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Unit Declutter Tool

Purpose

This document is to assist unit leaders with decluttering their units and patient rooms.

Overview

Cleaning and disinfection are important factors to help keep our environment clean and help prevent the spread of contaminants. When patient rooms, storage rooms, nursing stations, break rooms, and hallways are cluttered with unnecessary items, it prevents effective cleaning and disinfection of the environment.

Best Practices

Unit Declutter Tool				
Unit:	Date:			Auditors:
	Yes	No	Partial	Comments
Corridors, counters, windowsills, conference, meeting and break rooms, storage and patient rooms are neat and tidy with no evidence of clutter.				
Exits are free and clear (fire exits, pull stations and doorways).				
Items are placed along one side of the corridor only with clean/soiled separation of two metres.				
Clean linen carts are to be stored in low traffic areas with closed doors/covers to prevent contamination of linen.				
Clean linen is only handled by staff with clean hands.				
If (due to space constraints) clean linen is stored in a hallway, it must be covered and away from soiled items.				
Replace corkboards in clinical areas with white magnetic boards.				
Fridges, ice machine, and blanket warmers have a posted cleaning schedule.				
Utility, equipment, clean, sterile, and dirty storage room doors are kept closed except for entry and exit.				

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Unit:	Date:			Auditors:
	Yes	No	Partial	Comments
ABHR is to be mounted at facility & unit entrance/exits and inside and outside of med prep rooms, patient rooms, outside clean/sterile storage utility rooms, inside and exit point of soiled utility rooms, entrances to clean storage and equipment.				
Items are decanted from corrugated cardboard into containers that can be cleaned and disinfected.				
Items must be 18" off the floor and away from ceiling, on shelves in storage room. Bottom and top must be solid.				
Sink counters must be free of items with a one metre splash zone.				
Medication fridge has a monthly interior cleaning schedule and contains no food or drink. Exterior is cleaned and disinfected daily.				
No food or drink in clinical areas.				
Cleaned and disinfected items are labelled with green is clean.				
No items stored under the sinks.				
Provide patients with bins for personal items. Label personal items and keep at bedside. Encourage family to take home unneeded items to decrease clutter.				
Soiled linen hampers are placed inside patient room for doffing all PPE except mask and eye protection. Mask and eye protection are removed outside patient rooms or in anterooms.				
Signage must comply with IPAC standards: IPAC Signage and Posted Materials				
Furnishings are in good repair. No torn/worn upholstery. No cloth furnishings; no broken/stained or open ceiling tiles, no raw or unfinished wood, no damaged walls, or floors, no broken or obsolete items. Tape is not to be used for repairs.				
Isolation carts should have minimal supplies, and nothing stored on the top.				

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Owner	Infection Prevention and Control		
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