

Declutter Review Tool

Name of Facility: _____ Unit/Neighbourhood: _____

Date _____

Audit Completed: _____ Auditor _____

Suggested frequency: Every 6 months or at least once during outbreaks

Room Type	Yes	No	N/A	Deficiency Noted
Resident Care Rooms				
Resident care rooms have a clean orderly appearance				
If Resident is on Additional Precautions, PPE Isolation cart/holder is located outside resident room or inside the anteroom				
Dirty laundry hamper is located near the exit of the room				
Dirty laundry hamper is less than ¾ full				
Hands free garbage bin is located in room near exit				
There are only resident specific supplies stored in the room with no overstocking in room (review linens, incontinent pads, and dressing/IV supplies)				
Room is clear of excessive equipment and furniture in order to facilitate safe care and effective housekeeping				
Furniture is cleanable (non-porous, non-fabric) and free of tears/holes				
Hand Hygiene Sinks				
Sinks have a clean orderly appearance				
Hand hygiene sinks are dedicated for hand hygiene only				
Hand hygiene sinks are not used for decanting of fluids, cleaning of medical devices				
Hallways				
Hallways have a clean orderly appearance and free of clutter (resident equipment, mobility aids)				
Linen carts and unused equipment are stored in alcoves or equipment storage rooms				
Hallway is clear of medication carts				
Hallway is clear of dressing/IV carts				
Clean/Sterile Supply Storage/Clean Utility Room				
Room has restricted access				
The clean/sterile supply storage has a clean orderly appearance				

There is no soiled/dirty items stored in this room				
There is a separation of clean/sterile supplies from clean rehab equipment (e.g. splints/physio equipment) and other patient care equipment				
There is a process to label clean equipment after it is reprocessed (e.g. Green Means Clean tape)				
The clean/sterile supply storage is clear of corrugated cardboard				
Room is clear of personal items, unused equipment and furniture, etc.				
Soiled Utility Rooms				
The soiled utility rooms have a clean orderly appearance				
Dirty laundry is enclosed				
Dirty laundry hamper less than $\frac{3}{4}$ full				
Garbage and soiled linen is removed frequently to minimize clutter				
Garbage containers in the soiled utility room are covered				
Nurses' Stations				
The Nurses' Station has a clean orderly appearance				
Charts not in use are stored in a chart management system such as a rack				
Counters are clear from extra office supplies				
Station is clear of food. If water bottles are allowed, there is a designated space away from work activities and water labelled with the staff member's name.				
Station is clear of personal staff items				
Medication Room				
The Medication Room storage has a clean orderly appearance				
Medications are in their appropriate storage bins				
Counter is clear of used equipment (e.g. multiuse vials, syringe packaging)				
Medication room is clear of food and drink				
Tub/Shower Rooms				
The tub/shower room has a clean orderly appearance				
Resident specific personal care items, if stored in this room, are labelled, separated and enclosed				
Room is not used for storage of clean linens				
Any laundry bin stored in this room does not obstruct resident care, mobility, etc.				

When not in use, the tub/shower room is not used to store resident equipment such as walkers, wheelchairs, commodes				
Resident Lounges				
Resident lounges have a clean orderly appearance				
During outbreaks, rooms are free from books, puzzles, magazines, and newspapers				
There is a process and cleaning schedule for any recreational items available in the rooms (e.g. dumbbells, ball)				
Kitchenettes				
During outbreaks, the kitchenette is closed and signs are posted				
Food is not stored on the counter				
Sink is clear of soiled items				
The inside of the fridge has a clean orderly appearance				
The food in the fridge is labeled with the Resident name and date of storage				
Staff nourishment centres have a clean orderly appearance				
There is cleaning schedule for fridges, ice-machines, and coffee makers				