfaces are intact	Y	N		Y	N		Y N
27) Services record present and in date	Y	N		Y	N		Y N
Clinical Information System							
28) Monitor is clean, dust and debris free	Y	N	NA	Y	N	NA	Y N NA
29) Monitor shelf is clean, dust and debris free	Y	N	NA	Y	N	NA	Y N NA
30) Keyboard and mouse are clean, dust and stain free	Y	N	NA	Y	N	NA	Y N NA
31) Arms are clean, dust and stain free	Y	N	NA	Y	N	NA	Y N NA
Ledges							
32) Tidy and free from clutter	Y	N	NA	Y	N	NA	Y N NA
33) Clean, dust and stain free	Y	N	NA	Y	N	NA	Y N NA
Alcohol Gel							
34) Available and in working order	Y	N		Y	N		Y N
35) Dispenser clean, dust and stain free	Y	N		Y	N		Y N
Bed-space Trolley							
36) Work top is tidy, clean, dust and stain free	Y	N		Y	N		Y N
37) Internal drawers are tidy clean, dust and stain free	Y	N		Y	N		Y N
38) No out of date products	Y	N		Y	N		Y N
Window Ledges							
39) Clean, tidy and intact	Y	N	NA	Y	N	NA	Y N NA
40) Nothing is stored on the window ledge	Y	N	NA	Y	N	NA	Y N NA
Ceiling tiles and vents							
41) Clean and intact	Y	N		Y	N		Y N
Floor and skirting							
42) Clean, dry and intact	Y	N		Y	N		Y N
Radiator							
43) Clean, tidy and intact	Y	N	NA	Y	N	NA	Y N NA
44) There are no items stored on the radiator surface	Y	N	NA	Y	N	NA	Y N NA

Standard No.6(c) – General Patient Environment

Ward: _____ **Date:** _____
(153 criteria in total)
(3 Areas to be checked) Bed Space is effectively and appropriately cleaned and maintained

For instruction on how to score a standard please refer to Appendix 6

Maximum Audit Score ^(MAS)	Actual Achieved Score ^(AAS)	Result ^(AAS/MAS x 100)

	Identify Room Number	Results								
		1		2		3				
Entrance room door including all component parts and frames										
1) Door and frame clean.		Y	N	NA	Y	N	NA	Y	N	NA
2) Door and frame intact.		Y	N	NA	Y	N	NA	Y	N	NA
3) Protective sheeting present and secure.		Y	N	NA	Y	N	NA	Y	N	NA
Floor (and skirting if present)										
4) Floor and skirting covering is clean		Y	N	NA	Y	N	NA	Y	N	NA
5) Floor and skirting is intact.		Y	N	NA	Y	N	NA	Y	N	NA
Ceiling area										
6) Clean and well maintained		Y	N	NA	Y	N	NA	Y	N	NA
7) All tiles in place		Y	N	NA	Y	N	NA	Y	N	NA
Window sills/ledges										
8) Window sills/ledges are clean and tidy		Y	N	NA	Y	N	NA	Y	N	NA
Walls										
9) Walls free from dust, stains, cobwebs, scuff marks		Y	N	NA	Y	N	NA	Y	N	NA
10) Walls Intact.		Y	N	NA	Y	N	NA	Y	N	NA
Radiators										
11) Surface and rear of radiators clean.		Y	N	NA	Y	N	NA	Y	N	NA
12) Secure.		Y	N	NA	Y	N	NA	Y	N	NA
13) Not leaking.		Y	N	NA	Y	N	NA	Y	N	NA
14) There is nothing stored on top of the radiator		Y	N	NA	Y	N	NA	Y	N	NA
Main ceiling lights										
15) Shades/covers/enclosures are clean and dust free.		Y	N	NA	Y	N	NA	Y	N	NA
16) In working order		Y	N	NA	Y	N	NA	Y	N	NA
Over bed lights										
17) Shades/covers/enclosures are clean and dust free.		Y	N	NA	Y	N	NA	Y	N	NA
18) In working order		Y	N	NA	Y	N	NA	Y	N	NA

