Surgical Services Physical Environment Inspection forms

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| **Pre-operative area / Holding Room** | **OR /**  **Procedure Room** | **PACU** | **Sterile Processing** | **Locations to be inspected** |
| **🗸** | **🗸** | **🗸** | **🗸** | Non-Patient Care Areas:   * Lobby * Waiting Room * Staff Break Room * Staff Locker Room |
| **🗸** | **🗸** | **🗸** |  | Nurse’s station |
| **🗸** |  | **🗸** |  | Pre-op / Post-op room |
|  | **🗸** |  |  | Operating / Procedure Room |
| **🗸** | **🗸** | **🗸** | **🗸** | Supply storage area |
| **🗸** | **🗸** | **🗸** | **🗸** | Clean / Dirty Utility room |
| **🗸** | **🗸** | **🗸** |  | Medication room |
| **🗸** | **🗸** |  |  | Lab area |
|  | **🗸** |  | **🗸** | IUSS room / area |
|  |  |  | **🗸** | Decontamination area |
|  |  |  | **🗸** | Tray prep / sterilization area |
|  |  |  | **🗸** | Case cart prep / Tray storage area |

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| Non-Patient Care Areas:   * Lobby * Waiting Room * Staff Break Room * Staff Locker Room | | **ROOM NUMBERS** | |
| Ceiling | * Clear of water stains / damage? * Air vents: dusty / dirty? | | Compliant? Noncompliant? |
| Walls | * Intact? * Clear of dust / dirt / cobwebs? | | Compliant? Noncompliant? |
| Areas open to the public | * Is any PHI (Patient Health Information) protected so privacy is not violated? | | Compliant? Noncompliant? |
| Floors | * Intact? | | Compliant? Noncompliant? |
| Area care | * What is the room cleaning schedule? * How is cleaning monitored for completion? | | Compliant? Noncompliant? |
| Hallways | * 8-feet clearance available? | | In patient care areas, any object blocking an 8-feet clearance should be mobile, and moved at least every 30 minutes |
| * Medical gas valves clear? | | No item should be stored or placed to block open access to medical gas safety shut-off valves. |

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| Nurse’s Station | | **AREAS REVIEWED** | |
| Ceiling | * Clear of water stains / damage? * Air vents: dusty / dirty? | | Compliant? Noncompliant? |
| Areas in public view | * Is any PHI (Patient Health Information) protected so privacy is not violated? | | Compliant? Noncompliant? |
| Desks / work areas | * Food & drink absent from the area per OSHA guideline 1910.1030 (d) (2) (ix) | | Compliant? Noncompliant? |
| Floors | * Intact? * Oxygen cylinders appropriately stored?   + Only 12 full cylinders in per room?   + FULL separated from EMPTY? | | Compliant? Noncompliant? |
| Area care | * Does the room have a cleaning schedule? | | Compliant? Noncompliant? |
| * Is there a method in place for monitoring the cleaning for completion? | | Compliant? Noncompliant? |

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| Pre-op / Post-op Room / Bays | | **ROOM NUMBERS** | |
| Air | Isolation / Negative Pressure Rooms:   * How is it monitored, and on what frequency? * Can staff describe actions to be taken when measures do not meet expectations? | | Compliant? Non-compliant? |
| Ceiling | * Clear of water stains / damage? * Air vents: dusty / dirty? * OR lights: dusty / dirty? | | Compliant? Non-compliant? |
| Walls | * Intact? * Clear of dust / dirt / cobwebs? * Stored supplies kept within 18 inches of ceiling? * Cabinets:   + Dusty found inside?   + Expired supplies?   + Cleaning schedule?   + Doors locked / secured for patient safety? | | Compliant? Non-compliant? |
| Supplies | * Check:   + Package integrity   + Expiration dates   + Can staff describe any applicable inventory rotation process   + Any applicable temperature storage expectation | | Compliant? Non-compliant? |
| Doors | * Is door blocked from functioning   + Barriers blocking door; door jam in place to keep door from closing during a fire * Does the spring-hinged door close & latch as expected? | | Compliant? Non-compliant? |
| Windows | * Intact? * Exterior: secure to prevent opening? * Interior: operating correctly? | | Compliant? Non-compliant? |
| Floors | * Intact? | | Compliant? Non-compliant? |
| Area care | * What is the room cleaning schedule? * Is there a method in place for monitoring the cleaning for completion? | | Compliant? Non-compliant? |
| Equipment | * Electrical cords intact? * Extension cords plugged into other extension cords? * Preventative maintenance scheduled adhered to? * Rental equipment inspected before use? * Patient care surfaces torn / laden with tape residue which would impede cleaning? | | Compliant? Non-compliant? |
| PPE | * PPE supplies available for:   + Airborne   + Contact   + Droplet | | Compliant? Non-compliant? |

