**Clinic environmental Tour**

**CHecklist**

|  |  |
| --- | --- |
|  | This checklist incorporates standards, regulations, and best practice guidelines to ensure clinics meet the minimum environment of care expectations. Many of these expectations are required for accrediting entities and federal regulators such as the Occupational Safety and Health Administration (OSHA) and the Centers for Medicare Medicaid Services (CMS). They are also relevant to Joint Commission (JCAHO) and Accreditation Association for Ambulatory Health Care (AAAHC) standards. |

**(NAME OF) CLINIC**

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NAME OF PERSON COMPLETEING ENVIRONMENTAL TOUR DATE OF ENVIRONMENTAL TOUR

**CHECKLIST PROCESS**

Use this checklist to complete the clinic’s annual environmental tour survey. For any questions marked “No”, please remember to take a photo of the item or situation. Return finished checklists and any relevant photos taken to your ANTHC Field Environmental Health team contact. If you have any questions during the process, please reach out to the ANTHC Field Environmental Health team.

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**EXTERIOR**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What to look for** | **Yes** | **No** | **NA** | **Comments** |
| Are all exits clear and able to be used for fire egress? (i.e. clear of snow and other obstructions) |  |  |  |  |
| Do all doors and door locks function properly? |  |  |  |  |
| Are exterior doors self-closing? |  |  |  |  |
| Are the entrance doors equipped with a deadbolt or other secure locking system? |  |  |  |  |
| Do all door openings have a minimum clear width of 32 inches? |  |  |  |  |
| If there is exterior lighting, are the lights all in good working order? (please list location of non-functional lights in the comments) |  |  |  |  |
| If there is exterior lighting, are all light fixtures below 8 feet shielded to prevent breakage? |  |  |  |  |
| Is clinic solid waste stored in containers with lids and secured in a manner to prevent spillage by animal pests? |  |  |  |  |
| Are building exterior and grounds free from any trip hazards or safety hazards? |  |  |  |  |
| Is the siding intact? |  |  |  |  |
| Are all the windows intact? |  |  |  |  |
| Is the boiler chimney intact and free of obstructions? |  |  |  |  |
| Are all other HVAC vents (HRV, Toyo, Furnace, and dryer vent) intact? |  |  |  |  |
| Are exterior walkways and stairs clear of obstructions and safe to use? |  |  |  |  |
| Is there an access ramp? |  |  |  |  |
| Is the ramp clear of obstructions? |  |  |  |  |
| Is the ramp slip resistant? |  |  |  |  |
| Is the ramp covered? |  |  |  |  |
| Are outside storage areas secured? |  |  |  |  |

**FUEL TANK**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What to look for** | **Yes** | **No** | **NA** | **Comments** |
| Does the fuel tank have a gauge? |  |  |  |  |
| Are all fuel tank connections and supports intact? |  |  |  |  |
| Does the fuel tank have sufficient fuel? |  |  |  |  |
| Does the fuel tank have a fence? |  |  |  |  |
| Does the fuel tank have a lock to prevent siphoning? |  |  |  |  |
| Is the fuel line from the tank to the building intact and protected against settlement, vibration, expansion, contraction and ice conditions? |  |  |  |  |
| If the fuel tank exceeds 660 gallons does the tank have secondary spill protection? |  |  |  |  |
| Where needed, are barriers installed to prevent vehicle collision? |  |  |  |  |
| Is the general condition of the fuel tank good? (i.e. no excessive rust or denting) |  |  |  |  |

**UNDER CLINIC**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What to look for** | **Yes** | **No** | **NA** | **Comments** |
| Is the area under the clinic secure (locked)? |  |  |  |  |
| Is the area under the clinic free of any bare electrical wires? (i.e. electrical wires missing insulation, unsupported wires) -DO NOT ENTER A CRAWL SPACE WITH BARE ELECTRICAL WIRES |  |  |  |  |
| Is the area under the clinic free of any signs of pest or rodent infestation? |  |  |  |  |
| Are all crawlspace light bulbs shielded to prevent breakage? |  |  |  |  |
| Is all the electrical work properly installed and supported by electrical conduits? |  |  |  |  |
| Are the pipes under the clinic in good condition and free of any leaks? |  |  |  |  |
| Is the area under the clinic free of standing water? |  |  |  |  |

**OFFICE – ADMINISTRATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What to look for** | **Yes** | **No** | **NA** | **Comments** |
| Do all doors and door locks function properly? |  |  |  |  |
| Are medical records secure? (Physical medical records should be locked behind two sets of locks- i.e. a locked door AND locked file cabinet.) |  |  |  |  |
| Are computer screens positioned in a way where unauthorized people cannot see the screen? |  |  |  |  |
| Do staff have appropriate IDs? |  |  |  |  |
| Is there a written bloodborne pathogen program plan? |  |  |  |  |
| Is there a written emergency and disaster preparedness plan? |  |  |  |  |
| Is there a written Tuberculosis response plan? |  |  |  |  |
| Does the plan include how to identify patients with TB, actions to take while dealing with a TB patient, isolation precautions for patients with active TB and procedures to protect employees from TB? If no, explain in notes. |  |  |  |  |
| Does the facility have a Hazard Communication Plan including an inventory of all hazardous substances (SDS), product labeling and other forms of warning, employee information about training and record keeping and instructions for appropriate disposal? If not, please explain missing sections in notes. |  |  |  |  |
| Is there a written RMW handling policy? |  |  |  |  |
| Are Safety Data Sheets (SDS) available for all chemicals in the clinic? |  |  |  |  |
| Are telephone lines operable in the case of an emergency? |  |  |  |  |
| Is the RMW shipped in approved packaging? |  |  |  |  |
| Are the packaging instructions followed as written? |  |  |  |  |
| Does the staff who prepare full sharps containers and RMW for shipping have documentation that they received training to conform to Department of Transportation (DOT) requirements (this training should occur every 3 years at a minimum)? |  |  |  |  |
| Are personnel currently trained in basic life support (BLS) and the use of cardiac and all other emergency equipment (AAAHC)? And can show documentation of training? |  |  |  |  |
| Is smoking prohibited within the facility? |  |  |  |  |
| Does the emergency plan include provision for the safe evacuation for individuals during and emergency, especially individuals who are at greater risk? |  |  |  |  |
| Are emergency drills evaluated and documented? |  |  |  |  |
| Is lighting adequate for performing office tasks? If any lights are burnt out, list their location. |  |  |  |  |
| Is the office in good condition? (note any obvious issues like broken outlets, holes in walls, damaged ceiling tiles, broken windows, burnt out or missing lights, etc.) |  |  |  |  |

**REQUIRED POSTINGS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What to look for** | **Yes** | **No** | **NA** | **Comments** |
| Equal Employment Opportunity Act |  |  |  |  |
| Alaska and Federal Minimum Wage |  |  |  |  |
| Employee Polygraph protection Action |  |  |  |  |
| Alaska Human Rights Law as it pertains to the prevention of sexual harassment |  |  |  |  |
| Unemployment Compensation |  |  |  |  |
| Child Labor Laws |  |  |  |  |
| Anti-discrimination notice |  |  |  |  |
| Pay day notice |  |  |  |  |
| Emergency contact information |  |  |  |  |
| IRS Withholding Notice |  |  |  |  |
| Workers Compensation |  |  |  |  |
| Uniformed Services Employment and Reemployment Rights Act |  |  |  |  |
| Family and Medical Leave Act |  |  |  |  |
| OSHA Summary of Occupational Safety and Health Act and Right to Know Act |  |  |  |  |
| Alaska Occupational Safety and Health Laws |  |  |  |  |