Mobile ceiling mounted light			
19) Shades/covers/enclosures are clean and dust free.	Y	N	NA
20) In working order	Y	N	NA
TV Unit clean, if present, screen, back and sides			
21) Screen, stand and flex dust and dirt free.	Y	N	NA
22) Remote control clean and intact	Y	N	NA

Patient Bed Space	1 Patient bed space in 3 different rooms Room Number and chosen bed space	Room Space	Room Space	Room Space
23) At bedside all fixtures including call bells, sockets, electrical switches are clean, intact and in working order		Y	N	Y
Gas Cylinders, if present				
24) Are clean and rust free		Y	N	NA
Bed (including bed end, bed head, underneath and side rails)				
25) Bed head, bed end, side rails if present, and underneath surfaces are free from dust, dirt and stains		Y	N	Y
26) Wheels free from dust		Y	N	Y
27) Brakes in working order		Y	N	Y
28) Back rest in working order		Y	N	NA
29) Height adjuster in working order		Y	N	NA
30) Linen tray in working order		Y	N	Y
31) Mattress free from dust, dirt and stains		Y	N	NA
32) Mattress cover is intact		Y	N	NA
33) Pillows are clean, intact and have impermeable cover		Y	N	NA
34) If available, Evacuation sheet is clean and intact		Y	N	Y
Bedside locker				
35) All surfaces are free from marks, dirt and stains		Y	N	Y
36) All surfaces are intact		Y	N	Y
37) Legs moving freely		Y	N	Y
38) Door closed freely		Y	N	Y
39) Patient personal items including suitcase is stored in enclosed areas i.e., locker, wardrobe		Y	N	Y
Bed table				
40) All surfaces are free from marks, dirt and stains		Y	N	Y
41) All surfaces are intact		Y	N	Y
42) Legs moving freely		Y	N	Y
43) Height adjuster in functioning order		Y	N	Y

Bedside Chairs				
44) All surfaces are free from marks, dirt and stains	Y	N	Y	N
45) Upholstery is washable, made of vinyl and intact	Y	N	Y	N
46) The frame is stable	Y	N	Y	N
Bed side curtains				
47) Hanging evenly with no missing hooks.	Y	N	Y	N
48) Curtains are clean and intact	Y	N	Y	N
49) Curtain rail securely in place.	Y	N	Y	N
50) Curtain rails clean.	Y	N	Y	N
Personal Protective Equipment (PPE)				
51) Is available to staff in clean dispensers	Y	N	Y	N

Standard No.7 – Clean Utility		
Ward: _____ Date: _____		
(38 criteria in total) This area is effectively and appropriately cleaned and maintained		
<i>For instruction on how to score a standard please refer to Appendix 6</i>		
Maximum Audit Score ^(MAS)	Actual Achieved Score ^(AAS)	Result ^(AAS/MAS x 100)

General	Result		
1) The room is secured by means of a swipe access	Y	N	NA
2) The room door is kept closed	Y	N	NA
3) The environment including ceiling, is tidy and well maintained, free of rust, blood/body fluids, dust, debris and clutter	Y	N	NA
4) Floor is clean, dry and intact	Y	N	NA
5) All Ledges are clean and intact	Y	N	NA
6) Walls and wall tiles are clean and intact	Y	N	NA
7) Equipment/supplies are stored appropriately off the floor	Y	N	NA
8) Cardboard boxes are not present on shelving with some exceptions	Y	N	NA
9) Signage is clean, up to date, fully secured and laminated	Y	N	NA
10) There is no sticky residue on surfaces	Y	N	NA
Cupboards			
11) Are free from stains and marks	Y	N	NA
12) Intact and opening and closing correctly	Y	N	NA
Kanban/Shelving			
13) Clean on all surfaces including upper ledges	Y	N	NA
14) Tidy	Y	N	NA
15) No out of date products found (random check of 3 items)	Y	N	NA
16) Doors are in working order	Y	N	NA
Counter tops			
17) Clean on all surfaces including upper ledges	Y	N	NA
18) Tidy	Y	N	NA
19) Intact	Y	N	NA
Gas Analyser, if present			
20) All surfaces of analyser are clean and stain free	Y	N	NA
21) Sharps bin is signed, dated, clean and stain free	Y	N	NA

