

## VCH Infection Prevention and Control Environmental Audit Tool

Updated: 30 Sept 2020

<b>Name of Site</b>		<b>Date of Audit</b>	
<b>Name of Unit</b>		<b>ICP Auditing</b>	
<b>Representative Name(s) + Role(s)</b>		<b>Other Participant(s) + Role(s)</b>	
<input type="checkbox"/> Acute <input type="checkbox"/> LTC/AL <input type="checkbox"/> Ambulatory <input type="checkbox"/> MHSU <input type="checkbox"/> Community			

<b>Description of Unit/Program &amp; Services Provided</b>	
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**Sections 1-10: Please complete in partnership with the Patient Care Coordinator/Area Manager and EVS Supervisor.**

	Element	Status				Comments <i>Required for "Partial" and "No" selections</i>
		Yes	Partial	No	N/A	
<b>1.0</b>	<b>General</b>					
1.1	White magnetic boards and/or rubber boards only (no corkboards).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.2	All paper signs/posters should be dated and removed at 30 days.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.3	Signs/posters should be laminated, placed in plastic sleeves or printed on wipeable 'polyester paper.'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.4	Signs/posters should be attached to the wall using Velcro dots or 2-sided Command Brand tape.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.5	There is a policy and procedure for cleaning and disinfection of environmental surfaces and shared equipment (e.g., commodes, wheelchairs, electronic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	thermometers).					
1.6	Dedicated hand washing sinks have controls that minimize contamination of hands (e.g., knee/foot-operated, “winged” taps, electronic eye) <u>or</u> correct procedures are used to minimized contamination of hands (e.g., turning off taps with paper towels).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.7	There is a hands-free waste container in every room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.8	Waste containers are not overfilled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.9	Puncture-resistant sharps containers are accessible at points-of-use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.10	All cords should be washable/wipeable Sani-pull plastic cords.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.11	Hand hygiene education is provided to team members and volunteers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2.0</b>	<b>Hallways/Public Spaces</b>					
2.1	Corridors, counters, window-sills, conference, meeting, utility, equipment, storage, & patient rooms are neat & tidy with no evidence of clutter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2	Furnishings are in good repair. Tape is not to be used for repairs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.3	Broken equipment is tagged & removed off Unit to a designated locked area to prevent risk from inadvertent use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.4	ABHR is to be mounted at all entrances and exits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.5	Cleaning/Disinfectant wipes are strategically mounted & caps are kept closed. Wipes are also attached to mobile equipment to force function.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.6	Egress free & clear (e.g. Fire Exits, Pull Stations, and Doorway).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.7	Blanket warmer exterior is cleaned & disinfected daily by EVS. Interior is cleaned & disinfected quarterly (Unit staff need to arrange with EVS).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.8	Locker exterior is cleaned & disinfected daily by EVS. Interior is cleaned & disinfected quarterly (staff need to arrange with EVS).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>3.0</b>	<b>Nursing Station</b>					
3.1	There is alcohol-based hand rub (ABHR) at the nursing station.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.2	There is hand lotion known to be compatible with the hand sanitizer available at the nursing station, supplied by the facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.3	There is a schedule for cleaning the area, including high-touch surfaces (e.g., keyboards, phones, charts).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.4	No food/drinks are to be consumed at/in the nursing station.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

3.5	The nursing station furniture is made of materials which can be cleaned and disinfected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.6	Torn, broken and/or heavily soiled furniture is repaired, replaced or cleaned as required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>4.0</b>	<b>Medication Preparations Areas</b>					
4.1	The medication preparation areas have a clean and orderly appearance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.2	Food/specimens are not prepared or stored in the medication preparation area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.3	Open containers of sterile solutions are dated and discarded within 24 hours of opening and/or according to manufacturer's instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.4	Discard/replace outdated books/medical instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.5	If multi-dose vials (excluding vaccines) are used:					
	<ul style="list-style-type: none"> <li>• They are single-patient use</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <li>• Hand hygiene and aseptic technique are followed prior to access</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <li>• There is a separate, sterile, single-use needle and syringe used for each re-entry</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <li>• Manufacturer's instructions for use/disposal are followed; if non, multi-dose vials are dated when opened and discarded within 28 days of opening or sooner if sterility is questioned or compromised</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.9	There is a dedicated medication refrigerator which is clean and free of frost build-up.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.10	Medication waste is disposed of as per facility policy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.11	Medication carts are routinely cleaned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.12	No food/drinks are to be consumed in medication preparation areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.13	Doors are to be kept shut except for entry/exit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>5.0</b>	<b>Clean Utility Room</b>					
5.1	There is a schedule for cleaning the room.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.2	There is adequate shelving/storage available for clean and sterile supplies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.3	Items are decanted from corrugated cardboard into washable/wipeable containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.4	Supplies are stored away from public access.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