**FIT TEST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What to look for** | **Yes** | **No** | **NA** | **Comments** |
| Are staff supplied with appropriate Medical N-95 respirators? |  |  |  |  |
| Is there an adequate supply of disposable gloves, gowns, and face shields? |  |  |  |  |
| Have staff completed medical evaluations to wear a respirator? |  |  |  |  |
| Are staff that are required to wear respirators up to date on annual FIT Testing? |  |  |  |  |
| Do staff have an adequate supply of the respirators they were FIT tested to wear? (the same make and size they have been fitted for) |  |  |  |  |
| Are there alternate options for respiratory protection such as Powered Air Purifying Respirators (PAPR)? |  |  |  |  |
| Are any powered air purifier respirators (PAPRS) ready for use (powered battery, clean and easy to locate)? |  |  |  |  |

**FIRE SAFETY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What to look for** | **Yes** | **No** | **NA** | **Comments** |
| Are all exits marked with exit signs? |  |  |  |  |
| Are all exit signs clearly visible from any direction of travel? |  |  |  |  |
| Are exit signs illuminated in the event of a power loss? |  |  |  |  |
| Are exit areas illuminated with at least one-foot candle when in use? If you can see a nickel on the floor while standing, that is considered one-foot candle light. |  |  |  |  |
| Do the emergency exit lights work when tested? (Press and hold "test" button. Lights should stay on while pressing the button. If lights don't turn on or dim right away, they need maintenance.) |  |  |  |  |
| Is there a monthly log for testing of battery powered lighting? |  |  |  |  |
| Does the facility perform functional test every 12 months of battery powered lights on the inventory required for egress and exit signs for a duration of 1 ½ hours? |  |  |  |  |
| Are ABC chemical agent fire extinguishers in service and accessible within 30 feet of every location inside the building? |  |  |  |  |
| Are fire extinguishers mounted not more than 5 feet from the floor and not less than 4 inches above the floor? |  |  |  |  |
| Are the extinguishers clear of obstructions and readily visible? |  |  |  |  |
| Are the extinguishing operating instructions facing outward? |  |  |  |  |
| Are the extinguishers inspected monthly and recorded on an tag or inspection log? |  |  |  |  |
| Are all in service extinguishers charged with adequate pressure? (is the pressure gauge in the green) |  |  |  |  |
| Are all non-rechargeable extinguishers in date (12 years from manufacturing date)? |  |  |  |  |
| Do staff participate in annual fire drills? |  |  |  |  |
| Does the facility have a fire safety plan? |  |  |  |  |
| Is there documentation of staff participating in annual fire drills? |  |  |  |  |
| Are mounted hand sanitizer dispensers mounted no higher than 44 inches from the floor and located a minimum of 1 inch away from any electrical outlets? (Hand sanitizer dispensers should not be mounted directly above outlets) |  |  |  |  |
| Are building fire alarm systems functional? |  |  |  |  |
| Are building sprinkler systems functional? |  |  |  |  |

**CLINIC UTILITIES**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **What to look for** | **Yes** | **No** | **NA** | **Comments** |
| **Heating and Ventilation** | Does the heating system provide uniform heat throughout the building at a minimum of 68°F when occupied, 50°F when unoccupied, and patient care areas at 75°F? |  |  |  |  |
|  | Does the heating system have an adjustable thermostat? |  |  |  |  |
|  | Facility wide - does all heating and ventilation look to be in good working condition? (note any obvious issues like broken vents, broken thermostats, or uneven heating) |  |  |  |  |
|  | Are water pipes or baseboard heaters that exceed 110°F inaccessible to children? |  |  |  |  |
| **Sewage** | Are sewer lines intact? |  |  |  |  |
|  | Does the clinic have uninterrupted sewer service? (note any interruptions to sewer service) |  |  |  |  |
|  | Facility wide does the sewage system look to be in good working condition? (note any obvious issues like leaking pipes, sewage backing up, etc.) |  |  |  |  |
| **Plumbing** | Are the water lines intact? |  |  |  |  |
|  | Does plumbing look to be in good working condition? (note any obvious issues like leaking pipes or taps, rusty pipes, or broken plumbing , lack of water pressure) |  |  |  |  |
|  | Is there adequate water pressure through-out the facility? |  |  |  |  |
|  | Is drinking water available for both staff and patients? (via drinking fountain, bottled water, or single serve cups in a sanitary dispenser) |  |  |  |  |
|  | If the clinic has its own well source, is the system protected, maintained, and tested as required? |  |  |  |  |
|  | Is the water temperature between 105°F-120°F? (hot, but not scalding hot) |  |  |  |  |

**EYEWASH (mark “NA” if clinic does not have an eyewash station)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What to look for** | **Yes** | **No** | **NA** | **Comments** |
| Is there an eyewash station available? |  |  |  |  |
| Does the eyewash station have a mixing valve that produces warm water for at least 15 minutes? |  |  |  |  |
| Does the eyewash station have a log that shows weekly flushing? |  |  |  |  |
| Does the eyewash station operate in a single motion? |  |  |  |  |
| Does the eyewash station produce an adequate pattern and pressure capable of flushing both eye sockets at the same time? |  |  |  |  |

**LOBBY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What to look for** | **Yes** | **No** | **NA** | **Comments** |
| Are mats/rugs arranged in a safe, non-slip non-trip manner? |  |  |  |  |
| Is information about patient rights and responsibilities available to patients? |  |  |  |  |
| Is furniture made of easily cleanable, non-permeable material and in good repair? (i.e. non-permeable material like vinyl, not cloth or leather, no tears in the fabric) |  |  |  |  |
| In the event of an emergency, can the restroom be unlocked from the outside? |  |  |  |  |
| Are face masks available (COVID-19)? |  |  |  |  |
| Is 60% alcohol based hand sanitizer available? |  |  |  |  |
| Are mounted hand sanitizer dispensers mounted no higher than 44 inches from the floor and located a minimum of 1 inch away from any electrical outlets? (Hand sanitizer dispensers should not be mounted directly above outlets) |  |  |  |  |
| Is the lobby free of choking or strangulation hazards? (typical hazards include window blind cords that a child could become entangled in or toys). |  |  |  |  |
| Are all electrical outlets in the lobby tamper resistant or have tamper resistant covers? (tamper resistant outlets might have an "TR" on the cover, have "T" shaped plugs, or have a green dot on them.) |  |  |  |  |
| Is the lobby free of trip hazards? |  |  |  |  |
| If there are toys in the lobby, are they all made of easy to clean, non-permeable material? (i.e. make of plastic, metal, or painted wood. Not made of cloth or soft material) |  |  |  |  |
| Do the windows have screens? |  |  |  |  |
| Is the lobby in good condition? (note any obvious issues like broken outlets, holes in walls, damaged ceiling tiles, broken windows, burnt out or missing lights, etc.) |  |  |  |  |

