

ENVIRONMENTAL CLEANING AUDIT PROGRAM FOR LONG-TERM CARE HOMES AND RETIREMENT HOMES

SEPTEMBER 2022

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Introduction

Routine and effective cleaning and disinfection of surfaces, items and equipment is an essential activity that protects residents, staff and visitors from infections. All staff including the owner/operator, senior leadership, managers, and administrators, are responsible for ensuring that cleaning of the environment in long-term care homes, retirement homes and group home settings is performed according to best practices and the organization's/ facility's policies and procedures. To ensure this goal is met, an auditing or quality control program can be developed to conduct regular assessments.

This guide will focus on the environmental cleaning quality control program, which is based on [Public Health Ontario \(PHO\), Provincial Infectious Diseases Advisory Committee \(PIDAC\) Best Practices for Environmental Cleaning for Prevention and Control of Infections](#). The PHO Best Practice document can be used as a resource to develop environmental cleaning policies and procedures, as well as staff education.

For more information on training materials for environmental cleaning, visit the [PHO Environmental Cleaning Toolkit](#) website.

PURPOSE OF AUDITING

Auditing environmental cleaning practices provides feedback to both staff and management. It also allows the organization/facility to implement improvements, and focus time and/or resources on certain aspects of the environmental cleaning program such as:

- Staff training
- Standardized cleaning procedures
- Consistent cleaning practices
- Resources dedicated to environmental cleaning
- Improved cleaning efficacy

There are currently a wide variety of approaches that can be used to audit environmental cleaning practices. Any approach used must be standardized, applied on a regular basis, and implemented by those who are responsible for the cleaning program and/or the infection prevention and control program (e.g., IPAC lead, senior staff, owner/operator) within the organization/facility. Results obtained from the audit should be used for education and training, and to provide both positive and constructive feedback to dedicated cleaning staff/environmental service workers.

The facility/organization must give careful consideration to those that are selected to conduct the environmental audits to ensure that they are done properly and routinely. Results of the audit program should be shared regularly to all staff and senior management.

TYPES OF ENVIRONMENTAL AUDITING TO MONITOR CLEANLINESS

There are numerous ways to monitor cleanliness in a organization/facility. This document will focus on the Observational Method and the Post Cleaning Testing of Surfaces. For a robust program, it is recommended that congregate living settings incorporate both the Observational Method and Post Cleaning Testing of Surfaces.

1. Observational Method

Two approaches of the Observational Method include Visual Assessment and Performance Observation.

A. Visual Assessment

During the Visual Assessment, a trained observer (e.g., staff, environmental service supervisor, facility IPAC lead, owner/operator), assesses the cleanliness of an area after it has been cleaned. This method is easy to implement and useful to assess whether surfaces were properly cleaned. The observer looks for visual dirt or dust on surfaces after cleaning is completed and provides feedback to dedicated staff responsible for cleaning. When conducting visual assessments, having a standardized approach with the use of a checklist is important to ensure consistency. Results can be reported as the proportion of items or surfaces inspected that were “clean,” out of the “total number of items/surfaces assessed.” If the same group of items or surfaces are tested repeatedly, the results of visual assessments can be used as a quality indicator for environmental cleaning. This assessment will not be able to determine if infections/microorganisms have been removed/killed on surfaces. This type of Visual Assessment can be done weekly during an outbreak, or quarterly as part of the quality control program. **See Appendix A: Visual Assessment Tool**

B. Performance Observation

During a Performance Observation, a trained observer, often a supervisor, operator/owner or IPAC lead, watches dedicated cleaning staff perform routine cleaning tasks. Performance Observation is important to ensure that staff are appropriately educated and trained and can follow the correct cleaning procedure. It promotes staff engagement and is an opportunity for supervisors/IPAC lead to provide direct feedback, and for front-line staff to ask questions or to clarify procedures and protocols. Staff may perform differently when observed than they do during routine unobserved cleaning. Performance Observation is an important tool for quality assurance in environmental services. To maximize the benefit of Performance Observation, the observer should be trained, observations should be conducted on a regular basis to ensure consistency of performance over time, and feedback or required re-training should be provided in a constructive and timely manner. Performance Observations can be done daily if there are concerns with continuous spread of an infection during an outbreak, or weekly to assess compliance with enhanced cleaning practices. Quarterly performance observations can be done as part of the quality control program. **See Appendix B: Performance Observation Checklist**