Hand Hygiene Basin			
22) Appropriate designated hand hygiene basin is available	Y	N	NA
23) Basin conforms to HBN Standard 00-10	Y	N	NA
24) Appropriately located and free from obstruction	Y	N	NA
25) Basin and dispensers are clean and intact	Y	N	NA
26) Splash back clean and intact	Y	N	NA
Soap/antiseptic			
27) Available	Y	N	NA
28) Free from build-up of residue, dust etc	Y	N	NA
Alcohol Gel Station including drip tray			
29) Clean, intact, stocked and in working order	Y	N	NA
Medication Fridge			
30) All surfaces inner and outer are clean and stain free	Y	N	NA
31) There is no build-up of ice, if ice box present	Y	N	NA
32) Only medication is stored in the fridge	Y	N	NA
33) 12 Hourly temperature checks are recorded as per medication fridge SOP. Temperature recorded at audit _____	Y	N	NA
Window ledges			
34) Are clean and intact	Y	N	NA
35) There is nothing stored on window ledge	Y	N	NA
Radiators			
36) Are clean and intact	Y	N	NA
37) There is nothing stored on radiator	Y	N	NA
Vent			
38) Is clean and dust free	Y	N	NA

Standard No.8 –Room in Use for Patient Isolation		
Ward: _____ Date: _____		
(66 criteria in total) Environmental cleaning has been completed to leave all surfaces within the room, including furniture, and fittings, free from dust, debris and staining.		
<i>For instruction on how to score a standard please refer to Appendix 6</i>		
Maximum Audit Score ^(MAS)	Actual Achieved Score ^(AAS)	Result ^(AAS/MAS x 100)

Ask CNM/CMM or person in charge	Result		
1) All ward patients, who require isolation, contact, droplet or airborne, currently isolated in single rooms?	Y	N	NA
2) If not has a risk assessment been completed by the CNM	Y	N	NA
3) Is there a negative air pressure facility available	Y	N	NA
4) If yes, is there a policy available for the negative air pressure room	Y	N	NA
5) If yes , are pressure setting visibly displayed and monitored?	Y	N	NA
General	Please Enter Room Number:		Here
6) The room has en suite facilities	Y	N	
7) The appropriate notice is on the door	Y	N	
8) The room door is closed at all times	Y	N	
9) There is a designated hand hygiene basin for staff	Y	N	
10) Appropriate PPE is available	Y	N	
11) An appropriate foot operated waste bin is available	Y	N	
12) The floor is clean dry and intact	Y	N	
13) Air vents or grilles are clean and intact	Y	N	
14) Internal glass and external windows clean and intact	Y	N	
15) Doors, including all parts clean and intact	Y	N	
16) Call bells, switches, sockets and data points clean and intact	Y	N	
17) Lights are clean, intact and in working order	Y	N	
18) Separate mop and bucket are available within the room	Y	N	
19) The cleaning cloths are colour coded	Y	N	
Shower Area			
20) Tray area free from sediment, stains, hair etc	Y	N	NA
21) Shower tray intact	Y	N	NA
22) Tiles/hard rock free from water/soap stains and black mould	Y	N	NA

23) Taps and chrome fittings to a shiny finish	Y	N	NA
24) Stopper and overflow free from hair and slime	Y	N	NA
25) Shower hose unblocked	Y	N	NA
26) Extract surface clean	Y	N	NA
27) All used linens removed	Y	N	NA
Shower Mat			
28) Shower mat present	Y	N	NA
29) Shower mat clean	Y	N	NA
Shower curtains			
30) Curtains hanging evenly with no missing hooks	Y	N	NA
31) Curtains clean and dust free	Y	N	NA
32) Curtain fabric intact	Y	N	NA
33) Curtain rail securely in place	Y	N	NA
Shower Call bell			
34) Call bell present	Y	N	NA
35) Pulley appropriate length	Y	N	NA
Bed/Cot (including bed end, bed head, underneath and side rails)			
36) Bed head, bed end and underneath free from dust, dirt and stains	Y		N
37) Bed frame, free from dust, dirt and stains	Y		N
38) Wheels free from dust	Y		N
39) Mattress free from dust, dirt and stains	Y	N	NA
40) Mattress cover is intact	Y	N	NA
41) Pillows are clean, intact and have impermeable cover	Y	N	NA
42) If available, Evacuation sheet is clean and intact	Y		N
Bedside locker			
43) All surfaces including undersides are free from marks, dirt and stains	Y		N
44) Legs moving freely	Y		N
45) Door closing freely	Y		N
Bed table			
46) Tops free from marks, dirt and stains	Y		N
47) Underside free from marks, dirt, stains	Y		N
48) Legs moving freely	Y		N
49) Height adjuster in functioning order	Y		N
Bedside Chairs			
50) Upholstery washable	Y		N
51) Upholstery clean and intact	Y		N
52) Frame stable	Y		N