**CONFERENCE ROOM**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What to look for** | **Yes** | **No** | **NA** | **Comments** |
| Are all doors unobstructed (i.e. no stacks of chairs or furniture blocking a door) and unlocked when the room is occupied? |  |  |  |  |
| Are emergency exits marked with appropriate signage? |  |  |  |  |
| Are AV cords-electrical cords organized and free of trip hazards? |  |  |  |  |
| Is the conference room in good condition? (note any obvious issues like broken outlets, holes in walls, damaged ceiling tiles, broken windows, burnt out or missing lights, etc.) |  |  |  |  |

**OFFICE –OTHER/MISC**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What to look for** | **Yes** | **No** | **NA** | **Comments** |
| Do all doors and door locks function properly? |  |  |  |  |
| Are medical records secure? (Physical medical records should be locked behind two sets of locks- i.e. a locked door AND locked file cabinet.) |  |  |  |  |
| Are computer screens positioned in a way where unauthorized people cannot see the screen? |  |  |  |  |
| Is lighting adequate for performing office tasks? If any lights are burnt out, list their location. |  |  |  |  |
| Is the office in good condition? (note any obvious issues like broken outlets, holes in walls, damaged ceiling tiles, broken windows, burnt out or missing lights, etc.) |  |  |  |  |

**BEHAVIORAL HEALTH**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What to look for** | **Yes** | **No** | **NA** | **Comments** |
| Are medical records secure? (Physical medical records should be locked behind two sets of locks- i.e. a locked door AND locked file cabinet.) |  |  |  |  |
| Does the room offer visual privacy? (i.e. frosted glass, blinds) |  |  |  |  |
| Does the room offer sound privacy? (i.e. white noise generator(s), carpet, appropriate room location) |  |  |  |  |
| Does the room lighting facilitate an environment of care? (i.e. are lights dimmable and not buzzing or flickering?) |  |  |  |  |
| Are medications stored in compliance with their FDA classification? (i.e. Alka-Seltzer in a desk draw is ok - a schedule IV controlled drug such as Valium needs to be secured) |  |  |  |  |
| Are smoke detector(s) functional? |  |  |  |  |
| If open flame (i.e. Burring of candles or incense) is permitted, has a risk assessment been completed including supervisor authorization to disable smoke detector(s)? |  |  |  |  |
| Is the room free of slip trip hazards (i.e. throw rugs, electrical cords) |  |  |  |  |
| Is the office free of choking or strangulation hazards? (typical hazards include window blind cords that a child could become entangled in or toys). |  |  |  |  |
| Is the office in good condition? (note any obvious issues like broken outlets, holes in walls, damaged ceiling tiles, broken windows, burnt out or missing lights, etc.) |  |  |  |  |

**EXERCISE ROOM**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What to look for** | **Yes** | **No** | **NA** | **Comments** |
| Are all doors unobstructed (i.e. no equipment or furniture blocking a door) and unlocked when the room is occupied? |  |  |  |  |
| Are emergency exits marked with appropriate signage? |  |  |  |  |
| Is lighting adequate for performing tasks? If any lights are burnt out, list their location. |  |  |  |  |
| Is all exercise equipment and gear safe to use and in good working condition? |  |  |  |  |
| Is all exercise equipment and gear stored in a safe manner? |  |  |  |  |
| Is the room free of slip trip hazards (i.e. exercise mats, electrical cords) |  |  |  |  |
| Are high touch surface areas cleaned and disinfected regularly? (i.e. equipment cleaned after use) |  |  |  |  |
| Is the exercise room in good condition? (note any obvious issues like broken outlets, holes in walls, damaged ceiling tiles, broken windows, burnt out or missing lights, etc.) |  |  |  |  |

**X-RAY ROOM**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What to look for** | **Yes** | **No** | **NA** | **Comments** |
| Do all doors and door locks function properly? |  |  |  |  |
| Do all patient care rooms have a minimum clearance of 3 feet 8 inches? |  |  |  |  |
| Is all furniture in good repair and made of easy to clean, non-permeable material? (i.e. vinyl not cloth) |  |  |  |  |
| Have all outdated and expired items and chemicals been removed and disposed of properly? |  |  |  |  |
| Is privacy provided for the patient? (i.e. opaque windows and glass or privacy curtains) |  |  |  |  |
| Is there a handwashing sink? |  |  |  |  |
| Is there soap available from a soap dispenser? |  |  |  |  |
| Are paper towels available from a dispenser? |  |  |  |  |
| Is the area under the sink free of patient care and sterile items? |  |  |  |  |
| Is lighting adequate for performing diagnosing and treatment tasks? If any lights are burnt out, list their location. |  |  |  |  |
| Are non-latex gloves in a variety of sizes available? |  |  |  |  |
| Are any electrical cords free from damage? (i.e. not frayed or worn) |  |  |  |  |
| Is 60% alcohol based hand sanitizer available? |  |  |  |  |
| Are mounted hand sanitizer dispensers mounted no higher than 44 inches from the floor and located a minimum of 1 inch away from any electrical outlets? (Hand sanitizer dispensers should not be mounted directly above outlets) |  |  |  |  |
| Is the X-ray room in good condition? (note any obvious issues like broken outlets, holes in walls, damaged ceiling tiles, broken windows, burnt out or missing lights, etc.) |  |  |  |  |

**HALLWAY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What to look for** | **Yes** | **No** | **NA** | **Comments** |
| Are hallways clear of clutter? |  |  |  |  |
| Is the emergency egress clear? |  |  |  |  |
| Are fire extinguishers accessible? |  |  |  |  |
| Does the facility have emergency lighting that operates during the loss of normal power? |  |  |  |  |
| Are exits illuminated? |  |  |  |  |
| Does emergency lighting operate when tested? (Press and hold "test" button. Lights should stay on while pressing the button. If lights don't turn on or dim right away, they need maintenance.) |  |  |  |  |
| Is the ceiling in good condition? (note any missing, broken, or water stained tiles) |  |  |  |  |
| Is the hallway free of trip hazards ,electrical cords, loose carpet? |  |  |  |  |
| Is the electrical panel unobstructed? |  |  |  |  |
| Is each breaker in the on position clearly labeled? |  |  |  |  |
| Is the hallway in good condition? (note any obvious issues like broken outlets, holes in walls, damaged ceiling tiles, broken windows, burnt out or missing lights, etc.) |  |  |  |  |

**BATHROOMS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What to look for** | **Yes** | **No** | **NA** | **Comments** |
| Do bathrooms have a door that patients can lock for privacy? |  |  |  |  |
| Can the lock on the bathroom door be unlocked by staff on the outside in the event of an emergency? |  |  |  |  |
| Are all outlets within 6 ft. of the sink(s) or other sources of water Ground Fault Circuit Interrupter(GFCI) outlets? (GFCI have a "test" and "reset" button and may have a green light or sticker) |  |  |  |  |
| Are outlets in the bathroom tamper resistant or have tamper resistant covers? (tamper resistant outlets may have a "TR" on it, have a T shaped outlet plug, or a green dot) |  |  |  |  |
| Are bathrooms mechanically ventilated? (i.e. have exhaust fans) |  |  |  |  |
| Are bathrooms cleaned and stocked daily? |  |  |  |  |
| Are all cleaning supplies and chemicals stored in a locked closet or locked cabinet? |  |  |  |  |
| Is lighting adequate for performing tasks? If any lights are burnt out, list their location. |  |  |  |  |
| Is there soap available from a soap dispenser at the sink? |  |  |  |  |
| Are paper towels available from a dispenser available at the sink? (Bathrooms may also have hand air dryers) |  |  |  |  |
| If there are paper towels, is there a trash receptacle near the sink? |  |  |  |  |
| Are the toilets, sinks, and showers all in good working order? |  |  |  |  |
| Is the bathroom in good condition? (note any obvious issues like broken outlets, holes in walls, damaged ceiling tiles, leaking plumbing, broken windows, burnt out or missing lights, etc.) |  |  |  |  |