2. Post Cleaning Testing of Surfaces

Currently, there are several approaches that can be used to assess the efficacy of cleaning through testing of surfaces after cleaning is completed. Different approaches assess different aspects of cleaning, including cleaning thoroughness (i.e., environmental marking), removal of organic materials (i.e., adenosine triphosphate bioluminescence) or removal of microorganisms (i.e., environmental culturing).

A. Environmental Marking

Prior to cleaning, environmental surfaces are marked with an invisible tracing agent (i.e., fluorescent material, chemical tracer) that can only be seen using a revealing agent (e.g., ultraviolet light, enzymatic detector). After cleaning, a trained observer checks to determine if the tracing agent was

removed from the surfaces during cleaning. Failure to remove the tracing agent from a smooth surface suggests that the surface was not cleaned properly. This approach can lead to rapid improvement when constructive feedback is provided. It allows direct assessment of cleaning thoroughness, by assessing the proportion of surfaces cleaned. It also allows assessment of which high-touch and low-touch surfaces are cleaned consistently or omitted. Identification of surfaces omitted during cleaning provides an important learning and feedback opportunity. In many cases, specific reasons that surfaces were missed can be identified through discussion. For example, staff may not be aware that they were responsible for cleaning a specific surface or item; staff may not be aware that a specific surface or item required cleaning; and/or staff may be afraid of damaging the surface or item. This approach does not directly measure microbial contamination or quality, or intensity of cleaning. **See Appendix C: Environmental Marking Tool**

Procedure for Environmental Marking

When environmental marking is performed, it should be done in a standardized manner. Assessments should be made on a regular basis by a trained observer. The specific high-touch or low-touch surface(s) or items to be marked in a room or area should be predetermined. Staff should be unaware which room, area or surface(s) are being marked. After staff have finished either a routine or terminal cleaning of a room or area, the trained observer will do a walk about with staff to reveal their compliance to cleaning. During this walk about, positive and constructive feedback should be provided. During outbreaks, such auditing should take place weekly, especially when there is an increase in resident or staff infections. During non-outbreak periods, each staff should be evaluated quarterly, as part of the quality control program.

To develop a quality indicator:

- Identify 15 specific surfaces or items to be marked each time cleaning is assessed using an invisible tracing agent (i.e., fluorescent material, chemical tracer). Follow the manufacturer's instructions for use of the tracing agent. **See Appendix C: Environmental Marking Tool**
- After cleaning is completed, determine the number of surfaces where the marker was removed ["cleaned" (Y)] and the number of surfaces where the marker is still present ["missed" (N)], using a revealing agent (e.g., ultraviolet light, enzymatic detector)
- At this time, staff being assessed should accompany the trained observer or supervisor as part of the learning process to observe their own compliance, receive real time education, and ask questions to clarify performance
- Calculate cleaning compliance using the formula below:

Calculate the overall compliance for surfaces cleaned as a percentage (%):
$\text{OVERALL \%} = \frac{\text{number of tested surfaces that were cleaned (Y)}}{\text{total number of tested surfaces [missed (N) and cleaned (Y)]}} \times 100$

- Overall performance scores of 60% or lower should be followed up with face-to-face staff retraining and review of environmental cleaning procedures

APPENDIX A: VISUAL ASSESSMENT OF CLEANLINESS

Visual Assessment is one method available to assess the efficacy of cleaning. Visual Assessment is most applicable to the monitoring of routine cleaning procedures. It does not assess if a surface is contaminated with microorganisms. Evaluation of enhanced cleaning procedures should include other measures performed on a periodic basis, such as direct observation and environmental marking tools.