53) Frame and legs free from dust/stains	Y	N
Window Ledge		
54) Clean and intact	Y	N
55) There are no items stored on the window ledge	Y	N
Radiator		
56) Clean and intact	Y	N
57) There are no items stored on the radiator	Y	N

Medical Equipment 1	Serial Number: _____		
58) Equipment is clean (to include stand if applicable), well maintained and free of dust, debris, rust and spills, including blood/body fluids	Y	N	NA
59) An up to date service record visible on equipment	Y	N	NA
60) In working order	Y	N	NA

Medical Equipment 2	Serial Number: _____		
61) Equipment is clean (to include stand if applicable), well maintained and free of dust, debris, rust and spills, including blood/body fluids	Y	N	NA
62) An up to date service record visible on equipment	Y	N	NA
63) In working order	Y	N	NA

Medical Equipment 3	Serial Number: _____		
64) Equipment is clean (to include stand if applicable), well maintained and free of dust, debris, rust and spills, including blood/body fluids	Y	N	NA
65) An up to date service record visible on equipment	Y	N	NA
66) In working order	Y	N	NA

Standard No.9 – Ward Kitchen		
Ward: _____ Date: _____		
This area is effectively and appropriately cleaned and maintained, and there is restricted access is to this area.		
(45 criteria in total)	All foods shall be stored in appropriate storage conditions in accordance with their manufacturer’s recommendations and be subject to good stock rotation.	
<i>For instruction on how to score a standard please refer to Appendix 6</i>		
Maximum Audit Score ^(MAS)	Actual Achieved Score ^(AAS)	Result ^(AAS/MAS x 100)

General	Result		
1) Personal items were not found	Y	N	NA
2) Access to the kitchen is restricted to designated personnel	Y	N	NA
3) Ventilation is sufficient to prevent condensation on walls and ceilings	Y	N	NA
4) Fly screens and bait points are in place	Y	N	NA
5) Kitchen food safety policy is available and laminated	Y	N	NA
6) Kitchen cleaning specifications are available and laminated	Y	N	NA
7) Signage is typed, up to date and laminated	Y	N	NA
8) Separate cleaning products are used and stored in a locked press	Y	N	NA
9) Containers for food storage are made of food grade material, clean, in good condition and easy to clean	Y	N	NA
10) Cleaning cloths are colour coded and discarded at the end of each day	Y	N	NA
11) Staff do not use kitchen as a personal restaurant facility to consume their food/beverages at breaks/mealtimes	Y	N	NA
12) Staff do not consume food/beverage intended for patient use	Y	N	NA
Fire Blanket			
13) Available and accessible	Y	N	NA
Cupboards			
14) Clean	Y	N	NA
15) Intact	Y	N	NA
16) Opening and closing appropriately	Y	N	NA
Kitchen Sink and Surrounding Area			
17) Clean	Y	N	NA
18) Tidy	Y	N	NA
19) Intact and rust free	Y	N	NA
20) Splash back clean	Y	N	NA