**BREAKROOM**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What to look for** | **Yes** | **No** | **NA** | **Comments** |
| Do all doors and door locks function properly? |  |  |  |  |
| Is there a smoke detector? |  |  |  |  |
| Is it functional? |  |  |  |  |
| Are the emergency exits unobstructed? (not blocked by furniture, equipment, or supplies.) |  |  |  |  |
| Have all electrical appliances been certified by Underwriters Laboratory (UL) or other independent certifying safety organizations? (including appliances like toasters or heaters) |  |  |  |  |
| Are breakroom refrigerators that are used to store food free of any medicines or medical supplies? (Medicines and medical supplies should not be stored in refrigerators that also store food.) |  |  |  |  |
| Do the windows have screens? |  |  |  |  |
| Do windows close, open and lock? |  |  |  |  |
| Is lighting adequate for performing tasks? If any lights are burnt out, list their location. |  |  |  |  |
| Is the breakroom in good condition? (note any obvious issues like broken outlets, holes in walls, damaged ceiling tiles, leaking plumbing, broken windows, burnt out or missing lights, etc.) |  |  |  |  |

**SLEEPING QUARTERS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What to look for** | **Yes** | **No** | **NA** | **Comments** |
| Is there a smoke detector? |  |  |  |  |
| Is it functional? |  |  |  |  |
| Is there a Carbon Monoxide (CO) detector? |  |  |  |  |
| Is there a primary means for emergency escape? (i.e. emergency exit door to the outside) |  |  |  |  |
| Is there a secondary means for emergency escape? (i.e. window that could be used to safely exit to outside) |  |  |  |  |
| Are the emergency exits unobstructed? (not blocked by furniture, equipment, or supplies.) |  |  |  |  |
| Do the emergency exit lights work when tested? (Press and hold "test" button. Lights should stay on while pressing the button. If lights don't turn on or dim right away, they need maintenance.) |  |  |  |  |
| Are the sleeping quarters secure? (i.e. the emergency exits are operable from the inside, but do not allow unauthorized entry from the outside) |  |  |  |  |
| Do the windows have screens? |  |  |  |  |
| Do windows close, open and lock? |  |  |  |  |
| Have all electrical appliances been certified by Underwriters Laboratory (UL) or other independent certifying safety organizations? (including appliances like toasters or heaters) |  |  |  |  |
| Is lighting adequate for performing tasks? If any lights are burnt out, list their location. |  |  |  |  |
| Are the sleeping quarters in good condition? (note any obvious issues like broken outlets, holes in walls, damaged ceiling tiles, broken windows, burnt out or missing lights, etc.) |  |  |  |  |

**EXAM ROOM(S)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What to look for** | **Yes** | **No** | **NA** | **Comments** |
| Do all doors and door locks function properly? |  |  |  |  |
| Do all patient care rooms have a minimum clearance of 3 feet 8 inches? |  |  |  |  |
| Is all furniture in good repair and made of easy to clean, non-permeable material? (i.e. vinyl not cloth) |  |  |  |  |
| Are sharps containers closable, puncture resistant, and leak proof? |  |  |  |  |
| Are sharps containers inaccessible to children and conveniently located for use by staff? |  |  |  |  |
| If sharps containers are mounted, are they mounted so that the opening is between 50 - 56 inches from the floor for standing workstations and between 38-42 inches from the floor for seated work stations? (The opening should be about eye level for all staff) |  |  |  |  |
| Are sharps containers replaced before they overfill? |  |  |  |  |
| Is RMW stored in a way that makes it inaccessible to children, the public, and wildlife? |  |  |  |  |
| Are red bags only used for RMW and not for any non-regulated medical waste? |  |  |  |  |
| Are RMW containers closable? (i.e. container with a foot operated lid) and constructed to prevent leakage? |  |  |  |  |
| Have all outdated and expired items and chemicals been removed and disposed of properly? |  |  |  |  |
| Is privacy provided for the patient? (i.e. opaque windows and glass or privacy curtains) |  |  |  |  |
| Is there a handwashing sink? |  |  |  |  |
| Is there soap available from a soap dispenser? |  |  |  |  |
| Are paper towels available from a dispenser? |  |  |  |  |
| Is the area under the sink free of patient care and sterile items? |  |  |  |  |
| Is lighting adequate for performing diagnosing and treatment tasks? If any lights are burnt out, list their location. |  |  |  |  |
| Are non-latex gloves in a variety of sizes available? |  |  |  |  |
| Are sharps secured in a locked drawer or cabinet? |  |  |  |  |
| Are any electrical cords free from damage? (i.e. not frayed or worn) |  |  |  |  |
| Is 60% alcohol based hand sanitizer available? |  |  |  |  |
| Are mounted hand sanitizer dispensers mounted no higher than 44 inches from the floor and located a minimum of 1 inch away from any electrical outlets? (Hand sanitizer dispensers should not be mounted directly above outlets) |  |  |  |  |
| Are the exam rooms in good condition? (note any obvious issues like broken outlets, holes in walls, damaged ceiling tiles, broken windows, burnt out or missing lights, etc.) |  |  |  |  |