Those responsible for the environmental cleaning program and/or IPAC program should create a cleaning schedule that identifies environmental surfaces within the organization/facility as well as high-touch and low-touch items that would require daily, weekly or monthly routine or enhanced cleaning. The auditor (i.e., assigned staff, senior management, or someone responsible for the environmental cleaning program or IPAC program, etc.) would only inspect 5, 10, or 20 items/surfaces to evaluate cleanliness. The auditor can calculate the cleaning rate percentage by dividing the number of clean items/surfaces by the total number of items/surfaces inspected.

Quantification of Visual Assessment Techniques	Example: 20 items inspected
Record item/surface as 'clean' if dust or dirt is absent	Clean = 16 items
Record item/surface as 'dirty' if dust or dirt is present	Dirty = 4 items
Calculate the cleaning rate as a percentage	Cleaning Rate: $16/20 = 80\%$ of items

The pass rate for visually clean surfaces will vary with the type of activity taking place in the area. For enhanced cleaning (i.e., during an outbreak, when a resident is in precautions), Visual Assessment should have a cleaning rate of 100%. For routine cleaning, a cleaning rate of 80% is acceptable.

When performing Visual Assessments, use the following standards of cleanliness for items, to determine if cleaning is acceptable:

Tool obtained from [Public Health Ontario Environmental Cleaning Tool](#)

Item	Standard of Cleanliness	Inspected	
		Clean	Dirty
Alcohol-based Hand Rub Dispensers	<ul style="list-style-type: none"> ✓ Free of visible dust, soiling, stains and residue ✓ Product replaced when empty ✓ Floor beneath dispenser free of product 		
Assist Rail	<ul style="list-style-type: none"> ✓ Free of visible dust, soiling and stains ✓ Loose and/or broken rails reported for repairs and/or replacement 		
Baseboard	<ul style="list-style-type: none"> ✓ Free of visible dust, debris and soiling 		
Bed - Air	<ul style="list-style-type: none"> ✓ Free of visible dust, soiling, stains, hair and strings from casters ✓ Handles and controls appear to be free of dust, soiling and stains ✓ Malfunctioning of electrical and/or mechanical and deflated bladders reported for repair and/or replacement 		

Bed – Includes Electrical, Mechanical and Stretcher	<ul style="list-style-type: none"> ✓ Free of visible dust, soiling, stains, hair and strings from casters ✓ Handles and controls appear to be free of dust, soiling and stains ✓ Malfunctioning of electrical and/or mechanical reported for repair and/or replacement 		
Bedpan Flusher / Hopper	<ul style="list-style-type: none"> ✓ Free of visible dust, soiling and stains ✓ Leaks will be reported for repair 		
Bedside Locker	<ul style="list-style-type: none"> ✓ Free of visible dust, soiling, medication and stains both inside and outside ✓ Casters appear to be free of hair, strings and grease/grit build-up ✓ Inoperable casters, door and/or drawer reported for repair and/or replacement 		
Blind – Shade, Vertical/ Horizontal	<ul style="list-style-type: none"> ✓ Free of visible dust, debris and soiling ✓ Broken draw chain, gear and/or torn shade reported for repair and/or replacement 		
Blood Pressure Cuff	<ul style="list-style-type: none"> ✓ Free of visible dust, medication, soiling and stains 		
Bookcase	<ul style="list-style-type: none"> ✓ Free of visible dust and debris 		
Cabinet	<ul style="list-style-type: none"> ✓ Free of visible dust and soiling 		
Call Bell and Cord	<ul style="list-style-type: none"> ✓ Free of visible dust, soiling and hair ✓ Frayed cord will be reported and replaced 		
Chair – Hard Surface and Fabric	<ul style="list-style-type: none"> ✓ Free of visible dust, marks and soiling ✓ Torn material, broken/loose armrest and/or legs reported for repair and/or replacement 		
Chair – Geriatric	<ul style="list-style-type: none"> ✓ Free of visible dust, marks and soiling ✓ Torn material, broken/loose armrest and/or legs reported for repair and/or replacement 		
Chair – Wheelchair	<ul style="list-style-type: none"> ✓ Free of visible dust, soiling and medication ✓ Deflated tires and inoperable wheelchair conditions reported for repair and/or replacement 		
Ceiling – Painted	<ul style="list-style-type: none"> ✓ Free of visible marks, soiling and dust/spider webs ✓ Cracks and peeling paint will be reported for repair 		
Ceiling – Acoustical	<ul style="list-style-type: none"> ✓ Free of visible marks, soiling and dust/spider webs ✓ Broken and stained tiles reported for cleaning and/or replacement 		
Closet – Locker	<ul style="list-style-type: none"> ✓ Free of visible dust and debris 		
Commode	<ul style="list-style-type: none"> ✓ Free of visible dust, medication and soiling 		