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| Room: | Operating/Procedure Room | **ROOMS INSPECTED** | |
| Air: | * Humidity / temperature: *\*see footnote* * What is the acceptable range? * How is it monitored, and on what frequency? * Actions to be taken when measures are out of acceptable range? | | Compliant? Non-compliant?   * BAS monitored * Call Facilities |
| Air | Pressures: Positive / Negative   * How is it monitored, and on what frequency? * Actions to be taken when measures are not complaint with expectations? | | Compliant? Non-compliant? |
| Ceiling | * Clear of water stains / damage? * Air vents: dusty / dirty? * OR lights: dusty / dirty? | | Compliant? Non-compliant? |
| Walls | * Intact? * Clear of dust / dirt / cobwebs? * Stored supplies kept within 18 inches of ceiling? * Cabinets:   + Dusty found inside?   + Expired supplies?   + Cleaning schedule? | | Compliant? Non-compliant? |
| Supplies | * Storage containers: items stored in corrugated cardboard shipping containers? * Check:   + Package integrity   + Expiration dates   + Have staff describe any applicable inventory rotation process   + Any applicable temperature storage expectation | | Compliant? Non-compliant? |
| Doors | * Is door blocked from functioning   + Barriers blocking door; door jam in place to keep door from closing during a fire * Does the spring-hinged door latch as expected? | | Compliant? Non-compliant? |
| Windows | * Intact? * Exterior: secure to prevent opening? * Interior: operating correctly? | | Compliant? Non-compliant? |
| Floors | * Intact? | | Compliant? Non-compliant? |
| Area care | * What is the room cleaning schedule? * How is cleaning monitored for completion? | | Compliant? Non-compliant? |
| Equipment | * Electrical cords intact? * Extension cords plugged into other extension cords? * Preventative maintenance scheduled adhered to? * Rental equipment inspected before use? * Patient care surfaces torn / laden with tape residue which would impede cleaning? | | Compliant? Non-compliant? |

* AAMI & ASHRE sources state Temp ranges of 60 º-75º and humidity range of 30%-60% in patient care areas, and 30%-70% in sterile supply storage areas.

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| Room: | Supply Room | **ROOMS INSPECTED** | |
| Air: | Humidity / temperature: *\*see footnote*   * What is the acceptable range? * How is it monitored, and on what frequency? * Actions to be taken when measures are out of acceptable range? | | Compliant? Non-compliant?   * BAS monitored * Call Facilities |
| Air | Pressures: Positive / Negative   * How is it monitored, and on what frequency? * Actions to be taken when measures are not complaint with expectations? | | Compliant? Non-compliant? |
| Ceiling | * Clear of water stains / damage? * Air vents: dusty / dirty? | | Compliant? Non-compliant? |
| Walls | * Intact? * Clear of dust / dirt / cobwebs? * Stored supplies kept within 18 inches of ceiling? | | Compliant? Non-compliant? |
| Supplies | * Storage containers: items stored in corrugated cardboard shipping containers? * Check:   + Package integrity   + Expiration dates   + Have staff describe any applicable inventory rotation process   + Any applicable temperature storage expectation * Linen: are linen carts covered to prevent dust from accumulating? | | Compliant? Non-compliant? |
| Doors | * Correct type of door (fire rating?) * Is door blocked from functioning   + Barriers blocking door; door jam in place to keep door from closing during a fire * Does the spring-hinged door close & latch as expected? | | Compliant? Non-compliant? |
| Windows | * Intact? * Exterior: secure to prevent opening? * Interior: operating correctly? | | Compliant? Non-compliant? |
| Floors | * Intact? | | Compliant? Non-compliant? |
| Area care | * What is the room cleaning schedule? * How is cleaning monitored for completion? | | Compliant? Non-compliant? |