Fridge			
21) Fridge temperature is between 0 degrees C and 5 degrees C Temperature recorded at audit:	Y	N	NA
22) Temperature is monitored and recorded daily	Y	N	NA
23) Contains only food products supplied by the hospital	Y	N	NA
24) There is evidence of stock rotation	Y	N	NA
25) No open food tins, raw meats products, eggs or hot food is stored in the fridge	Y	N	NA
26) Food is dated and within an expiry date (check 4 food items)	Y	N	NA
27) Fridge//freezer are free from build-up of ice	Y	N	NA
28) Surfaces are clean and Intact	Y	N	NA
Ice Making Machine			
29) Clean	Y	N	NA
30) Intact	Y	N	NA
31) In working order.	Y	N	NA
32) Utensil used for accessing ice is clean and stored in clean dry container.	Y	N	NA
Dishwasher			
33) Clean	Y	N	NA
34) Intact	Y	N	NA
35) Digital read out operational	Y	N	NA
Stacking trolley			
36) Clean	Y	N	NA
37) Intact	Y	N	NA
Serving Trolley			
38) Is clean and intact	Y	N	NA
Floor, including skirting and edges			
39) Clean	Y	N	NA
40) Dry and intact	Y	N	NA
Hand hygiene basin			
41) Basin clean and intact	Y	N	NA
42) Dispensed liquid soap available	Y	N	NA
43) Soap dispenser is free from build-up of residue	Y	N	NA
44) Disposable paper towel available	Y	N	NA
45) Disposable paper towel container clean	Y	N	NA

Standard No.10 – Ward Corridor and Associated Areas

Ward: _____ **Date:** _____

(44 criteria in total) The environment is clean and tidy, free from free of rust, blood or body substances, dust, dirt debris, spillages and clutter

For instruction on how to score a standard please refer to Appendix 6

Maximum Audit Score ^(MAS)	Actual Achieved Score ^(AAS)	Result ^(AAS/MAS x 100)

General	Result		
1) The entrance to the ward/department appears clean and tidy and free from clutter and obstacles including beds	Y	N	NA
2) Floor, including edges and corners are clean	Y	N	NA
3) Walls are clean and intact	Y	N	NA
4) Any picture/photos and frames are clean	Y	N	NA
5) Signage is clean, securely fixed, up to date, well maintained and laminated	Y	N	NA
Ceiling area			
6) Ceiling is clean and well maintained	Y	N	NA
7) All tiles in place	Y	N	NA
8) All ceiling lights are clean and intact	Y	N	NA
9) Small storage areas along the corridor are clean and tidy	Y	N	NA
Ledges/Hand rails			
10) Ledges and hand rails intact, clean and dust free	Y	N	NA
11) There are no items stored on the ledges/hand rails	Y	N	NA
12) Chairs and tables covered in an impermeable material and are clean and intact	Y	N	NA
Radiators			
13) Radiators are clean	Y	N	NA
14) There are no items stored on the radiator	Y	N	NA
Fire Extinguisher/Blankets/Oxygen Points/Hose			
15) Up to date service record present	Y	N	NA
16) Free from dust.	Y	N	NA
17) Accessible, no obstructions.	Y	N	NA

Staff Work Station			
18) Desktop and surrounding surfaces are intact.	Y	N	NA
19) Desktop and surrounding surfaces are clean, no sticky labels or residue	Y	N	NA
20) Computer terminal clean, no sticky labels or residue	Y	N	NA
21) Computer keyboard clean and intact	Y	N	NA
22) Detergent wipes are available and visible next to computer	Y	N	NA
23) Phone clean and intact, no sticky labels or residue	Y	N	NA
24) Personal belongings were not found	Y	N	NA
25) Patient notes trolley is clean, rust free, no sticky label residue, well maintained and any notices present are laminated	Y	N	NA
26) All signage is clean, intact, laminated and up to date	Y	N	NA
27) Flooring around the desk is clean and intact	Y	N	NA

Outside of Patient Rooms	Check 3 areas	1	2	3
28) Internal glass (into patients rooms) is intact, clean and dust free		Y N	Y N	Y N
Alcohol Stations Outside of Patient Room				
29) Alcohol gel stations, dispensers, nozzles and tray are clean and intact		Y N	Y N	Y N
30) There is nothing stored on the gel tray		Y N	Y N	Y N
Dani Centres Outside of Patient Room				
31) Are stocked, clean and intact		Y N	Y N	Y N

PACS Viewing Station	
32) In working order	Y N
33) Screen is in working order, clean and dust free	Y N
34) Keyboard and mouse, in working order, clean and dust free	Y N
35) Surround including frame and shelf are clean and dust free	Y N
36) Detergent wipes for cleaning surfaces are available and visible	Y N

