

## Infection Control Regional Tool Kit #3 Environmental Services Audit Tool

<b>Name of Site</b>		<b>Date of Audit</b>	
<b>EVS Supervisor</b>	Employed: _____ Contracted: _____	<b>Name of Contractor</b>	_____
<b>EVS Personnel</b>	Employed Staff: _____ Contracted Staff: _____	<b>Name of Auditor(s)</b>	_____
<input type="checkbox"/> Acute <input type="checkbox"/> LTC/AL <input type="checkbox"/> Ambulatory <input type="checkbox"/> MHSU <input type="checkbox"/> Community			

*This document is intended to assist facilities in the ongoing assessment of best practices for Environmental Service within the site and care areas.*

	Environmental Services – Cleaning and Disinfection	Status				Comments <small>Required for "Partial" and "No" selections</small>
		Yes	Partial	No	N/A	
<b>1.0</b>	<b>General Requirements</b>					
1.1	Staff are trained in cleaning, disinfection, waste management and removal					
1.2	A two-step process is used: 1 for cleaning surfaces and 2 for applying disinfectant					
1.2	Staff understand the removal of all soil from surfaces is required prior to disinfection					
1.3	Staff understand "dwell time" and know the time required for the disinfectants used					
1.4	Staff provide service according to procedures documented in the facility's EVS manual					
1.5	Staff follow the documented process and steps for routine cleaning and disinfection					
1.6	Staff follow documented process for terminal cleaning of rooms, furniture & fixtures					
1.7	EVS manual defines & documents a process for enhanced cleaning during an outbreak					
1.8	Staff document & communicate the completion of services requested by facility staff					
1.9	EVS staff clearly identify cleaned equipment to others e.g. "I am clean" marking tags					
1.10	Supplies necessary for cleaning & disinfection of equipment are readily available					
1.11	Staff are trained and follow a safe process for the removal of waste from care areas					
1.12	A single dip is used for cleaning & disinfecting touch surfaces throughout the site					
1.13	EVS staff have been trained in and can demonstrate proper donning/doffing of PPE					

	Environmental Services – Cleaning and Disinfection	Status				Comments <i>Required for "Partial" and "No" selections</i>
		Yes	Partial	No	N/A	
<b>2.0</b>	<b>EVS Systems, Chemicals and Supplies</b>					
2.1	A reusable wiper system is used for cleaning & disinfection of environmental surfaces					
2.2	Disposable wipers used provide efficient cleaning without excessive scrubbing					
2.3	Dry mop heads used for dusting floors are to be changed between rooms					
2.4	Wet mop heads used for floors are to be changed between precaution rooms					
2.5	Vacuum cleaners are functional, have all necessary fittings, and HEPA filtered exhaust					
2.6	EVS Carts are in good repair and contain all necessary equipment for assigned duties					
2.7	Mobile bins for unit waste removal are functional and easily cleaned and disinfected					
2.8	All concentrated chemicals are dispensed through a properly calibrated auto-dilutor					

<b>Total "Yes"</b>		<b>Total "Partial"</b>		<b>Total "No"</b>	
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**Immediate Action Recommended** *(Add to Outbreak Management Action List with timeline for completion)*

**Other Action Recommended** *(timeline for discussion at EOC)*

**Additional Comments**