	<ul style="list-style-type: none"> ✓ Broken and loose armrests/legs, torn material reported for repair and/or replacement 		
Computer and Keyboard	<ul style="list-style-type: none"> ✓ Free of visible dust, soil, smudges and stains 		
Couch	<ul style="list-style-type: none"> ✓ Free of visible soiling, stains and debris ✓ Torn materials, broken/loose armrest and/or legs reported for repair and/or replacement 		
Curtain – Bed	<ul style="list-style-type: none"> ✓ Free of visible soiling and stains ✓ Stained and/or torn material reported for repair and/or replacement 		
Curtain – Tracks	<ul style="list-style-type: none"> ✓ Free of visible dust, soil, smudges and stains 		
Curtain – Window	<ul style="list-style-type: none"> ✓ Free of visible soiling and stains ✓ Stained and/or torn material reported for repair and/or replacement 		
Desk	<ul style="list-style-type: none"> ✓ Free of visible dust, debris and smudges ✓ Damaged or loose legs, drawers off guides reported for repair and/or replacement 		
Door and Handle / Knob / Plate	<ul style="list-style-type: none"> ✓ Free of visible dust, grease, dirt and scuff marks ✓ Doors in need of repairs reported for repair and/or replacement 		
Dresser	<ul style="list-style-type: none"> ✓ Free of visible dust, debris, and smudges ✓ Damaged or loose legs reported for repair and/or replacement 		
Drinking Fountain	<ul style="list-style-type: none"> ✓ Free of visible dust, soiling and stains ✓ Fixture free of dust, soiling and stains ✓ Cracked and/or broken fountain bowl reported for repair and/or replacement ✓ Leaking fixture reported for repair and/or replacement 		
Electric Switch / Plate	<ul style="list-style-type: none"> ✓ Free of visible dust, soiling and stains 		
Elevator / Escalator and Tracks	<ul style="list-style-type: none"> ✓ Free of visible dust, soil, smudges and stains 		
File Cabinet	<ul style="list-style-type: none"> ✓ Free of visible dust and smudges ✓ Fire sprinkler free of visible dust and soil 		
Floor – Carpet	<ul style="list-style-type: none"> ✓ Free of debris, visible dust ✓ stains and spills will be scheduled immediately for extraction ✓ torn carpeting will be reported for repair and/or replacement 		

