

Infection Control Regional Tool Kit

#6 Soiled Utility Room Audit Tool

Name of Site		Date of Audit	
Name of Unit		Name of Auditor(s)	
<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 the management and use of Soiled Utility Rooms.

	Soiled Utility Room	Status				Comments <small>Required for "Partial" or "No" responses</small>
		Yes	Partial	No	N/A	
1.0	General Requirements					
1.1	Door to clean supply room remains closed (with sign posted to that effect)					
1.2	The room is separate from, and has no direct connection with, clean supply room					
1.3	Alcohol-based hand rub at entrance to Soiled Utility Room on opening side of door					
1.4	<i>Temperature between 18 to 23° Celsius and relative humidity between 30 to 60%</i>					
1.5	<i>Adequate floor space to facilitate the cleaning and disinfection of equipment</i>					
1.6	<i>Room cleaned (minimum once per day) with regular cleaning schedule for shelving</i>					
1.7	<i>Surfaces in storage areas (floors, walls, ceilings, shelving and fixtures) are made of materials that are smooth, non-porous, non-shedding, and easily cleanable.</i>					
1.8	<i>Supplies protected from contamination with shelving that is at least: 9 inches off the floor, 18 inches from the ceiling and 2 inches from any outside walls</i>					
1.9	<i>Bottom shelves are solid, without holes to prevent dust contamination</i>					
1.10	<i>Sterile supplies stored in a manner that avoids crushing or damage to packaging</i>					
1.11	<i>Rotate stock by placing new items at the back, to prevent out dated stock</i>					
1.12	<i>Sterile items are stored above clean items to reduce the risk of lint, dust and other debris falling from clean items onto sterile items.</i>					

2.0 <i>Items unacceptable for a Clean Supply Room</i>					
2.1	<i>Supply items are never returned from the point-of-care to the Clean Supply Room</i>				
2.2	<i>Shared equipment for multiple resident use is not to be stored in this room</i>				
2.3	<i>Food items are not present</i>				
2.4	<i>Linen is not present</i>				
2.5	<i>Personal patient items (e.g. vases, clothing, etc.)</i>				
2.6	<i>Corrugated cardboard boxes are not acceptable</i>				
2.7	<i>No supply items are to be stored directly on the floor</i>				

Total "Yes"		Total "Partial"		Total "No"	
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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