5.5	Soiled/used items are not stored in the clean utility room.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.6	<p>Sterile supplies are stored on washable seismic-proof risers:</p> <ul style="list-style-type: none"> <li>• 25cm (10 inches) from the floor</li> <li>• 45cm (18 inches) from the ceiling</li> <li>• At least 5cm (2 inches) from outside walls</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.7	No items are stored in cupboards under any sinks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.8	Open rack storage has a solid bottom to protect supplies from soiling or contamination from the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.9	Supplies and equipment packaging are intact and clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.10	Doors are to be kept shut except for entry/exit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>6.0</b>	<b>Dirty Utility Room</b>					
6.1	There is a schedule for cleaning the room.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.2	Cleaned items are marked with “GREEN MEANS CLEAN” tape and placed in the “CLEAN” zone.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.3	The room has a clean and orderly appearance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.4	There is a hand hygiene sink and/or ABHR available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.5	There are labelled containers for general, biomedical and anatomical waste and other categories of waste if appropriate (e.g., cytotoxic, recyclable, radioactive).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.6	There is a dedicated hand hygiene sink in the room.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.7	No items are stored in cupboards under any sinks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.8	PPE is available in the room.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.9	There is a regular preventative maintenance scheduled for the hopper/macerator/bedpan washer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.10	The hopper/macerator/bedpan washer, if present, has posted instructions for use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.11	The bedpan washer, if present, there is detergent and a rinse agent available for replacement when empty.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.12	There is an adequately sized garbage container.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.13	Work flows from dirty to clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.14	There is a covered, leak-proof container for the purpose of containment and transportation of used, re-usable medical devices that are to be decontaminated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	and reprocessed in a centralized or off-site location.					
6.15	Disinfectants are clearly labelled and are used according to manufacturer's instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.16	There are no personal care items, sterile supplies for patient use, personal patient items or items stored on the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.17	Doors are to be kept shut except for entry/exit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>7.0</b>	<b>Client/Patient/Resident Rooms</b>					
<b>7.1</b>	<b>Policies and Procedures</b>					
7.1.1	There is appropriate spatial separation in multi-bed rooms (e.g., two metres between beds in standard room).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.1.2	There is dedicated hand washing sink in each client/patient/resident room.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.1.3	Containers of liquid soap, lotions and ABHR are disposable and not 'topped-up' (i.e., refilling a partially filled container with fresh solution).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.1.4	Rooms have a clean, orderly appearance with minimal supplies (e.g., no stockpiling).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.1.5	Provide patient with bins(s) for personal items that do not fit in closets/drawers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.1.6	There is a clear separation between clean and dirty equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.1.7	ABHR is available at point-of care.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.1.8	Personal protective equipment (PPE) is available and accessible in appropriate sizes at point-of care.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.1.9	There is a stocked storage cart/cupboard/cart for PPE located outside of rooms that require Additional Precautions (AP). Empty, clean & disinfect cart when precautions are discontinued and replenish.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.1.10	Education and resources are readily available for how to don and doff PPE.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.1.11	N95 respirator fit testing is readily available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.1.12	Ensure there is a clear space on top of the PPE cart for placement of items.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.1.13	Patients/residents on AP should be provided with dedicated equipment and bathroom/commode; post AP signage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.1.14	Personal care items (e.g., creams, razors) are not shared.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.1.15	There is dedicated, labelled urine measuring/discard container and a bedpan for each client/patient/resident if required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