Floor – Resilient Terrazzo and Masonry	<ul style="list-style-type: none"> ✓ Free of debris, visible dust and spills ✓ Stains scheduled to be scrubbed or stripped and refinished as needed 		
Floor – Wood	<ul style="list-style-type: none"> ✓ Free of visible debris, dust and spills ✓ Gouged and/or scratched floor reported for repair and/or replacement 		
Floor Drain	<ul style="list-style-type: none"> ✓ Free of visible dust, debris and soiling 		
Furniture – Small Miscellaneous	<ul style="list-style-type: none"> ✓ Free of visible dust, debris, soiling and smudges 		
Glass Inside	<ul style="list-style-type: none"> ✓ Free of visible dust, smudge marks and adhesives ✓ Chipped, cracked, or broken glass reported for replacement 		
Glass Outside	<ul style="list-style-type: none"> ✓ Free of visible dust, smudge marks and adhesives ✓ Chipped, cracked, or broken glass reported for replacement 		
Hood – Exhaust	<ul style="list-style-type: none"> ✓ Free of visible debris, dust, and grease 		
Horizontal Surface	<ul style="list-style-type: none"> ✓ Free of visible dust, debris, stains, medications and spills 		
Hose and Cord (Medical Equipment)	<ul style="list-style-type: none"> ✓ Free of visible dust and soiling 		
Ice Machine	<ul style="list-style-type: none"> ✓ Free of visible dust and soiling ✓ Leaks and/or malfunctioning reported for repair ✓ Ice scoop replaced by a clean scoop every day 		
I.V. Pole / Pumps	<ul style="list-style-type: none"> ✓ Free of visible dust, adhesives and soiling ✓ Casters free of dust, debris, hair and grease/grit build-up 		
Ledge and Railing	<ul style="list-style-type: none"> ✓ Free of visible dust and smudge marks ✓ Secure to the wall; if not secure, reported for repair 		
Light – All Areas (Ceiling, Wall Mounted, Over Bed)	<ul style="list-style-type: none"> ✓ Free of visible dust, soiling and dead pests ✓ Cracked and/or broken lenses, and burnt-out bulbs reported for replacement 		
Linen Hamper	<ul style="list-style-type: none"> ✓ Free of visible dust, debris, and hair and strings from casters 		
Mattress	<ul style="list-style-type: none"> ✓ Free of soiling and stains ✓ Tears and cracks reported, and mattress replaced 		
Mattress Cover	<ul style="list-style-type: none"> ✓ Free of visible dust, soiling and stains 		

Mayo Stand / Table	<ul style="list-style-type: none"> ✓ Free of visible dust, soiling, stains, and hair and debris from casters 		
Microwave	<ul style="list-style-type: none"> ✓ Free of visible dust, food crumbs and stains ✓ Malfunctioning microwave reported for repair and/or replacement 		
Mirror	<ul style="list-style-type: none"> ✓ Free of visible dust, smudges, marks and liquids ✓ Cracked and/or broken mirrors reported for repair and/or replacement 		
Oven / Stove	<ul style="list-style-type: none"> ✓ Free of visible dust, food and soiling ✓ Malfunctioning oven/stove reported for repair and/or replacement 		
Over Bed Table	<ul style="list-style-type: none"> ✓ Free of visible dust, food, medication, soiling and stains ✓ Casters free of hair, strings, and grease build-up ✓ Malfunctioning table, inoperable casters, etc., reported for repair and/or replacement 		
Paper Towel Dispenser	<ul style="list-style-type: none"> ✓ Free of visible dust, soiling and stains ✓ Dispenser full 		
Phone Stall and Phone	<ul style="list-style-type: none"> ✓ Free of visible dust, debris and smudges 		
Picture Frame	<ul style="list-style-type: none"> ✓ Free of visible dust and debris 		
Pillow	<ul style="list-style-type: none"> ✓ Free of visible dust and stains ✓ Tears and cracks reported, and pillow replaced 		
Radiator	<ul style="list-style-type: none"> ✓ Free of visible dust, medication and soiling ✓ Leaks reported for repair 		
Refrigerator / Freezer	<ul style="list-style-type: none"> ✓ Free of visible dust, interior frost, soiling and stains ✓ Malfunctioning refrigerator/freezer reported for repair and/or replacement 		
Refrigerator – Medication	<ul style="list-style-type: none"> ✓ Free of visible dust, interior frost, soiling and stains ✓ Malfunctioning refrigerator reported for repair and/or replacement 		
Rubbish / Waste Container	<ul style="list-style-type: none"> ✓ Free of visible soiling ✓ All broken and/or cracked containers reported for replacement ✓ Clean liner/liners placed in the container when cleaned ✓ Container is odour free 		
Sharps Container	<ul style="list-style-type: none"> ✓ Replaced when $\frac{3}{4}$ full 		
Shelves	<ul style="list-style-type: none"> ✓ Free of visible dust, debris and soiling 		

