

<u>COMMON UNIT SPECIFIC AREAS TO MONITOR</u>	Person assigned to monitor	Week 1 Date and Initials	Week 2 Date and Initials	Week 3 Date and Initials	Week 4 Date and Initials
CLEAN STORAGE ROOM - Organize weekly and PRN . All supplies must be stored 8 inches above floor and 18 inches from the ceiling. No shipping boxes used as containers.					
STAFF LOUNGE - Clean and organize weekly and PRN					
NURSING STATION- Computers, keyboards, countertops, and phones are to be cleaned with disinfectant wipes each shift and PRN .					
MEDICATION CARTS - Clean with disinfectant wipes and organize weekly and PRN					
PATIENT REFRIGERATORS Clean with soap and water. Discard outdated or unlabeled food/drinks weekly and PRN					
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DICTATION AREA - Organize and clean with disinfectant wipes Weekly and PRN					
NOURISHMENT ROOM AND MICROWAVE- Clean microwave and ice machine with soap and water. Clean and organize cabinets. Weekly and PRN					
ICE MACHINE/COOLERS – Clean cooler, ice scoop and scoop storage container according to IC Policy after each use and daily. Ice coolers used for non-consumables are labeled as such					
MEDICATION MACHINE - Clean with disinfectant wipes weekly and PRN					
DEFIBRILLATOR - Clean with disinfectant wipes weekly and PRN					
CRASH CART - Clean with disinfectant wipes weekly and PRN					
CHART RACK AND CHARTS - Clean with disinfectant wipes weekly and PRN					
BLANKET WARMER - Clean with disinfectant wipes weekly and PRN					
LINEN HAMPERS AND ISOLATION CARTS- Clean with disinfectant wipes weekly and PRN					
COMPUTERS ON WHEELS – Clean with disinfectant wipes weekly and PRN					

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HAND SANITIZERS –Assess for empty hand sanitizers and fill. Hand sanitizers should be in the following areas if there are no sinks: medication rooms, laundry areas, food preparation and storage areas, sterile supply processing areas, and soiled utility rooms					
PATIENT EQUIPMENT – WHEELCHAIRS OPTHALMOSCOPE AND OTOSCOPE THERMOMETERS BLADDER SCANNER Clean with disinfectant wipes weekly and PRN VITAL SIGN MACHINE DOPPLER ACCUDATA					
CHECK EXPIRATION DATES MONTHLY					
CLEANING SOLUTIONS –check to make sure they are mixed appropriately and are not expired					
GENERAL ENVIRONMENT – Walk through and place work orders for the following: Burnt out light bulbs Cracks in floor or wall Damaged ceiling tiles Dusty air vents Rust Cleanliness of floors Water intrusion					
Unit specific equipment – (please fill in your unit specific equipment and assignments)					
General comments					