7.1.16	If disposable equipment is used, it is single-use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.1.17	If bedpans are moved from client/patient/resident room to another area for disposal, they are covered and transported in a safe manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.1.18	Privacy curtains are visibly clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.1.19	There is a schedule for changing and cleaning privacy curtains.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.1.20	Call bell and light switch cords are able to be cleaned (e.g., free of fabric or tape).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.1.21	All horizontal surfaces and high-touch items (e.g., call bells, bedrails) are cleaned at least daily.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.1.22	Floors are cleaned and/or vacuumed daily.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.1.23	Monitor correct sequence of PPE donning and doffing and confirm to patient bed space/zones.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.1.24	Soiled linen hampers are placed inside patient room for doffing all PPE except facial protection. Masks/face protection are removed outside of patient rooms or in anterooms followed by hand hygiene.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.1.25	Soiled linen is contained in leak-resistant bags that are not overfilled (e.g., closed off when 2/3 full).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>7.2</b>	<b>Routine Cleaning of Patient/Resident Rooms</b>					
7.2.1	The Environmental Services (EVS)/Housekeeping department maintains written infection prevention and control (IPAC) policies and procedures that are reviewed on a contractual basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.2.2	There is a policy and procedure that identifies responsibility for cleaning between scheduled cleaning procedures and after regular hours.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.2.3	There are written cleaning policies and procedures that include:					
	<ul style="list-style-type: none"> <li>Procedures for daily cleaning patient/resident rooms</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <li>Frequency of cleaning is scheduled at least daily and when visibly soiled or more frequently based on a risk assessment</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <li>Clearly defined cleaning responsibilities and scope</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <li>Shared patient/resident equipment (e.g., blood pressure cuff, commode) is cleaned and disinfected</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <li>All high-touch items and surfaces are cleaned and disinfected</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <li>Methods for evaluating the effectiveness of cleaning practices may be used such as: ATP or GloGerm®.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	<ul style="list-style-type: none"> <li>Periodic monitoring/auditing by supervisory staff following the cleaning procedure</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.2.4	Items in patient/resident rooms are materials that are cleanable at the point-of-use (e.g., beds, mattresses, pillow covers, chairs).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.2.5	Disinfectants have a drug identification number (DIN) from Health Canada.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.2.6	Hospital-grade products are approved and used for cleaning and disinfection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.2.7	Cleaning and definition progresses from top to bottom, from clean to soiled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.2.8	External doorknob and surrounding contact points are cleaned and disinfected before entering the room.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.2.9	Ledges and shelves are cleaned and disinfected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.2.10	There is a process to report items that require maintenance or replacement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.2.11	In the event of an outbreak, the facility has specific cleaning protocols in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>8.0</b>	<b>Respiratory Equipment</b>					
8.1	Cleaned and disinfected suction equipment is stored in a clean and dry environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.2	Suction catheter is single-use and is not attached to the suction system until it is used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.3	Disposable suction bottle liners are used and changed between each client/patient/resident; if suction bottles are reused, they are cleaned and disinfected between each client/patient/resident.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>9.0</b>	<b>Bathing &amp; Toileting Facilities</b>					
<b>9.1</b>	<b>Policies and Procedures</b>					
9.1.1	There is a policy and procedure for cleaning and disinfection of shared equipment and high touch surfaces (including who cleans between patients/residents).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.1.2	There is a regular cleaning schedule for the room.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.1.3	There is a posted protocol for cleaning after each use for:					
	<ul style="list-style-type: none"> <li>Tubs and showers</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <li>Associated lifting devices (e.g., slings)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.1.4	Items in bathrooms that are purchased by the facility are constructed of cleanable materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

9.1.5	The area has a clean, orderly appearance with minimal supplies (i.e., no stockpiling).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.1.6	Disinfectants have a drug identification number (DIN) from Health Canada	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.1.7	Hospital-grade products are approved and used for cleaning and disinfection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.1.8	There is a process to report items that require maintenance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>9.2</b>	<b>Before Cleaning and Disinfection</b>					
9.2.1	Supplies are gathered, including an adequate supply of clean cloths.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.2.2	If an automated disinfectant dispensing system is used for bathtubs, the disinfectant concentration is checked and documented on a scheduled basis as per the manufacturer's instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.2.3	Fresh disinfectant solution is prepared according to the manufacturer's instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.2.4	Hand hygiene is performed with soap and water of ABHR.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.2.5	Appropriate PPE is applied.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.2.6	There is a laundry hamper for used linen.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.2.7	Shower curtains, walls etc. are free of mould or mildew.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.2.8	Spills are wiped up according to established protocols.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.2.9	Waste is removed according to established protocols.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>9.3</b>	<b>Routine Daily Cleaning and Disinfection</b>					
9.3.1	In multi-bed rooms, the bathroom is cleaned and disinfected daily and when visibly soiled, or more frequently based on risk assessment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.3.2	Cleaning and definition progresses from top to bottom, from clean to soiled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.3.3	External doorknob and surrounding contact points are cleaned and disinfected before entering the room.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.3.4	Ledges and shelves are cleaned and disinfected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>10.0</b>	<b>Kitchens (Units and Cafeterias)</b>					
<b>10.1</b>	<b>Policies and Procedures</b>					
10.1.1	There is a policy for kitchen cleaning that includes scheduled cleaning of appliances and shared items (e.g., ice machines), including assigned responsibility for cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