Shower Stall	<ul style="list-style-type: none"> ✓ Free of visible dust, soiling, soap scum and stains ✓ Fixtures free of dust, soiling, soap scum and stains ✓ Cracked and/or broken walls reported for repair and/or replacement 		
Sink – Basin and Fixtures and Exposed Piping	<ul style="list-style-type: none"> ✓ Free of visible dust, soiling, stains and soap scum ✓ Fixtures free of visible dust, soiling, stains and soap scum ✓ Drainpipe free of visible dust, soiling and soap scum ✓ Cracked and/or broken sinks reported for replacement ✓ Leaking fixtures reported for repair and/or replacement ✓ Grout clean and intact 		
Soap Dispenser	<ul style="list-style-type: none"> ✓ Free of visible dust, soiling, stains and soap scum ✓ Soap cartridge replaced when empty or expired 		
Stainless Steel	<ul style="list-style-type: none"> ✓ Polished and visibly free of dust, smudges, marks and graffiti ✓ Scratches and indelible markings reported for repair and/or replacement 		
Stairwell	<ul style="list-style-type: none"> ✓ Free of visible dust, debris and spill tears ✓ cracks will be reported, and cover replaced 		
Table	<ul style="list-style-type: none"> ✓ Free of visible dust, smudges, soiling and stains ✓ Broken and loose legs reported for repair and/or replacement 		
Telephone	<ul style="list-style-type: none"> ✓ Free of visible dust, soiling, smudges and stains 		
Television / Monitor	<ul style="list-style-type: none"> ✓ Free of visible dust and smudges ✓ Malfunctioning television/monitor reported for repair and/or replacement 		
Toilet and Fixtures	<ul style="list-style-type: none"> ✓ Free of visible dust, soiling and stains ✓ Fixtures free of dust, soiling and stains ✓ Cracked or broken bowl and/or seat reported for replacement ✓ Leaking fixtures reported for repair and/or replacement 		
Tub – Bath and Fixtures	<ul style="list-style-type: none"> ✓ Free of visible dust, soiling, soap scum, mould/mildew and stains ✓ Fixtures free of dust, soiling, soap scum, and stains ✓ Cracked and/or broken tub reported for repair and/or replacement 		
Tub – Shower Cabinet	<ul style="list-style-type: none"> ✓ Free of visible dust, soiling, soap scum, mould/mildew and stains ✓ Fixtures free of dust, soiling, soap scum and stains 		

	<ul style="list-style-type: none"> ✓ Cracked and/or broken tub reported for repair and/or replacement 		
Tub – Whirlpool	<ul style="list-style-type: none"> ✓ Free of visible dust, soiling, soap scum, mould/mildew and stains ✓ Fixtures free of dust, soiling, soap scum and stains ✓ Cracked and/or broken tub reported for repair and/or replacement 		
Urinal and Fixtures and Exposed Piping	<ul style="list-style-type: none"> ✓ Free of visible dust, soiling and stains ✓ Fixtures free of dust, soiling and stains ✓ Cracked or broken urinal reported for replacement ✓ Leaking fixtures reported for repair and/or replacement 		
Vending Machine	<ul style="list-style-type: none"> ✓ Free of visible dust and smudges 		
Vent and Grille	<ul style="list-style-type: none"> ✓ Free of visible dust and spider webs 		
Vinyl Board	<ul style="list-style-type: none"> ✓ Free of visible dust and smudge build-up 		
Wall – Brick	<ul style="list-style-type: none"> ✓ Free of visible dust, soiling, marks and spider webs ✓ Chips, cracks, and holes reported for repair and/or replacement 		
Wall – Vinyl	<ul style="list-style-type: none"> ✓ Free of visible dust, soiling, marks and spider webs ✓ Chips, cracks, and holes reported for repair and/or replacement 		
Wall – Wood	<ul style="list-style-type: none"> ✓ Free of visible dust, soiling, marks and spider webs ✓ Chips, cracks, and holes reported for repair and/or replacement 		
Wall	<ul style="list-style-type: none"> ✓ Painted, free of visible dust, soiling, marks and spider webs ✓ Peeling paint, chips, cracks and holes reported for repair 		
Wall – Ceramic/Marble	<ul style="list-style-type: none"> ✓ Polished, free of visible dust, soiling, marks and spider webs ✓ Chips, cracks, and holes will be reported for repair and/or replacement 		

