

Environmental Cleanliness Audit Tool for General Practice

Standard: The environment should be clean, free from dust, dirt and body fluid stains and spillages.

Action

- This audit tool should be completed weekly by the Practice Manager or Lead person for Infection Prevention and Control.
- In the event of non-compliance, action plans should be produced and reviewed regularly.
- Completed audit tools should be kept locally for good practice assurance and as evidence for CQC inspections.

	Environment	Evidence	Yes	No	N/A	Comments/Action
1.	Reception	The area is clean, in good decorative condition and free from clutter and inappropriate items.				
		Walls, floor, ceiling, furniture, fixtures and fittings, e.g. light fittings, reception desk, are in a good condition, clean and free from stains.				
2.	Waiting Areas	The rooms are clean, in good decorative condition and free from clutter and inappropriate items.				
		Walls, floor, ceiling, furniture, fixtures and fittings, e.g. carpets, light fittings, pictures, chairs, curtains, blinds, are in a good condition, clean and free from stains.				
3.	Corridors	The area is clean, in good decorative condition and free from clutter and inappropriate items.				
		Walls, floor, ceiling, furniture, fixtures and fittings, e.g. carpets, light fittings, pictures, chairs, curtains, blinds, are in a good condition, clean and free from stains.				
4.	Consultation /Examination Rooms	The rooms are clean, in good decorative condition and free from clutter and inappropriate items.				
		Walls, floor, ceiling, furniture, fixtures and fittings, e.g. flooring, light fittings, chairs, desks, couches, curtains, blinds, hand washing facilities are in a good condition, clean and free from stains.				
5.	Treatment/ Minor Surgery Rooms	The rooms are clean, in good decorative condition and free from clutter and inappropriate items.				
		Walls, floor, ceiling, fixtures and fittings, e.g. flooring, light fittings, chairs, desk, couch, trolleys, curtains, blinds, hand washing facilities, cupboards are in a good condition, clean and free from stains.				
6.	Clean Utility Room	The room is clean, in good decorative condition and free from clutter and inappropriate items.				

	Environment	Evidence	Yes	No	N/A	Comments/Action
		Walls, floor, ceiling, fixtures and fittings, e.g. flooring, light fittings, curtains, blinds, hand washing facilities, cupboards, are in a good condition and free from stains.				
7.	Sluice Room	The area is clean, in good decorative condition and free from clutter and inappropriate items.				
		Walls, floor, ceiling, fixtures and fittings, e.g. hand wash basin, liquid soap and paper towel dispensers, bed pan washer, slop hopper, are clean, in good condition and free from stains.				
8.	Toilets	The areas are clean, in good decorative condition and free from clutter and inappropriate items.				
		Walls, floor, ceiling, fixtures and fittings, e.g. toilet, toilet brush, wash basin, liquid soap and paper towel dispensers, are in a good condition, clean and free from stains.				
9.	Cleaner's room	The area is clean, in good decorative condition and free from clutter and inappropriate items.				
		Walls, floor, ceiling, fixtures and fittings, e.g. bucket sink, hand wash basin, liquid soap and paper towel dispensers, shelves, are in a good condition.				
		Cleaning buckets are clean and dried or stored inverted to air dry. Used re-usable mop heads are clean and stored inverted to facilitate drying.				

Audit completed by:	
Job title:	
Premises audited:	
Date:	