

# INFECTION CONTROL CHECKLIST

## Housekeeping Department

<b>INFECTION CONTROL REVIEW</b>		Quarter 1		Quarter 2		Quarter 3		Quarter 4	
		Met	Not Met	Met	Not Met	Met	Not Met	Met	Not Met
<b>I.</b>	<b>PERSONNEL</b>								
1.	Employees wear clean, neat, untorn and appropriate clothing								
2.	Closed shoes in good repair with safety soles are worn								
3.	Personal hygiene (including hair and body cleanliness) is practiced								
4.	Fingernails are trimmed and clean								
5.	Hair is worn in a neat fashion								
6.	Strict handwashing procedures (ex: between resident areas) are followed								
7.	Personnel refrain from direct resident contact except in emergency situations								
8.	Utility gloves are worn to protect hands from harsh chemical cleansers/germicides								
9.	Personnel oriented to infection control procedures on hiring; this is documented								
10.	Injuries and suspected infections are reported immediately								
11.	Personnel attend both department and facility-wide infection control inservices								
12.	Personnel are informed of potential dangers and toxicities of cleaning compounds								
13.	Personnel, when informed of potential dangers, follow recommended safety procedures								
14.	Personnel avoid touching, or clothing touching, resident belongings or equipment								
<b>II.</b>	<b>CLEANING PROCEDURES</b>								
1.	Halls and floors are wet-mopped every day with a detergent germicide								
2.	All resident bathroom fixtures, handwashing facilities, water fountains and service sinks are cleaned daily with a detergent germicide solution								
3.	Soap/paper towel/toilet paper dispensers are restocked daily								
4.	Cleaning solutions are changed every _____								
5.	Supplies used for dusting are changed frequently								

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6.	Mop heads are changed every _____								
7.	Trash containers are emptied in resident areas when they are $\frac{3}{4}$ full								
8.	All carpeted areas are vacuumed daily								
9.	Carpeted areas are thoroughly cleaned with an infection control approved product								
10.	Carpeted areas are cleaned as frequently as needed								
11.	Walls/floors/fixtures/furniture are cleaned according to an established schedule								
12.	Disposable liners are used for waste baskets								
13.	Wastebasket liners are closed tightly in transport								
14.	Cleaning agents approved by the infection control committee are used in areas known to be contaminated with pathogenic bacteria								
15.	All detergents, disinfectants, germicides, solvents and acid cleaners are used in designated areas only								
16.	Non-corrosive equipment is used								
17.	Filters on vacuum cleaners are changed and cleaned regularly								
18.	Furniture and ashtrays in visitor, staff and resident areas are cleaned regularly								
19.	All housekeeping equipment cleaned with a germicide solution every _____								
20.	Supplies and equipment are stored so as to maintain infection control								
<b>III.</b>	<b>RESIDENT DISCHARGE (OR NON-ISOLATION TERMINAL CLEANING)</b>								
1.	Using detergent germicide solution on light fixtures/switches, door/cabinet handles, bedside stands, overbed tables and bed frames								
2.	Wet cleaning mirrors, telephone/call bells and spraying them with germicide								
3.	Soap/paper dispensers are restocked as well as other unit supplies								
4.	Staff/visitor areas are wet-mopped, dusted and cleaned each day with germicide								
<b>IV.</b>	<b>ISOLATION</b>								