APPENDIX B: PERFORMANCE OBSERVATION CHECKLIST

Daily Routine Cleaning Performance Observation Checklist

Staff Observed _____

Date of Observation _____

- An adequate supply of clean cloths is available on cart
- Fresh disinfectant solution is prepared according to manufacturer's instructions
- Disinfectant solutions are not applied by spray bottles
- Disinfectant solutions are tested daily and results logged
- Additional Precautions signs (i.e., contact, contact-droplet, airborne) are posted
- Point of care risk assessment and appropriate PPE is worn for additional precautions indicated
- Hand hygiene is performed with alcohol-based hand rub (ABHR) before wearing gloves
- Walk through room is performed to determine what needs to be replaced
- Room is cleaned from high to low and clean to dirty
- Cloth is not double dipped in solution
- Damp surface cleaning is performed when resident is under precautions
- Doors, door handles, push plate and touched areas of door frame are cleaned
- Walls are checked for visible soiling, and cleaned if required
- Light switches and thermostats are cleaned
- Wall mounted items such as alcohol-based hand rub dispenser and PPE holder are cleaned
- Fingerprints and soil from interior glass partitions, glass door panels, mirrors and windows are checked and removed with glass cleaner
- Privacy curtains are checked for visible soiling and replaced if required
- All furnishings and horizontal surfaces in the room are cleaned, including:
 - Chairs
 - Windowsill
 - Television and cords
 - Telephone
 - Computer keypads
 - Night table and other tables or desks
- Equipment on walls such as top of suction bottle, intercom and blood pressure manometer, as well as IV pole are wiped
- Bedrails, bed controls and call bell, including cord, are cleaned
- Bathroom/shower are cleaned
- Floors are cleaned
- Soiled cloths are placed in designated container for laundering
- Sharps container is checked and changed when $\frac{3}{4}$ full (do not dust the top of a sharps container)
- Soiled linen is removed if soiled bag is full
- Waste is placed in receptacles
- Waste is removed
- Gloves are removed and hands are cleaned
- Privacy curtains are removed
- Supplies are replenished as required (e.g., toilet paper, paper towel, soap, ABHR, PPE)
- Hands are cleaned with ABHR upon leaving the room
- All reusable items (i.e., cloths, mop heads) are inspected for wear, and washed and dried appropriately

APPENDIX C: ENVIRONMENTAL MARKING TOOL

Staff Member _____												
Surface/Item	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
Bedrail	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
Bedside Table	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
Call Bell	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
Chair Arm	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
Curtain Edge	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
Doorknob	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
Keyboard/ Mouse	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
Light Switch	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
Sink	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
Telephone	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
Toilet Handle	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
Toilet Seat	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
Handrail	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
Elevator Button	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
Soap/ABHR Dispenser	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
Total Number of Cleaned (Y)												
Total Number of Missed (N)												
Monthly Overall Percentage %												

Monthly Overall Cleaning Compliance

Calculate the overall compliance for surfaces cleaned as a percentage (%):

$$\text{OVERALL \%} = \frac{\text{number of tested surfaces that were cleaned (Y)}}{\text{total number of tested surfaces [missed (N) and cleaned (Y)]}} \times 100\%$$