**URGENT CARE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What to look for** | **Yes** | **No** | **NA** | **Comments** |
| Do all doors and door locks function properly? |  |  |  |  |
| Do all patient care rooms have a minimum clearance of 3 feet 8 inches? |  |  |  |  |
| Are all compressed gas cylinders (oxygen tanks) stored in specifically designed cradles/carriers or securely chained to the wall? |  |  |  |  |
| Are full oxygen tanks available? |  |  |  |  |
| Are full oxygen tanks labeled? |  |  |  |  |
| Are empty oxygen tanks marked, removed, and stored separate from full? |  |  |  |  |
| Is there a dedicated oxygen regulator wrench? |  |  |  |  |
| Is lighting adequate for performing invasive procedures and diagnosis? If any lights are not functional, list their location. |  |  |  |  |
| Are crash carts checked and recorded according to policy? |  |  |  |  |
| Does the crash cart have a tamper seal? |  |  |  |  |
| If the crash cart contains sharps, are the sharps secured? |  |  |  |  |
| If the crash cart contains schedule 3 controlled medication, is the crash cart locked? |  |  |  |  |
| Is the lifepack/AED charged? |  |  |  |  |
| Are there pads for the lifepack/AED available in a selection of sizes? |  |  |  |  |
| Are the pads for the lifepack/AED in date? |  |  |  |  |
| Are sharps containers inaccessible to children and conveniently located for use by staff? |  |  |  |  |
| Are sharps containers mounted, closable, puncture resistant, and leak proof? |  |  |  |  |
| Are sharps containers replaced before they overfill? |  |  |  |  |
| If sharps containers are mounted, are they mounted so that the opening is between 50 - 56 inches from the floor for standing workstations and between 38-42 inches from the floor for seated work stations? (The opening should be about eye level for all staff) |  |  |  |  |
| Is RMW stored in a way that makes it inaccessible to children, the public, and wildlife? |  |  |  |  |
| Are red bags only used for RMW and not for any non-regulated medical waste? |  |  |  |  |
| Are RMW containers closable and constructed to prevent leakage? (i.e. container with a foot operated lid) |  |  |  |  |
| Is there a handwashing sink? |  |  |  |  |
| Is there soap available from a soap dispenser? |  |  |  |  |
| Are paper towels available from a dispenser? |  |  |  |  |
| Is the area under the sink free of patient care or sterile items? |  |  |  |  |
| Are all biomedical tags in date? |  |  |  |  |
| Have all outdated and expired items and chemicals been removed and disposed of properly? |  |  |  |  |
| Are electrical cords free from damage? (i.e. not frayed or worn) |  |  |  |  |
| Are all outlets within 6 ft. of the sink(s) or other sources of water Ground Fault Circuit Interrupter(GFCI) outlets? (GFCI have a "test" and "reset" button and may have a green light or sticker) |  |  |  |  |
| Are single use items only used once? (Single use items should not be reused) |  |  |  |  |
| Is all furniture cleanable made with non-permeable material and in good repair? |  |  |  |  |
| Is 60% alcohol based hand sanitizer available? |  |  |  |  |
| Are mounted hand sanitizer dispensers mounted no higher than 44 inches from the floor and located a minimum of 1 inch away from any electrical outlets? (Hand sanitizer dispensers should not be mounted directly above outlets) |  |  |  |  |
| Do the windows have screens? |  |  |  |  |
| Is Urgent Care in good condition? (note any obvious issues like broken outlets, holes in walls, damaged ceiling tiles, damaged trim, damaged exam tables, broken windows, burnt out or missing lights, etc.) |  |  |  |  |

**DENTAL ROOM**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What to look for** | **Yes** | **No** | **NA** | **Comments** |
| Do all doors and door locks function properly? |  |  |  |  |
| Is water line clean and free of biofilm build up? |  |  |  |  |
| Is there a system in place for the safe collection storage and disposal method of dental amalgam? |  |  |  |  |
| If an autoclave is in use, is the autoclave log recorded? |  |  |  |  |
| Are appropriate autoclave cleaners available? (distilled water, autoclave cleaner) |  |  |  |  |
| Is there a physical separation between clean and dirty areas that does not allow for cross contamination? |  |  |  |  |
| Are sterilized hinge instruments processed in the open position? |  |  |  |  |
| Are sterilized instrument packs not over packed and allow steam to circulate? |  |  |  |  |
| Are sharps containers closable, puncture resistant, and leak proof? |  |  |  |  |
| Are sharps containers inaccessible to children and conveniently located for use by staff? |  |  |  |  |
| If sharps containers are mounted, are they mounted so that the opening is between 50 - 56 inches from the floor for standing workstations and between 38-42 inches from the floor for seated work stations? (The opening should be about eye level for all staff) |  |  |  |  |
| Are sharps containers replaced before they overfill? |  |  |  |  |
| Is RMW stored in a way that makes it inaccessible to children, the public, and wildlife? |  |  |  |  |
| Are red bags only used for RMW and not for any non-regulated medical waste? |  |  |  |  |
| Are RMW containers closable? (i.e. container with a foot operated lid) and constructed to prevent leakage? |  |  |  |  |
| Is the re-use of single use patient care products prohibited? |  |  |  |  |
| Is 60% alcohol based hand sanitizer available? |  |  |  |  |
| Are mounted hand sanitizer dispensers mounted no higher than 44 inches from the floor and located a minimum of 6 inches away from any electrical outlets? (Hand sanitizer dispensers should not be mounted directly above outlets) |  |  |  |  |
| Is there a handwashing sink? |  |  |  |  |
| Is there soap available from a soap dispenser? |  |  |  |  |
| Are paper towels available from a dispenser? |  |  |  |  |
| Is the area under the sink free of patient care and sterile items? |  |  |  |  |
| Are non-latex gloves in a variety of sizes available? |  |  |  |  |
| Are sharps secured in a locked drawer or cabinet? |  |  |  |  |
| Are any electrical cords free from damage? (i.e. not frayed or worn) |  |  |  |  |
| Do the windows have screens? |  |  |  |  |
| Is dental in good condition? (note any obvious issues like broken outlets, holes in walls, damaged ceiling tiles, broken windows, burnt out or missing lights, etc.) |  |  |  |  |

**PHARMACY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What to look for** | **Yes** | **No** | **NA** | **Comments** |
| Is the door closed and locked when not in use? |  |  |  |  |
| Are pharmaceuticals stored in closeable storage units? (i.e. shelves and cabinets with smooth, easily cleanable doors.) |  |  |  |  |
| Have all outdated and expired medicines been removed and disposed of properly? |  |  |  |  |
| Are all controlled substances stored in a locked cabinet that is bolted to the wall or floor if possible? |  |  |  |  |
| Are patient care items rotated and stored to ensure first in first out? |  |  |  |  |
| Are single use items only used once? (Single use items should not be reused) |  |  |  |  |
| Is alcohol based hand sanitizer available? |  |  |  |  |
| Are mounted hand sanitizer dispensers mounted no higher than 44 inches from the floor and located a minimum of 1 inch away from any electrical outlets? (Hand sanitizer dispensers should not be mounted directly above outlets) |  |  |  |  |
| Is there soap available from a soap dispenser at the sink? |  |  |  |  |
| Are paper towels available from a dispenser at the sink? |  |  |  |  |
| Is there a trash receptacle near the sink? |  |  |  |  |
| Are all outlets within 6 ft. of the sink(s) or other sources of water Ground Fault Circuit Interrupter(GFCI) outlets? (GFCI have a "test" and "reset" button and may have a green light or sticker) |  |  |  |  |
| Is the area under the sink free of patient care and sterile items? |  |  |  |  |
| Do data logger thermometers report that all refrigerators stay between 2°C to 8°C (36°F to 46°F) and freezers stay between -15°C to -25°C (5°F to -14°F) and is this information recorded in a logbook? |  |  |  |  |
| Is the local poison control number (1-800-222-1222) posted? |  |  |  |  |
| Is storing and eating food in the Pharmacy prohibited? |  |  |  |  |
| Is regulated medical waste (RMW) stored in a way that makes it inaccessible to children, the public, and wildlife? |  |  |  |  |
| Is the RMW container labeled as hazardous waste or stored in a red bag or red container? |  |  |  |  |
| Are red bags only used for RMW and not for any non-regulated medical waste? |  |  |  |  |
| Is the RMW container closable? (i.e. container with a foot operated lid) |  |  |  |  |
| Are RMW containers constructed to prevent leakage? |  |  |  |  |
| Are all sharps (unused, used, and discarded) stored in a way that makes them inaccessible to children? (Secured in locked rooms, in locked carts/cabinets, discarded in secured sharps containers) |  |  |  |  |
| Are sharps containers closable, puncture resistant, and leak proof? |  |  |  |  |
| Are sharps containers inaccessible to children and conveniently located for use by staff? |  |  |  |  |
| If sharps containers are mounted, are they mounted so that the opening is between 50 - 56 inches from the floor for standing workstations and between 38-42 inches from the floor for seated work stations? (The opening should be about eye level for all staff) |  |  |  |  |
| Are sharps containers replaced before they overfill? |  |  |  |  |
| Is all equipment in good working condition? (i.e. no frayed wires or broken equipment) |  |  |  |  |
| Is lighting adequate for performing pharmacy tasks? If any lights are burnt out, list their location. |  |  |  |  |
| Is any furniture in good repair and made of easy to clean, non-permeable material? (i.e. vinyl not cloth) |  |  |  |  |
| Is the pharmacy in good condition? (note any obvious issues like broken outlets, holes in walls, damaged ceiling tiles, broken windows, leaking plumbing, burnt out or missing lights, etc.) |  |  |  |  |