Standard No.11 – Procedure Trolley

Ward: _____ **Date:** _____

(24 criteria in total) Trolleys (specify e.g. dressing, drug, patient or theatre etc.) are
 6 procedure trolleys to be audited effectively and appropriately cleaned, and maintained

For instruction on how to score a standard please refer to Appendix 6

Maximum Audit Score ^(MAS)	Actual Achieved Score ^(AAS)	Result ^(AAS/MAS x 100)

1. Type of Trolley and Area: _____	Result
1) All surfaces are clean	Y N NA
2) All surfaces are tidy	Y N NA
3) No build up of grime or rust on wheels	Y N NA
4) General condition good	Y N NA

2. Type of Trolley and Area: _____	Result
5) All surfaces are clean	Y N NA
6) All surfaces are tidy	Y N NA
7) No build-up of grime or rust on wheels	Y N NA
8) General condition good	Y N NA

3. Type of Trolley and Area: _____	Result
9) All surfaces are clean	Y N NA
10) All surfaces are tidy	Y N NA
11) No build-up of grime or rust on wheels	Y N NA
12) General condition good	Y N NA

4. Type of Trolley and Area: _____	Result		
13) All surfaces are clean	Y	N	NA
14) All surfaces are tidy	Y	N	NA
15) No build-up of grime or rust on wheels	Y	N	NA
16) General condition good	Y	N	NA

5. Type of Trolley and Area: _____	Result		
17) All surfaces are clean	Y	N	NA
18) All surfaces are tidy	Y	N	NA
19) No build up of grime or rust on wheels	Y	N	NA
20) General condition good	Y	N	NA

6. Type of Trolley and Area: _____	Result		
21) All surfaces are clean	Y	N	NA
22) All surfaces are tidy	Y	N	NA
23) No build up of grime or rust on wheels	Y	N	NA
24) General condition good	Y	N	NA

Standard No.12 – Waste Management

Ward: _____ **Date:** _____

64 criteria in total

The inventory, handling, storage use and disposal of hazardous materials, sharps and waste is in accordance with evidence based codes of best practice and current legislation

For instruction on how to score a standard please refer to Appendix 6

Maximum Audit Score ^(MAS)	Actual Achieved Score ^(AAS)	Result ^(AAS/MAS x 100)

Sharps Management	3 Areas to be checked Indicate area	Results					
		Clean Utility		2		3	
1) Sharps bins are assembled correctly and details completed		Y	N	Y	N	Y	N
2) Sharps bins have not been overfilled above the manufacture's guideline, are free of protruding sharps and not more than ¾ full		Y	N	Y	N	Y	N
3) Sharps bins are stored appropriately off the floor in an approved holder or secured by an approved bracket		Y	N	Y	N	Y	N
4) Sharps bins and brackets are clean		Y	N	Y	N	Y	N
5) The temporary closing mechanism on the sharps bins is engaged during transportation of the sharps bin and when not in use		Y	N	Y	N	Y	N
6) Sharps trays are compatible with signed sharps bins and are available for use at point of care		Y	N	Y	N	Y	N
7) Sharp trays in use are visibly clean		Y	N	Y	N	Y	N

Resuscitation Trolley	Result
8) Resuscitation trolley An appropriately assembled empty and signed sharps bin is available.	Y N
9) If present check that the sharps bin next to the blood gas analyser is signed, clean and stain free	Y N
10) Needles and syringes are disposed as one unit	Y N

Bin Codes: R (Risk); NR (Non Risk); RC (Recyclable)					
Enter bin code below, with result					
Waste Management	Indicate area and bin type	Sluice or Dirty Utility	Clean Utility	Area 1	Area 2
11) Waste bins are foot operated and lids close correctly		Y	N	Y	N
12) Waste bins are clean and well maintained		Y	N	Y	N
13) Waste bins have the correct screen printed labels		Y	N	Y	N
14) Waste bin bags are no more than ¾ full		Y	N	Y	N
15) Waste is segregated into correct waste bins and segregation is in line with national colour coding system		Y	N	Y	N

Patient Rooms	Indicate room/area	1	2	3
16) Waste bins located in patient rooms have silent closure mechanism		Y N	Y N	Y N