	and documentation of cleaning.					
10.1.2	Animals are restricted from the kitchen/food preparation area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.1.3	There is a plan in place to report pests and infestations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>10.2</b>	<b>Care of Appliances</b>					
10.2.1	There is regular cleaning of appliances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.2.2	Microwaves are visibly clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.2.3	Microwaves are cleaned & disinfected between each use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.2.4	Fridges have posted a monthly interior cleaning and disinfection schedule.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.2.5	Exterior of fridge, water cooler and ice machines are cleaned and disinfected daily.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.2.6	Fridges are free of ice buildup.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.2.7	Daily refrigerator temperatures are recorded and appropriate action is taken if standards aren't met (fridge temperatures must be less than 4°C).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.2.8	Ice machines have scheduled quarterly FMO preventive maintenance in high-risk units, main kitchens and cafeterias.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.2.9	A preventative maintenance label is attached by FMO with date to ice machine.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.2.10	Scoops are not used for dispensing ice from the main supply.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>10.3</b>	<b>Food Preparation, Storage and Consumption</b>					
10.3.1	There is restricted access to the food preparation area, limited to essential staff only.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.3.2	There is a separate sink available in the food preparation area for hand hygiene, supplied with liquid soap and disposable paper towels.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.3.3	Hands are cleaned with soap and water or ABHR prior to food preparation and/or serving clients/patients/residents their meals and refreshments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.3.4	Client/patient/resident's hands are cleaned prior to eating and drinking.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.3.5	Individual packages of foods are available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.3.6	Utensils are individually wrapped or individually dispensed by the kitchen.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.3.7	Straws are individually wrapped.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.3.8	Bulk food items are dispensed using tongs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

10.3.9	All open food is covered or stored in containers and labelled with a preparation date or expiry date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.3.10	All food products are used within their expiry date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.3.11	Client/patient/resident food should be discarded if sitting at room temperature longer than 2 hours.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.3.12	Client/patient/resident's food item containers must be cleaned and disinfected with AHP wipes, and labelled with name and date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.3.13	Drugs, blood or specimens are not stored in the food refrigerator.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.3.14	When ↑HAIs, clusters, or outbreak declared, fridge is immediately emptied & cleaned/disinfected. All food items are discarded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>10.4</b>	<b>Cleaning and Waste</b>					
10.4.1	Cleaning materials used in the kitchen are identifiable (e.g., WHMIS label) and are stored separately from other cleaning equipment and away from food preparation and storage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.4.2	Fixtures and fittings are in a good state of repair and are free of grease and dirt.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.4.3	Kitchen surfaces (e.g., walls, countertops) are cleanable and in a good state of repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.4.4	Disposable cups and cutlery are discarded after use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.4.5	Reusable dishes are washed on the unit in a dishwasher or sent to a central kitchen for cleaning and sanitizing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.4.6	Unit dishwasher is maintained according to manufacturer's instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.4.7	Shelves, cupboards and drawers are clean inside and out and are in a good state of repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.4.8	Meal tray carts are clean and in a good state of repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Sections 11: Please complete in partnership with the EVS Supervisor.**

<b>11.0</b>	<b>Housekeeping</b>					
<b>11.1</b>	<b>Supply Room</b>					
11.1.1	There are policies and procedures for the management of housekeeping supplies and supply rooms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.1.2	There is documented process to ensure concentration of cleaning and disinfecting products is according to manufacturer's instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

11.1.3	There is a housekeeping closet in all major care areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.1.4	All cleaning equipment is stored clean and dry (e.g., mop buckets, cleaning pails, cleaning cart).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.1.5	The room is appropriately sized to accommodate the materials, equipment/machinery and chemicals stored within the area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.1.6	There is a service (floor) sink in the housekeeping room for emptying dirty water from buckets etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.1.7	There is a source of hot and cold water for filling buckets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.1.8	There is a hand hygiene sink with hand soap, paper towel dispenser and waste container.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.1.9	There is shelving for storage of supplies and small quantities of cleaning products.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.1.10	The door(s) can be locked to prevent unauthorized entry.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.1.11	The room does not contain personal items, grooming supplies, food or beverages.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.1.12	Food is not consumed in the housekeeping supply room/closet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>11.2</b>	<b>Cleaning and Disinfecting Products</b>					
11.2.1	Cleaning and disinfecting products are approved.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.2.2	Disinfecting products have a drug identification number (DIN) from Health Canada.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.2.3	Cleaning and disinfecting products are compatible with items and equipment to be cleaned and disinfected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.2.4	Disinfectants:					
	• Are purchased/dispensed in clean, dry, appropriately-sized bottles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	• Are clearly labelled and dated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	• Are not topped up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	• Are discarded on expiry date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.2.5	Automated dispensing systems are monitored for accurate calibration.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.2.6	A written reprocessing process is in place if bottles of diluted product are re-used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.2.7	Diluted products are labelled with the date when opened and the expiry date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.2.8	Test strips are used to ensure adequate effectiveness of diluted products.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