**LAB**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What to look for** | **Yes** | **No** | **NA** | **Comments** |
| Is the door closed and locked when not in use? |  |  |  |  |
| Have all outdated and expired items and chemicals been removed and disposed of properly? |  |  |  |  |
| Are masks available? |  |  |  |  |
| Are disposable, latex free gloves available? |  |  |  |  |
| Is eye protection available? (i.e. goggles, face shields.) |  |  |  |  |
| Are gowns, aprons or other protective clothing available? |  |  |  |  |
| Is there soap available from a soap dispenser at the sink? |  |  |  |  |
| Are paper towels available from a dispenser at the sink? |  |  |  |  |
| Is there a trash receptacle near the sink? |  |  |  |  |
| Are all outlets within 6 ft. of the sink(s) or other sources of water Ground Fault Circuit Interrupter(GFCI) outlets? (GFCI have a "test" and "reset" button and may have a green light or sticker) |  |  |  |  |
| Is the area under the sink free of patient care and sterile items? |  |  |  |  |
| Do data logger thermometers report that all refrigerators stay between 2°C to 8°C (36°F to 46°F) and freezers stay between -15°C to -25°C (5°F to -14°F) and is this information recorded in a logbook? |  |  |  |  |
| Is the local poison control number (1-800-222-1222) posted? |  |  |  |  |
| Is storing and eating food in the lab prohibited? |  |  |  |  |
| Are all chemicals properly stored, labeled and have safety Data Sheets (SDS) available? |  |  |  |  |
| Is RMW stored in a way that makes it inaccessible to children, the public, and wildlife? |  |  |  |  |
| Is the RMW container labeled as hazardous waste or stored in a red bag or red container? |  |  |  |  |
| Are red bags only used for RMW and not for any non-regulated medical waste? |  |  |  |  |
| Is the RMW container closable and constructed to prevent leakage? (i.e. container with a foot operated lid) |  |  |  |  |
| Are sharps containers closable, puncture resistant, and leak proof? |  |  |  |  |
| Are sharps containers inaccessible to children and conveniently located for use by staff? |  |  |  |  |
| If sharps containers are mounted, are they mounted so that the opening is between 50 - 56 inches from the floor for standing workstations and between 38-42 inches from the floor for seated work stations? (The opening should be about eye level for all staff) |  |  |  |  |
| Are sharps containers replaced before they overfill? |  |  |  |  |
| If an autoclave is in use, is the autoclave log recorded? |  |  |  |  |
| Are appropriate autoclave cleaners available? (distilled water, autoclave cleaner) |  |  |  |  |
| Does the sterilization process flow from dirty to clean and are items not allowed to back track? |  |  |  |  |
| Is there a physical separation between clean and dirty areas that does not allow for cross contamination? |  |  |  |  |
| Is the area under and directly adjacent to the autoclave and cleaning area free of medicines, patient care items, and sterile items? |  |  |  |  |
| Are sterilized hinge instruments processed in the open position? |  |  |  |  |
| Are sterilized instrument packs not over packed and allow steam to circulate? (Packs should not have too many items and they should be visibly dry when removed) |  |  |  |  |
| Is all equipment in good working condition? (i.e. no frayed wires or broken equipment) |  |  |  |  |
| Are all biomedical tags in date? |  |  |  |  |
| Is lighting adequate for performing lab tasks? If any lights are burnt out, list their location. |  |  |  |  |
| Is all furniture in good repair and made of easy to clean, non-permeable material? (i.e. vinyl not cloth) |  |  |  |  |
| Is the lab in good condition? (note any obvious issues like broken outlets, holes in walls, damaged ceiling tiles, leaking plumbing, broken windows, burnt out or missing lights, etc.) |  |  |  |  |