17) Contained Liquid waste is disposed in an approved rigid bin with an absorbent mat. The bin is no more than $\frac{3}{4}$ full		Y	N	NA
18) If applicable e.g. in CUMH and theatre an additional absorbent mat has been added to the bin to help absorb excessive liquid		Y	N	NA
19) Poster Segregation & Packaging of HCRW/HENRW poster on display		Y	N	

Waste Storage Areas				
20) Healthcare waste packaging is stored in secured location which is inaccessible to unauthorised personnel		Y	N	
21) Facilities are available for the storage of clinical waste in a secure designated sub-station area at point of origin until collection		Y	N	
22) This facility is locked and inaccessible to the public		Y	N	
23) This facility should be well lit and have washable walls and floors which are resistance to detergents and disinfectants		Y	N	
24) There are permanent warning signs displayed indicating restricted access to this area		Y	N	
25) The floor area is clean, dry and intact		Y	N	
26) Walls and surfaces are clean, dry and intact		Y	N	

Bin Codes: **R (Risk)**; **NR (Non Risk)**; **RC (Recyclable)**

Check 1 of each bag type	R	NR	RC
27) Waste bags are less than 2/3 full and there is an adhesive label attached identifying the ward of origin	Y N	Y N	Y N

28) Healthcare risk waste bags are secured by means of swan neck closure and have the blue traceability tag	Y	N
29) Healthcare Risk Waste bags are less than 2/3 full and there is an adhesive label attached identifying the ward of origin of healthcare non-risk (HCNRW) bags and recycling bags	Y	N
30) Sharps bins and rigid bins are locked, signed and have the blue traceability tag	Y	N
31) The large rigid wheeled containers are clean, dry and intact	Y	N

Standard No.13 – Linen Management		
Ward: _____ Date: _____		
26 criteria in total	Used and contaminated linen is managed and stored in line with best practice recommendations	
<i>For instruction on how to score a standard please refer to Appendix 6</i>		
Maximum Audit Score ^(MAS)	Actual Achieved Score ^(AAS)	Result ^(AAS/MAS x 100)

General	Result		
1) Alginate bags are available for the segregation of contaminated linen and linen from isolation rooms	Y	N	NA
2) In use linen bags are attached to a linen skip	Y	N	NA
3) Used linen bags are not stored in corridors prior to collection/disposal	Y	N	NA
Linen Skip/Binettes:			
4) Clean and rust free	Y	N	NA
5) There are no sticky labels present	Y	N	NA
6) Wheels moving freely	Y	N	NA
7) Linen bags not more than ¾ full	Y	N	NA
8) No soiled linen found on any other surface outside of linen bag	Y	N	NA
9) The linen segregation guidelines/poster is available	Y	N	NA
10) There is a planned programme for curtain changes (check record in HMC)	Y	N	NA
Clean linen Storage Area			
11) Clean linen is stored in a designated area, inaccessible to public access	Y	N	NA
12) This designated area is clean, free from dust and inappropriate items	Y	N	NA
13) The linen trolley is clean and well maintained	Y	N	NA
14) There are no items stored in top of the linen trolley	Y	N	NA
Clean Linen check	Indicate Linen Type	1	2
15) Stored clean linen is free from stains	Y N	Y N	Y N
Pillow Check, if present	Indicate Linen Type	1	2
16) Pillows in use have an impermeable intact cover	Y N NA	Y N NA	Y N NA
17) This cover is clean and stain free	Y N NA	Y N NA	Y N NA
18) Stored pillows are clean and free from stains	Y N NA	Y N NA	Y N NA

Standard No.14 – Cleaning Equipment, Equipment Room and Housekeeping Staff Questions

Ward: _____ **Date:** _____

24 criteria in total

Cleaning equipment e.g. vacuum (hoovers); mop heads, buckets etc is effectively and appropriately cleaned/decontaminated and maintained.