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| Room: | Clean & Dirty Utility Room | **ROOMS INSPECTED** | |
| Air: | Humidity / temperature: *\*see footnote*   * What is the acceptable range? * How is it monitored, and on what frequency? * Actions to be taken when measures are out of acceptable range? | | Compliant? Non-compliant?   * BAS monitored * Call Facilities |
| Ceiling | * Clear of water stains / damage? * Air vents: dusty / dirty? * OR lights: dusty / dirty? | | Compliant? Non-compliant? |
| Walls | * Intact? * Clear of dust / dirt / cobwebs? * Stored supplies kept within 18 inches of ceiling? * Cabinets:   + Dusty found inside?   + Expired supplies?   + Cleaning schedule? * Sinks:   + No patient care materials should be stored under sinks as they can be affected by moisture | | Compliant? Non-compliant? |
| Supplies | * Storage containers: items stored in corrugated cardboard shipping containers? * Check:   + Package integrity   + Expiration dates   + Have staff describe any applicable inventory rotation process   + Any applicable temperature storage expectation | | Compliant? Non-compliant? |
| Doors | * Is door blocked from functioning   + Barriers blocking door; door jam in place to keep door from closing during a fire * What staff are authorized for access | | Compliant? Non-compliant? |
| Floors | * Intact? | | Compliant? Non-compliant? |
| Area care | * What is the room cleaning schedule? * How is cleaning monitored for completion? | | Compliant? Non-compliant? |

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| Room: | Medication Room | **ROOMS INSPECTED** | |
| Air: | Humidity / temperature: *\*see footnote*   * What is the acceptable range? * How is it monitored, and on what frequency? * Actions to be taken when measures are out of acceptable range? | | Compliant? Non-compliant?   * BAS monitored * Call Facilities |
| Ceiling | * Clear of water stains / damage? * Air vents: dusty / dirty? * OR lights: dusty / dirty? | | Compliant? Non-compliant? |
| Walls | * Intact? * Clear of dust / dirt / cobwebs? * Stored supplies kept within 18 inches of ceiling? * Cabinets:   + Dusty found inside?   + Expired supplies?   + Cleaning schedule? * Biohazard signs posted inside / outside the room? | | Compliant? Non-compliant? |
| Supplies | * Storage containers: items stored in corrugated cardboard shipping containers? * Check:   + Package integrity   + Expiration dates   + Have staff describe any applicable inventory rotation process   + Any applicable temperature storage expectation | | Compliant? Non-compliant? |
| Doors | * Is door blocked from functioning   + Barriers blocking door; door jam in place to keep door from closing during a fire * What staff are authorized for access | | Only staff deal with medications should have access |
| Floors | * Intact? | | Compliant? Non-compliant? |
| Area care | * What is the room cleaning schedule? * How is cleaning monitored for completion? | | Compliant? Non-compliant? |
| Refrigerator | * Temperature log visible / up-to-date? * Functioning thermometer in place? * Was temp ever out of range?   + If so, what actions are recorded as being taken? | | Compliant? Non-compliant? |

