

Soiled Utility Room Audit Tool

This tool is designed to provide a consistent overview and summary of Infection Prevention and Control principles that relate to physical design of units. In order to prevent the unit from becoming a location that promotes the spread of organisms, it is important to verify that Infection Prevention and Control principles are being observed.

This Audit Tool is designed to provide a checklist for a quick assessment of the Soiled Utility Room as it relates to Infection Prevention and Control principles.

OPTIONAL TOOL

Audit UNIT/NEIGHBOURHOOD _____ Completed by: _____ Date: _____

	Yes	No	N/A	Comment
General				
Facility has a safe means and method of safely disposing human waste (e.g. macerator, washer/disinfector, hopper with splash guard, bed-pan/urinal liners)				
Procedure for use of human waste disposal is posted				
Soiled utility room is located within resident care areas (to minimize potential for environmental contamination by minimizing transport time and distance, etc.)				
Garbage containers are hands free				
Room is free from clean and sterile medical devices, equipment and supplies (this includes medical devices, instruments, antiseptics)				

Procedure				
Work instructions are available for each item reprocessed in soiled utility room				
Employees wear required Personal Protective Equipment (PPE) when handling soiled equipment and chemicals				

Physical Design				
Soiled area of reprocessing room is physically separate from clean area (e.g. if a door separates, then the door should remain closed; if directional workflow, soiled to clean should be identified with labels)				
Workflow is arranged so devices flow in one direction from dirtiest to cleanest with no crossing of pathways				
Work surfaces are flat, seamless, and washable				
Walls are flat, seamless, and include wall covering around plumbing fixtures				
Floors are flash-coved, seamless, made of slip-proof material that can withstand wet mopping using hospital-grade products				

Storage				
Adequate storage space is present for cleaning and disinfection, chemicals, plastic wear awaiting reprocessing, and soiled equipment awaiting transport to SPD (if applicable)				
Contaminated equipment waiting for transport to SPD/MDRD must be enclosed in dedicated soiled bin (if applicable)				
Adequate storage space is present for items awaiting disinfection by housekeeping that is not impeding traffic (i.e. commodes, IV pumps)				
Facility has process to identify clean items (e.g. Green Means Clean tape applied) for storage outside of soiled utility room				
Personal Protective Equipment (PPE) is stored separately from soiled areas or in a way that minimizes the risk of contamination of the PPE (preferred close to entrance to soiled area)				

Sinks				
Hand hygiene (ABHR) station located at entrance(s) and exit(s)				
Hand hygiene sink is used for hand hygiene only (i.e. no decanting of liquids or cleaning/disinfection of equipment)				
Hand hygiene sink(s) is/are hands-free				

Paper towel dispenser(s) is/are hands-free				
There is a separate utility sink for cleaning of equipment				
Sink overflow is NOT present				
Aerators are not installed on faucets				
Hopper (if present) have splash shields				

Environmental Controls				
Food, drink, and personal items are not stored or consumed in soiled utility room				
Doors and windows to work area remain closed when room not being accessed				
Soiled utility room has restricted area				

Environmental Cleaning				
Room and work areas, sinks, surfaces are cleaned and disinfected daily and twice a day during outbreaks				
Walls, light fixtures, sprinkler heads, and other fixtures are cleaned Q 6 months				
Cleaning occurs from clean areas to dirty areas				
Soiled sinks are cleaned last				

Bedpans/Urinals (Blueware) Management				
Bedpans/urinals are not decanted into sinks or toilets in resident rooms				
Spray wands must not be used and removed				
Soiled bedpans/urinals are enclosed when transported from resident room to soiled utility room				
Solid waste disposal/reprocessing equipment must have a preventative maintenance schedule that is followed				

There is a process established and signs posted for requesting maintenance of solid waste disposal equipment (e.g. error messages, empty solutions)				
There is a contingency plan established for bedpan/urinal reprocessing in the event of equipment failures/repair (e.g. bed pan liners)				
If blueware products are stored in soiled utility room, there is a dedicated clean and enclosed shelf/cabinet and stored at least 2-meters away from soiled workspaces and equipment				