**COMBINED LAB/PHARMACY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What to look for** | **Yes** | **No** | **NA** | **Comments** |
| Is the door closed and locked when not in use? |  |  |  |  |
| Are pharmaceuticals stored in closeable storage units? (i.e. shelves and cabinets with smooth, easily cleanable doors.) |  |  |  |  |
| Have all outdated and expired items and chemicals been removed and disposed of properly? |  |  |  |  |
| Are all controlled substances stored in a locked cabinet that is bolted to the wall or floor if possible? |  |  |  |  |
| Are patient care items rotated and stored to ensure first in first out? |  |  |  |  |
| Are single use items only used once? (Single use items should not be reused) |  |  |  |  |
| Are masks available? |  |  |  |  |
| Are disposable gloves available? (preferably latex free) |  |  |  |  |
| Is eye protection available? (i.e. goggles, face shields.) |  |  |  |  |
| Are gowns, aprons or other protective clothing available? |  |  |  |  |
| Is there a defined separation between pharmacy processes and lab processes? (i.e. they are located on separate sides of the room) |  |  |  |  |
| Does the pharmacy area and the lab area each have their own sink? |  |  |  |  |
| If there is only one sink, is the pharmacy on one side and the lab on the other? |  |  |  |  |
| If there is shared counter space, is it divided by the sink? (i.e. pharmacy on one side and lab on the other) |  |  |  |  |
| Does staff only work in one space at a time and clean up and wash their hands before switching to the other space? |  |  |  |  |
| Is there soap available from a soap dispenser at the sink? |  |  |  |  |
| Are paper towels available from a dispenser at the sink? |  |  |  |  |
| Is there a trash receptacle near the sink? |  |  |  |  |
| Is alcohol based hand sanitizer available at the pharmacy area or shared sink? |  |  |  |  |
| Are mounted hand sanitizer dispensers mounted no higher than 44 inches from the floor and located a minimum of 1 inch away from any electrical outlets? (Hand sanitizer dispensers should not be mounted directly above outlets) |  |  |  |  |
| Are all outlets within 6 ft. of the sink(s) or other sources of water Ground Fault Circuit Interrupter(GFCI) outlets? (GFCI have a "test" and "reset" button and may have a green light or sticker) |  |  |  |  |
| Is the area under the sink free of patient care and sterile items? |  |  |  |  |
| If required for both pharmacy and lab, are there separate refrigerators for each process? |  |  |  |  |
| Are pharmacy refrigerators located in the pharmacy space and lab refrigerators located in the lab space? |  |  |  |  |
| Do all refrigerators and freezers used to store temperature sensitive medicines have data logger thermometers that are not sensitive to power outages? |  |  |  |  |
| Do data logger thermometers report that all refrigerators stay between 2°C to 8°C (36°F to 46°F) and freezers stay between -15°C to -25°C (5°F to -14°F) and is this information recorded in a logbook? |  |  |  |  |
| Is the local poison control number (1-800-222-1222) posted? |  |  |  |  |
| Is storing and consuming food in the Pharmacy/Lab prohibited? |  |  |  |  |
| Are all laboratory specimens separated and stored away from pharmaceuticals? |  |  |  |  |
| Are all chemicals properly stored, labeled and have safety Data Sheets (SDS) available? |  |  |  |  |
| Is RMW stored in a way that makes it inaccessible to children, the public, and wildlife? |  |  |  |  |
| Is the RMW container labeled as hazardous waste or stored in a red bag or red container? |  |  |  |  |
| Are red bags only used for RMW and not for any non-regulated medical waste? |  |  |  |  |
| Is the RMW container closable and constructed to prevent leakage? (i.e. container with a foot operated lid) |  |  |  |  |
| Are all sharps (unused, used, and discarded) stored in a way that makes them inaccessible to children? (Secured in locked rooms, in locked carts/cabinets, discarded in secured sharps containers) |  |  |  |  |
| Are sharps containers closable, puncture resistant, and leak proof? |  |  |  |  |
| Are sharps containers inaccessible to children and conveniently located for use by staff? |  |  |  |  |
| If sharps containers are mounted, are they mounted so that the opening is between 50 - 56 inches from the floor for standing workstations and between 38-42 inches from the floor for seated work stations? (The opening should be about eye level for all staff) |  |  |  |  |
| Are sharps containers replaced before they overfill? |  |  |  |  |
| If an autoclave is in use, is the autoclave log recorded? |  |  |  |  |
| Are appropriate autoclave cleaners available? (distilled water, autoclave cleaner) |  |  |  |  |
| Does the sterilization process flow from dirty to clean and are items not allowed to back track? |  |  |  |  |
| Is there a physical separation between clean and dirty areas that does not allow for cross contamination? |  |  |  |  |
| Is the area under and directly adjacent to the autoclave and cleaning area free of medicines, patient care items, and sterile items? |  |  |  |  |
| Are sterilized hinge instruments processed in the open position? |  |  |  |  |
| Are sterilized instrument packs not over packed and allow steam to circulate? (Packs should not have too many items and they should be visibly dry when removed) |  |  |  |  |
| Is all equipment in good working condition? (i.e. no frayed wires or broken equipment) |  |  |  |  |
| Are all biomedical tags in date? |  |  |  |  |
| Is lighting adequate for performing pharmacy/lab tasks? If any lights are burnt out, list their location. |  |  |  |  |
| Is all furniture in good repair and made of easy to clean, non-permeable material? (i.e. vinyl not cloth) |  |  |  |  |
| Is the combined pharmacy/lab in good condition? (note any obvious issues like broken outlets, holes in walls, damaged ceiling tiles, broken windows, burnt out or missing lights, etc.) |  |  |  |  |

**STERILIZATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What to look for** | **Yes** | **No** | **NA** | **Comments** |
| Is the door closed and locked when not in use? |  |  |  |  |
| If an autoclave is in use, is the autoclave log recorded? |  |  |  |  |
| Are appropriate autoclave cleaners available? (distilled water, autoclave cleaner) |  |  |  |  |
| Does the sterilization process flow from dirty to clean and are items not allowed to back track? |  |  |  |  |
| Is there a physical separation between clean and dirty areas that does not allow for cross contamination? |  |  |  |  |
| Is the area under and directly adjacent to the autoclave and cleaning area free of medicines, patient care items, and sterile items? |  |  |  |  |
| Are sterilized hinge instruments processed in the open position? |  |  |  |  |
| Are sterilized instrument packs not over packed and allow steam to circulate? (Packs should not have too many items and they should be visibly dry when removed) |  |  |  |  |
| Are biological indicators used with every run and is there documentation? |  |  |  |  |
| Is the autoclave door properly adjusted with spare O-Rings onsite? |  |  |  |  |
| Is all equipment in good working condition? (i.e. no frayed wires or broken equipment) |  |  |  |  |
| Is lighting adequate for performing sterilization tasks? If any lights are burnt out, list their location. |  |  |  |  |
| Is all furniture in good repair and made of easy to clean, non-permeable material? (i.e. vinyl not cloth) |  |  |  |  |
| Is the sterilization room in good condition? (note any obvious issues like broken outlets, holes in walls, damaged ceiling tiles, broken windows, burnt out or missing lights, etc.) |  |  |  |  |

**STORAGE ROOM**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What to look for** | **Yes** | **No** | **NA** | **Comments** |
| Can the door be locked? |  |  |  |  |
| Is adequate storage space provided? |  |  |  |  |
| In the storage room neat and organized? |  |  |  |  |
| Is emergency equipment easy to access? |  |  |  |  |
| Does the storage room have an automatic extinguishing system? |  |  |  |  |
| In clinics with fire suppression systems, are all fire sprinklers unobstructed and is there at least 18 inches of clearance between the sprinkler head and any boxes or storage items? |  |  |  |  |
| Are patient care items rotated and stored to ensure first in first out? |  |  |  |  |
| Have all outdated and expired items and chemicals been removed and disposed of properly? |  |  |  |  |
| Is the storage room kept organized to prevent tripping hazards, fire hazards, and pests? |  |  |  |  |
| Is lighting adequate for performing tasks? If any lights are burnt out, list their location. |  |  |  |  |
| Is there a clear separation between cleaning chemical storage, patient care item storage and food storage? |  |  |  |  |
| Are patent care items stored in a manner to prevent contamination? |  |  |  |  |
| Does regulated medical waste (RMW) storage have its own storage locker or room? |  |  |  |  |
| Are all regular stock items stored on racks or cupboards at least 4 inches from the ground to facilitate cleaning? |  |  |  |  |
| Are all compressed gas cylinders (oxygen tanks) properly secured to prevent them from falling or tipping? (i.e. secured in a stand, in a cart, or attached to an immovable object, or chained to studs in the wall) |  |  |  |  |
| Are all compressed gas cylinders (oxygen tanks) stored away from any combustibles? (At least 5 ft. away if there is a fire sprinkler system, at least 20 ft. away if there is not fire sprinkler system.) |  |  |  |  |
| Do all compressed gas cylinders (oxygen tanks) not currently set up to be used have cylinder valve protection caps in place? |  |  |  |  |
| Is the storage room in good condition? (note any obvious issues like broken outlets, holes in walls, damaged ceiling tiles, leaking plumbing, broken windows, burnt out or missing lights, etc.) |  |  |  |  |