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Notes:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Room: | Lab area | **AREAS INSPECTED**: | |
| Air: | Humidity / temperature: *\*see footnote*   * What is the acceptable range? * How is it monitored, and on what frequency? * Actions to be taken when measures are out of acceptable range? | | Compliant? Non-compliant? |
| Air | Pressures: Positive / Negative   * How is it monitored, and on what frequency? * Actions to be taken when measures are not complaint with expectations? | | Compliant? Non-compliant? |
| Ceiling | * Clear of water stains / damage? * Air vents: dusty / dirty? * OR lights: dusty / dirty? | | Compliant? Non-compliant? |
| Walls | * Intact? * Clear of dust / dirt / cobwebs? * Stored supplies kept within 18 inches of ceiling? * Cabinets:   + Dusty found inside?   + Expired supplies?   + Cleaning schedule? | | Compliant? Non-compliant? |
| Supplies | * Storage containers: items stored in corrugated cardboard shipping containers? * Check:   + Package integrity   + Expiration dates   + Have staff describe any applicable inventory rotation process   + Any applicable temperature storage expectation | | Compliant? Non-compliant? |
| Doors | * Is door blocked from functioning   + Barriers blocking door; door jam in place to keep door from closing during a fire * Does the spring-hinged door close & latch as expected? | | Compliant? Non-compliant? |
| Floors | * Intact? | | Compliant? Non-compliant? |
| Area care | * What is the room cleaning schedule? * How is cleaning monitored for completion? | | Compliant? Non-compliant? |
| Specimen preservative / formalin usage | * Formalin dispensed in location OTHER than the OR/Procedure Room? * Protective eyewear / PPE available for staff using formalin? * Is Formalin dispensed in a fume hood? * Eyewash station nearby? | | FYI: Formalin is highly combustible & toxic  Eyewash station to be checked weekly – ANSI Z358.1-2014 |
| Point-of-Care testing equipment | * Ensure equipment has had appropriate Quality Control testing performed and logged * Ensure all staff using equipment has had appropriate competency training documented for presentation upon request. | | Compliant? Non-compliant? |

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| Room: | IUSS room / area | **ROOMS INSPECTED** | |
| Air: | Humidity / temperature: *\*see footnote*   * What is the acceptable range? * How is it monitored, and on what frequency? * Actions to be taken when measures are out of acceptable range? | | Compliant? Non-compliant?   * BAS monitored * Call Facilities |
| Air | Pressures: Positive / Negative   * How is it monitored, and on what frequency? * Actions to be taken when measures are not complaint with expectations? | | Compliant? Non-compliant? |
| Ceiling | * Clear of water stains / damage? * Air vents: dusty / dirty? * OR lights: dusty / dirty? | | Compliant? Non-compliant? |
| Walls | * Intact? * Clear of dust / dirt / cobwebs? * Stored supplies kept within 18 inches of ceiling? * Cabinets:   + Dusty found inside?   + Expired supplies?   + Cleaning schedule? | | Compliant? Non-compliant? |
| Supplies | * Storage containers: items stored in corrugated cardboard shipping containers? * Check:   + Package integrity   + Expiration dates   + Have staff describe any applicable inventory rotation process   + Any applicable temperature storage expectation | | Compliant? Non-compliant? |
| Doors | * Is door blocked from functioning   + Barriers blocking door; door jam in place to keep door from closing during a fire * Does the spring-hinged door close & latch as expected? | | Compliant? Non-compliant? |
| Windows | * Intact? * Exterior: secure to prevent opening? * Interior: operating correctly? | | Compliant? Non-compliant? |
| Floors | * Intact? | | Compliant? Non-compliant? |
| Area care | * What is the room cleaning schedule? * How is cleaning monitored for completion? | | Compliant? Non-compliant? |
| Equipment logs | * Is the case information & items that undergoes IUSS logged per policy expectations? * Is daily testing of IUSS sterilizer performed & logged? | | Compliant? Non-compliant? |