For instruction on how to score a standard please refer to Appendix 6

Maximum Audit Score ^(MAS)	Actual Achieved Score ^(AAS)	Result ^(AAS/MAS x 100)

General	Result
1) The HMC room is secured	Y N
2) All shelving and surfaces are clean	Y N
3) Cleaning equipment is stored appropriately	Y N
4) Cleaning products are stored appropriately in locked cupboards	Y N
5) Appropriate signage and data sheets are available and in use for cleaning/disinfection products	Y N
6) Warning signs are available and used appropriately	Y N
7) A colour coded cleaning system is in use and is in line with national guidelines	Y N
8) PPE is available	Y N
9) Hand hygiene facilities are available in this room	Y N
10) No personal items stored in this room	Y N
Vacuum/Hoover	
11) Surfaces, including suction head, are clean, intact and well maintained	Y N
12) Wheels clean	Y N
13) In working order.	Y N
Housekeeping Trolley	
14) Surfaces clean and intact and well maintained	Y N
15) Wheels clean	Y N
16) In working order.	Y N
Staff Knowledge	
17) What PPE do you use and when?	Y N
18) What products are you using to clean and disinfect?	Y N
19) How do you know the correct dilution?	Y N
20) How do you discard the used solution?	Y N
21) Are you using a colour coded cleaning system and what is it?	Y N
22) Have you attended hand hygiene education and when?	Y N
23) How would you dispose of a contaminated item?	Y N
24) Do you, and if yes, how do you clean solution bottles	Y N

Standard No.15 – Staff Questions		
Ward: _____ Date: _____		
17 criteria in total		
<i>For instruction on how to score a standard please refer to Appendix 6</i>		
Maximum Audit Score ^(MAS)	Actual Achieved Score ^(AAS)	Result ^(AAS/MAS x 100)

Environmental Hygiene Audits	Aware	
1) What are the most recent Environmental hygiene Audit results for this area?	Y	N
2) How is below target compliance addressed?	Y	N
3) How is it ensured that actions arising from environmental audits are addressed to completion?	Y	N
Hand Hygiene		
4) What are the most recent Hand Hygiene results for this area?	Y	N
5) How are hand hygiene audit results disseminated to all staff in this area?	Y	N
6) What processes are in place to ensure all staff are up to date with hand hygiene training?	Y	N
Environmental Hygiene Processes		
7) What process is in place for the routine cleaning of curtains/blinds/shower curtains, including after a known case of an infected patient/client? (Review documents).	Y	N
8) What processes are in place in this clinical area to ensure that all medical equipment is clean and well maintained? Who is responsible in this ward?	Y	N
9) Is there a daily cleaning schedule for patient equipment? (Review document)	Y	N
10) Who monitors the cleaning of bathrooms/washrooms? (Observe for daily monitoring sheets or daily sign off sheets)	Y	N
11) What is the process for flushing all outlets?	Y	N
12) Who is responsible for this flushing?	Y	N
13) When was the last time that your bedpan washer/macerator underwent maintenance, and do you have access to the maintenance records?	Y	N
Mattress Management		
14) Is there a process for monitoring mattresses?	Y	N
15) In what bag is a rental mattress returned to a company?	Y	N
16) How are wet mattresses disposed of?	Y	N
17) How do you store mattresses that are not in use?	Y	N

10.2 Appendix 2 – Environmental Hygiene Audit Summary

Location of Audit: _____

Date of Audit: _____

Auditors

Name	Title	Signature

Core Standards	Score Achieved
Medical Equipment (Standard 1)	
Staff Hand Hygiene Facilities (Standard 2)	
Dirty utility (Standard 3)	
Clean Utility (Standard 7)	
Procedure Trolley (Standard 11)	
Core Standard Average Score	

Randomly Selected Standards	Score Achieved
Patient Toilet and Shower area (Standard 4)	
Bath/Pool Room (Standard 5)	
Patient Environment (Standard 6c)	
NNU Bed space (Standard 6a)	
ICU Bed space (Standard 6b)	
Single Room for isolation (Standard 8)	
Ward Kitchen (Standard 9)	
Ward Corridors and associated areas (Standard 10)	
Waste Management (Standard 12)	
Linen Management (Standard 13)	
Cleaning equipment and associated staff questions (Standard 14)	
Random Standard Average Score	

Core Standard Average Score:	
Random Standard Average Score:	
Overall Average Score:	
Staff Questions:	

10.3 Appendix 3 – Environmental Hygiene Audit Summary Auditor Feedback Form

Standard Name	Score Achieved
Auditor Name	

Main Findings

Date: _____

Auditor Signature: _____