

Declutter Review Tool

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Use this tool to conduct declutter audits on your unit and track compliance. The tool includes a risk calculator to get an indication of high, medium or low risk. Decluttering is critical for infection prevention. Consider developing a quality improvement plan and use this tool to measure compliance rates over time, to track if your quality improvement activity is working.

Submit this audit tool to the unit manager for documentation, action and follow-up.

Review the completed audit and written feedback and utilize this tool to support an action plan.

Date: _____ LTC Community: _____ Unit/Neighbourhood: _____

Auditor Name: _____

Room Type/Space	Legend: Y = Yes; N = No; Not Applicable = N/A			
Resident Care Rooms	Y	N	N/A	Deficiency Noted
Resident's over-bed table is free of health care items (i.e., contains only minimal resident personal items)				
Resident's windowsill is free of clutter, including resident belongings				
Isolation carts or personal protective equipment (PPE) holders are located outside resident room and away from dirty linen and garbage				
Isolation carts do not have extra supplies stored on top				
Dirty laundry hamper is located near the exit of the room				
Dirty laundry hamper is not overflowing (less than ¾ full), with lid able to fully close without touching				
Garbage bin is in room near exit				
Garbage bin is not overflowing				
There are no extra supplies stored in room (review linens and care supplies)				
Shared equipment is clean and stored in a designated area				
Shared equipment is stocked with minimal supplies (e.g., workstations on wheels, vital signs machines)				
Room is clear of unused equipment				
Furniture is cleanable (non-porous, non-fabric)				
Furniture is in good condition (no torn or worn upholstery, no raw or unfinished wood)				
Resident care room total score:				/14
Hand Hygiene Sinks	Y	N	N/A	Deficiency Noted
Sinks are free of clutter				
Hand hygiene sinks are dedicated for hand hygiene only				

Hand hygiene sinks are not used for decanting of fluids, cleaning of medical devices				
Supplies total score: /3				
Hallways	Y	N	N/A	Deficiency Noted
Hallways have no garbage or dirty linen bags on the floor				
Hallways are clear of extra supplies on floors, rails, countertops and stored items				
Hallways are clear of extra supply carts				
Hallway and linen carts are covered with wipeable material or stored away from resident care areas with doors closed				
Necessary equipment has designated areas, including clean and dirty areas for each (vital signs machines, IV poles, wheelchairs, etc.)				
Clean PPE stored in a designated area and away from dirty equipment				
Hallways total score: /6				
Clean and Sterile Supply Storage	Y	N	N/A	Deficiency Noted
The clean and sterile supply storage is organized with no overstocking of items				
The clean and sterile supply storage is clear of non-critical medical equipment and devices (e.g., splints, physio equipment)				
There is a process to label clean equipment after cleaning and it is followed (e.g., Green Means Clean tape)				
The clean and sterile supply storage is clear of corrugated cardboard				
Supplies in the clean and sterile supply storage room are off the floor				
Clean/sterile supply storage total score: /5				
Soiled Utility Rooms	Y	N	N/A	Deficiency Noted
The soiled utility rooms are organized, and horizontal surfaces are free of clutter				
Dirty laundry hamper is not overflowing, with lid able to fully close without touching				
Garbage is not overflowing, with no extra bags on the floor for disposal				
There are no specimens sitting on the countertops				
Soiled utility room total score: /4				
Nurses' Stations	Y	N	N/A	Deficiency Noted
The nurses' station is organized with supplies stored in correct locations				
Charts not in use are stored in a chart management system such as a rack				
Charts are being cleaned daily				
Counters are clear of extra supplies (e.g., office supplies, etc.)				
Personal drinks are in a close-lidded container stored in a designated area				

Staff items are stored away from counter tops (e.g., hand bags, vests, sweaters, etc.)				
Staff personal belongings are stored in staff room				
Nurses' stations total score: /7				
Medication Room	Y	N	N/A	Deficiency Noted
The medication room storage is clean and orderly				
There is a designated and labeled location for every item stored in the room				
Medications are in their appropriate bins				
Medication fridge contains only medication and free of food and drink				
Counter is clear of used equipment (e.g., multiuse vials, syringe packaging)				
There is a schedule for decluttering the medication room				
There is a schedule for decluttering the medication carts				
There is no food or clutter on the medication cart				
Medication room total score: /8				
Tub or Shower Rooms	Y	N	N/A	Deficiency Noted
The tub or shower room is free of clutter on all surfaces, with no shared personal care items				
Clean linens are not stored inside tub/shower room				
Laundry bin is not overflowing with top that is able to fully close and does not block mobility aids for resident care				
There is tub or shower room cleaning schedule				
If the tub or shower room is converted to a storage space, only clean equipment is stored				
Tub/shower room total score: /5				
Resident Lounges and Recreational areas	Y	N	N/A	Deficiency Noted
Share supplies located in lounges and recreational areas are neatly stored				
Toys, recreational games and gym equipment neatly stored when not in use				
Furniture is intact with no rips and made with a wipeable material				
Waiting rooms/patient lounges total score: /3				
Dining area	Y	N	N/A	Deficiency Noted
The kitchenette and dining area is organized and free of clutter on surfaces				
During outbreaks, dining room is closed, and signs are posted				
Food is not stored on the counter				
Sink is clear of dirty and soiled items (e.g., utensils, containers, etc.)				
The inside of the fridge is organized with no expired food and has a				

posted cleaning schedule				
The food in the fridge is labelled with the resident's name and date of storage				
Kitchenettes total score: /6				
Staff Rooms	Y	N	N/A	Deficiency Noted
The staff room is free of clutter on all surfaces				
Staff belongings are neatly stored in designated area				
Staff room is free of open or shared food and condiments				
Staff room total score: /3				

Directions for Compliance Calculation:

- Count the total number of "N" boxes for each activity to get a score unit or area observed
- Track the scores in an Excel table or other tracking form for each audit
- To get a compliance rate for the unit, average all the scores from these individual audits (to get an average, add the total scores then divide by the number of audits completed)

Scoring

Audit Category	Score	Possible Perfect Score
Resident Care Rooms		14
Hand Hygiene Sinks		3
Hallways		6
Clean and Sterile Supply Storage		5
Soiled Utility Room		4
Nurses Station		7
Medication Room		8
Tub or Shower Room		5
Resident Lounges (if applicable)		3
Dining Area / Kitchenettes		6
Staffroom		3
Total		/64