

WARD checklist

Hospital:-----
Department: -----
Ward:-----

Date: .../.../.... Total checklist standards= -----Total fulfilled standards=-----Compliance %=-----

	DISCRIPTION	YES	NO	N/A	COMMENTS
1	Environmental A. Ward areas & surfaces are clean & dust free				
	B. Finishing & furniture are in a good condition & well maintained				
2	Hand hygiene facilities A. Antiseptic detergent solution is available at all sinks in the clinical area.				
	B. Paper towels are available at all sinks in clinical area.				
	C. Sinks in clinical areas are draining smoothly.				
	D. The sinks are free from used equipment, e.g. medicine pots which are soaking				
	E. Appropriate alcoholic hand rub is within hand reach in the clinical area				
	F. A poster demonstrating a good hand washing technique is available by at least one sink.				
3	Treatment Room A. The room is clean and dust free.				
	B. The room free from inappropriate items or equipment.				
	C. All sterile products are stored above floor level.				
	D. Items of sterile equipment are within expiry date (randomly select two items and check date)				
	E. Dressing trolleys are clean and in a good state of repair				
	F. Separate refrigerators are used only for the drugs and properly cleaned				
4	Dirty utility room A. The room clean and free from spillages.				
	B. Wash bowls are stored clean /dry and inverted, bedpans are clean ready for use.				

	DISCRIPTION	YES	NO	N/A	COMMENTS
	C. Commodes are in a good state of repair.				
	D. Mops/buckets are correctly colour coded and stored as per disinfection policy				
	E. Used instruments are stored in the dirty utility room in appropriate containers less than two –third full.				
	F. Appropriate facilities are available and in working order to ensure correct disposal(or disinfection)of bedpans and urinals (e.g. washer-disinfect)				
	G. No inappropriate items are kept.(food-cloths ...etc)				
5	Bathroom& Toilets				
	A. Bathrooms & toilet are clean				
	B. Toilet and surrounding area is clean and free from inappropriate items.				
	C. Appropriate cleaning materials are available				
	D. The bath has been cleaned following patient use				
	E. The drainage system is working properly				
	F. All the drains are properly covered				
	G. Floors including edges and corners are free of dust and grit.				
6	Store				
	A. The area is clean and there are no inappropriate items or equipment				
	B. Floors including edges and corners are free of dust and grit.				
	C. All high and low surfaces are free from dust and cobwebs				
	D. Shelves, bench tops and cupboards are clean inside and out, and are free of dust and spillage				
	E. All products are stored above floor level				
	F. Medical & surgical reusable items is been checked regularly and returned to CSSD before or on the expiry date				
	G. Disposable items are within the expiry date				

	DISCRIPTION	YES	NO	N/A	COMMENTS
7	Equipment				
	A. Chairs, tables and lockers are clean and in a good state of repair				
	B. Equipment are regularly cleaned by the staff nurse (eg, monitors, infusion pumps)				
	C. Suction equipment is clean and dry ,catheter not attached (clean cover acceptable in some emergency areas)				
	D. Thermometers are stored dry.				
	E. Bed frames are clean and free from excessive dust				
	F. Mattress & pillow covers are in a good state of repair.				
	G. Single –use items used once only				
	H. Staff nurses are aware of the need for decontamination prior to sending equipment for maintenance /repair (eg, suction bottles) .				
	I. Staff nurses clearly state the procedure for returning biohazard equipment to CSSD.				
	J. Air vents are clean and free from excessive dust				
K. Work station equipment in clinical areas are visibly clean e.g. phones, computer keyboards					
8	Linen				
	A. Bed side sorting (eg, contaminated linen in heat soluble bags). Counting is not allowed in the ward.				
	B. Linen is segregated in appropriate bags .				
	C. Bags are less than two –thirds full, and are capable of being secured.				
	D. Bags are stored in the dirty utility /linen disposal prior to disposal.				
	E. Clean linen is stored in a clean area (not in the dirty utility room)				
F. Cubicle curtains are visibly clean and in a good state of repair.					

	G. Windows' curtains and blinds are free from stains, dust and cobwebs				
	H. Staff nurses are aware of the proper way of infected linen disposal. (randomly question a member of staff.)				
9	Waste & sharp disposal				
	A. Waste disposal policy is available to staff.				
	B. Correct segregation of glass, clinical and household waste.				
	C. Correct color coding of waste bags are followed				
	D. Waste bags are less than two-thirds full, securely sealed and labeled.				
	E. There are foot-operated bins in working order for clinical waste.(if available)				
	F. Waste bags are stored safely, away from the public.				
	G. The storage area is cleaned regularly.				
	H. Waste bags (yellow) available while doing wound dressing or wound care.				
	I. Sharp box is less than two-thirds full (up to the line).				
	J. Sharp box is free from protruding sharps.				
	K. Sharp box is available on the dressing trolley.				
	L. Sharp box is available on the medicine trolley.				
	M. Sharp boxes are assembled correctly and closed after each use.				
	N. Sharp box is labeled/signed according to hospital policy.				
	O. Sharps are disposed off directly in to a sharps box following use .				
	P. The staff are aware of the action to be taken following a needle stick injury.				
	Q. Sharp boxes are stored safety, away from the public and out of reach of children.				
	Total				

Completed by: ----- Nurse in charge: -----