**RMW STORAGE ROOM**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What to look for** | **Yes** | **No** | **NA** | **Comments** |
| Can the door be locked? |  |  |  |  |
| Is the storage room kept organized to prevent tripping hazards, fire hazards, and pests? |  |  |  |  |
| Does regulated medical waste (RMW) storage have its own storage locker or room? |  |  |  |  |
| Is RMW stored in a way that makes it inaccessible to children, the public, and wildlife? |  |  |  |  |
| Is the RMW container labeled as hazardous waste or stored in a red bag or red container? |  |  |  |  |
| Are red bags only used for RMW and not for any non-regulated medical waste? |  |  |  |  |
| Is the RMW container closable and constructed to prevent leakage? (i.e. container with a foot operated lid) |  |  |  |  |
| Is the storage room in good condition? (note any obvious issues like broken outlets, holes in walls, damaged ceiling tiles, leaking plumbing, broken windows, burnt out or missing lights, etc.) |  |  |  |  |

**CLEANING CLOSET**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What to look for** | **Yes** | **No** | **NA** | **Comments** |
| Is the closet lockable and inaccessible to people in the clinic? |  |  |  |  |
| Does the clinic have a regular cleaning schedule? Is it posted? |  |  |  |  |
| Are high touch surface areas cleaned and disinfected daily? (i.e. bedrails, doorknobs) |  |  |  |  |
| Are exam rooms cleaned at least daily? |  |  |  |  |
| Are bathrooms cleaned and stocked daily? |  |  |  |  |
| Are non-patient areas cleaned at least weekly? |  |  |  |  |
| Is the cleaning room mechanically ventilated (working vent fan)? |  |  |  |  |
| Is there a utility (mop) sink? |  |  |  |  |
| If the utility sink uses a fill hose is there a vacuum break, air gap or backflow prevention device also in use? |  |  |  |  |
| Are cleaning chemicals stored safely? (Ammonia and Bleach should not be stored on the same shelf and chemicals should be stored below eye height) |  |  |  |  |
| Are wet floor signs available? |  |  |  |  |
| Are wet floor signs used when appropriate? |  |  |  |  |
| Is the storage area organized? |  |  |  |  |
| Is PPE made available to the cleaning staff? (i.e. gloves, eye splash protection, protective clothing, or other PPE recommended on the label of the available cleaning chemicals) |  |  |  |  |
| Is the cleaning closet free of non-cleaning products? (food, patient cate items, and other non-cleaning supplies should not be stored in the cleaning closet) |  |  |  |  |
| Are all cleaning chemicals and solutions labeled? |  |  |  |  |
| Are all cleaning chemicals inventoried with a corresponding SDS? |  |  |  |  |
| Is the cleaning closet in good condition? (note any obvious issues like broken outlets, holes in walls, damaged ceiling tiles, broken windows, burnt out or missing lights, etc.) |  |  |  |  |

**LAUNDRY ROOM**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What to look for** | **Yes** | **No** | **NA** | **Comments** |
| Is the door closed and locked when not in use? |  |  |  |  |
| Are lint traps cleaned before every use? |  |  |  |  |
| If the drier vent is longer than 6 ft., is it made of metal and cleaned at least annually? |  |  |  |  |
| Is clean laundry stored separately from contaminated laundry? (contaminated laundry includes laundry that's soiled with blood or other potentially infectious materials or may contain sharps) |  |  |  |  |
| If contaminated laundry is laundered at the clinic, does the washing machine water cycle reach at least 160°F for at least 25 minutes or is a suitable chemical disinfectant used? (i.e. a 125 ppm chlorine bleach rinse- either traditional chemicals used in a facility with a functioning eyewash station or "laundry pods".) |  |  |  |  |
| Are laundry cleaning chemicals stored safely? (Ammonia and Bleach should not be stored on the same shelf and chemicals should be stored below eye height) |  |  |  |  |
| Are all laundry cleaning chemicals and solutions labeled? |  |  |  |  |
| Are all laundry cleaning chemicals inventoried with a corresponding SDS? |  |  |  |  |
| Is there a utility (mop) sink? |  |  |  |  |
| If the utility sink uses a fill hose is there a vacuum break, air gap or backflow prevention device also in use? |  |  |  |  |
| Is the laundry room in good condition? (note any obvious issues like broken outlets, holes in walls, damaged ceiling tiles, broken windows, burnt out or missing lights, etc.) |  |  |  |  |

**MECHANICAL/BOILER ROOM**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What to look for** | **Yes** | **No** | **NA** | **Comments** |
| Is there a schedule for boiler maintenance? |  |  |  |  |
| Is the boiler inspected every 2 years? |  |  |  |  |
| Are all pipes, valves, connectors, etc. properly installed and maintained? (does it look like it's in good working order? Note any leaks.) |  |  |  |  |
| Does the boiler room have a combustion air intake/opening that is unobstructed? |  |  |  |  |
| Is the boiler in good working order and free of any standing operations issues? |  |  |  |  |
| Is the mechanical/boiler room separated from other parts of the building by at least 1 hour fire barriers and a 3/4 hour, self-closing fire door? |  |  |  |  |
| Is the boiler room door kept closed? |  |  |  |  |
| Does the mechanical/boiler room have an automatic extinguishing system? |  |  |  |  |
| Is the mechanical/boiler room free of clinic supplies or combustible materials? (supplies and combustible materials should not be stored in the mechanical or electrical rooms) |  |  |  |  |
| Is the pressure relief valve outlet positioned so it cannot spray a person (towards the ground)? |  |  |  |  |
| Are flues and vents free of leaks and in good condition (no rust or water damage)? |  |  |  |  |
| Is the mechanical room free of any exposed wires? |  |  |  |  |
| Is the mechanical room free of extension cords being used as permanent wiring? |  |  |  |  |
| Is the mechanical room free of any alarms or notifications on circulation equipment (zone valves)? |  |  |  |  |
| Is the mechanical room in good condition? (note any obvious issues like broken outlets, holes in walls, damaged ceiling tiles, leaking fixtures, burnt out or missing lights, etc.) |  |  |  |  |

**AMBULANCE BAY/GARAGE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What to look for** | **Yes** | **No** | **NA** | **Comments** |
| Is the ambulance bay built in a manner so the ambulance may drive through or circle through and not have to back up to deliver a patient? |  |  |  |  |
| Is the drive through, circle through, or garage unobstructed by parked vehicle(s)? |  |  |  |  |
| Are bystanders prohibited from the area when an ambulance is backing up? |  |  |  |  |
| If clinic staff are required to assist ambulance staff, do clinic staff receive the emergency vehicle operations class (EVOC) including safe backing practices? (AAAHC) |  |  |  |  |
| Is the path of a patient on a gurney clear of any obstructions? (items should not be stored in a way that blocks this path) |  |  |  |  |
| Is there adequate and appropriate storage space of stored items? (i.e. flammable storage cabinet(s), secured biohazard cabinets, shelving) |  |  |  |  |
| Is there less than 10 gallons (cumulative) of all flammables in flammable storage? |  |  |  |  |
| Are walkways free of trip and slip hazards? |  |  |  |  |
| Is the clinic access door kept closed when exhaust producing combustion powered motors are running? |  |  |  |  |
| Is the ambulance bay/ garage in good condition? (note any obvious issues like broken outlets, holes in walls, damaged ceiling tiles, broken windows, burnt out or missing lights, etc.) |  |  |  |  |

**If helpful, you may use the clinic layout below to mark the location of any areas of concern you noted.**