11.2.9	Records are kept of testing done.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.2.10	All chemicals and materials are stored above the floor on appropriate shelving. If containers are used, they are washable (i.e., no cardboard containers).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>11.3</b>	<b>Cleaning Equipment</b>					
11.3.1	There are adequate supplies for cleaning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.3.2	Service sink/floor sink is cleaned after use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.3.3	The cleaning cart(s) is well maintained and in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.3.4	Clean items are kept separate from soiled items on the cleaning cart(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.3.5	Cleaning carts are stored clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.3.6	Equipment and buckets are stored clean, dry and empty between uses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.3.7	Cleaning solutions and cleaning tools are changed routinely or when visibly soiled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.3.8	Non-disposable cleaning cloths (e.g., microfibre products and mop heads) are:					
	<ul style="list-style-type: none"> <li>• Laundered after use</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <li>• Stored dry</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>11.4</b>	<b>Education</b>					
11.4.1	EVS managers and supervisors have access to training and certification within a recognized ES association.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.4.2	<p>Staff involved in environmental cleaning have received IPAC education that includes:</p> <ul style="list-style-type: none"> <li>• Hand hygiene with soap and water and ABHR</li> <li>• Basic personal hygiene</li> <li>• Correct and consistent use of Route Practices (RP)</li> <li>• Signage used to designate AP</li> <li>• Appropriate use of PPE</li> <li>• Prevention of blood and bodily fluid exposure, including sharps safety and waste handling</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>12.0</b>	<b>Linen and Laundry</b>					
<b>12.1</b>	<b>Policies and Procedures</b>					
12.1.1	The department maintains written IPAC policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

12.1.2	There are policies for the collection, storage, transportation and handling of contaminated/soiled and clean linens that include:					
	<ul style="list-style-type: none"> <li>Progression of workflow from dirty to clean</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <li>Clear separation of clean and dirty items</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.1.3	There is a policy and procedure relating to laundering patient/resident clothing and linen/blankets, if this is done in the facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.1.4	There is a policy to define a process for sorting linen.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.1.5	There is a policy that ensues that staff members do not consume food or beverages in the laundry areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.1.6	There is a documented pest management program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>12.2</b>	<b>Handling and Storage of Soiled Linen</b>					
12.2.1	Laundry is not sorted in patient/resident care areas (except for facilities that use colour-coded, compartmented soiled linen bag cars into which different types of linens are sorted).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.2.2	There is a system in place to differentiate contaminated/soiled linen bags or containers from clean bags or containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.2.3	Laundry is bagged at the site of collection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.2.4	Appropriate PPE are worn when handling laundry.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>12.3</b>	<b>Linen Transport</b>					
12.3.1	Separate carts are used for soiled and clean linen.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.3.2	Carts are cleaned daily.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.3.3	When linen is commercially laundered, clean and dirty laundry is transported in separate trucks or there is adequate separation in the truck between clean and dirty laundry.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.3.4	Clean linen is transported in a manner that prevents its contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>12.4</b>	<b>Handling and Storage of Clean Linen</b>					
12.4.1	Hand hygiene is performed before handling clean linen.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.4.2	Clean linen is:					
	<ul style="list-style-type: none"> <li>Physically separated from dirty linen</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	<ul style="list-style-type: none"> <li>Stored in a manner that prevents exposure to dust, moisture and soiling</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.4.3	Clean linen carts are to be stored in low traffic areas with closed doors/covers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>12.5</b>	<b>Washing and Drying Linen</b>					
12.5.1	Patient/resident laundry is done as a separate cycle from environmental cleaning cloths, mops etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Total "Yes"</b>		<b>Total "Partial"</b>		<b>Total "No"</b>	
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<b>Immediate Action Required (within the next 1-2 months)</b>		
<b>Actions</b>	<b>Responsible Individual(s)</b>	<b>Deadline</b>

<b>Other Areas to Revisit (within the next 3-6 months)</b>		
<b>Actions</b>	<b>Responsible Individual(s)</b>	<b>Deadline</b>

<b>Additional Comments</b>

