

Infection Control Regional Tool Kit

#7 Clean and Sterile Supply 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 Clean Utility Rooms.

	Clean Utility Room	Status				Comments
		Yes	Partial	No	N/A	<i>Required for "Partial" or "No" responses</i>
1.0	General Requirements					
1.1	Door to clean and sterile supply area is not propped open and remains closed					
1.2	Alcohol-based hand rub at entrance to clean utility room on opening side of door					
1.3	Temperature is maintained 18 to 23° Celsius relative humidity between 30 to 60%					
1.4	Adequate storage available for clean and sterile supplies					
1.5	Bottom shelves are solid and without holes to prevent dust contamination					
1.6	Surfaces, including: floors, walls, ceilings, shelving and fixtures, are made of materials that are smooth, non-porous, non-shedding, and easily cleanable					
1.7	A schedule for regular dusting & cleaning of flat surfaces including floor is in place				(minimum once per day)	
1.8	The room has no direct connection with soiled utility room or any area where contaminated items are stored					
1.9	Clean and sterile supplies are stored in a manner that protects them from contamination: and there are no supply items placed directly on the floor					
1.10	Shelving for clean and sterile supplies shall be at least: 9 inches off the floor, 18 inches from the ceiling and 2 inches from any exterior walls					
1.11	All supplies are removed from corrugated/shipping boxes before entering the room					

	Clean Utility Room	Status				Comments
		Yes	Partial	No	N/A	<i>Required for "Partial" or "No" responses</i>
1.0	General Requirements Continued					
1.11	Sterile supplies are arranged in such a manner that prevents packages from being crushed or bent					
1.12	Consumable items are rotated (back to front) during re-supply to prevent product expiry before use and there are no expired products present					
1.13	Sterile items are stored above clean items to reduce the risk of lint, dust and other debris falling from clean items onto sterile items.					
1.14	If sink present: soap and paper towel available and surfaces of spatter zone are clean and clear					
1.15	Supply are not within splatter zone –at least 1 meter from sink					
1.16	No items are stored under sink (remove if present)					
1.17	If the clean supply is in a hallway, it is clearly marked as a clean storage area. Consider the use of protective covers (separate room preferred and must not include sterile items)					
7.0	Items unacceptable for a Clean Utility Room					
2.1	Any "Single use" items that have been taken to the point-of-care are never returned to the Clean Supply Room. The room is used for clean & sterile items only					
2.2	Shared equipment for multiple resident use is not to be stored in this room					
2.3	Kitchen and food items/supplies					
2.4	Personal patient items (e.g. vases, clothing, etc.)					
2.5	Clean Linen or any kind is not to be stored in Clean Supply Room					

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