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| Room: | Decontamination area | Circle one: |
| Air: | Humidity / temperature: *\*see footnote*   * What is the acceptable range? * How is it monitored, and on what frequency? * Actions to be taken when measures are out of acceptable range? | Compliant? Non-compliant?   * BAS monitored * Call Facilities |
| Air | Pressures: Positive / Negative   * How is it monitored, and on what frequency? * Actions to be taken when measures are not complaint with expectations? | Compliant? Non-compliant? |
| Ceiling | * Clear of water stains / damage? * Air vents: dusty / dirty? | Compliant? Non-compliant? |
| Walls | * Intact? * Clear of dust / dirt / cobwebs? * Stored supplies kept within 18 inches of ceiling? * Eyewash station in place? * Fire alarms. Shut-off valves not blocked? | Compliant? Non-compliant?  Eyewash station to be checked weekly – ANSI Z358.1-2014 |
| Sinks | * No cleaning supplies kept in a cabinet under the sink? | Compliant? Non-compliant? |
| Detergents / cleaning solutions | * Any expired solutions? * Sufficient warning labels present on any solution re-packaged into a non-manufacturer-produced container? | Compliant? Non-compliant? |
| Doors | * Is door blocked from functioning   + Barriers blocking door; door jam in place to keep door from closing during a fire * Does the spring-hinged door close & latch as expected? | Compliant? Non-compliant? |
| Windows | * Intact? * Exterior: secure to prevent opening? * Interior: operating correctly? | Compliant? Non-compliant? |
| Floors | * Intact? | Compliant? Non-compliant? |
| Area care | * What is the room cleaning schedule? * How is cleaning monitored for completion? | Compliant? Non-compliant? |
| Staff | * Correct PPE / employee dress code expectations in place? | Compliant? Non-compliant? |

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Notes:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Room: | Tray preparation / sterilization area | Circle one: |
| Air: | Humidity / temperature: *\*see footnote*   * What is the acceptable range? * How is it monitored, and on what frequency? * Actions to be taken when measures are out of acceptable range? | Compliant? Non-compliant?   * BAS monitored * Call Facilities |
| Air | Pressures: Positive / Negative   * How is it monitored, and on what frequency? * Actions to be taken when measures are not complaint with expectations? | Compliant? Non-compliant? |
| Ceiling | * Clear of water stains / damage? * Air vents: dusty / dirty? | Compliant? Non-compliant? |
| Walls | * Intact? * Clear of dust / dirt / cobwebs? * Stored supplies kept within 18 inches of ceiling? * Fire alarms. Shut-off valves not blocked? | Compliant? Non-compliant? |
| Doors | * Is door blocked from functioning   + Barriers blocking door; door jam in place to keep door from closing during a fire * Does the spring-hinged door close & latch as expected? | Compliant? Non-compliant? |
| Windows | * Intact? * Exterior: secure to prevent opening? * Interior: operating correctly? | Compliant? Non-compliant? |
| Floors | * Intact? | Compliant? Non-compliant? |
| Area care | * What is the room cleaning schedule? * How is cleaning monitored for completion? | Compliant? Non-compliant? |
| Staff | * Correct PPE / employee dress code expectations in place? | Compliant? Non-compliant? |

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Notes:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Room: | Case cart preparation / tray storage | Circle one: |
| Air: | Humidity / temperature: *\*see footnote*   * What is the acceptable range? * How is it monitored, and on what frequency? * Actions to be taken when measures are out of acceptable range? | Compliant? Non-compliant?   * BAS monitored * Call Facilities |
| Air | Pressures: Positive / Negative   * How is it monitored, and on what frequency? * Actions to be taken when measures are not complaint with expectations? | Compliant? Non-compliant? |
| Ceiling | * Clear of water stains / damage? * Air vents: dusty / dirty? | Compliant? Non-compliant? |
| Walls | * Intact? * Clear of dust / dirt / cobwebs? * Stored supplies kept within 18 inches of ceiling? * Fire alarms. Shut-off valves not blocked? | Compliant? Non-compliant? |
| Doors | * Is door blocked from functioning   + Barriers blocking door; door jam in place to keep door from closing during a fire * Does the spring-hinged door close & latch as expected? | Compliant? Non-compliant? |
| Windows | * Intact? * Exterior: secure to prevent opening? * Interior: operating correctly? | Compliant? Non-compliant? |
| Floors | * Intact? | Compliant? Non-compliant? |
| Area care | * What is the room cleaning schedule? * How is cleaning monitored for completion? | Compliant? Non-compliant? |

* AAMI & ASHRE sources state Temp ranges of 60 º-75º and humidity range of 30%-60% in patient care areas, and 30%-70% in sterile supply storage areas.

Notes:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_