

# Environmental Cleaning Performance Observation Audit

This tool can be used to observe a worker that is performing a routine clean of a patient or resident room. It follows best practices but may need to be adapted to include your organization's policies and procedures.

For more information, please see [At A Glance: Implementing Performance Observation Audits for Environmental Cleaning in Five Steps](#).

Date (yyyy-mm-dd): Time (HH:MM): Unit: Room:

**Staff observed:** First name: Last name:

**Completed by:** First name: Last name:

## 1 - Cleaning cart

1.1	Cart has a separation between clean and soiled items	Yes	No	N/A
1.2	Cart does not contain personal belongings, food, or beverages	Yes	No	N/A
1.3	Cart appears clean and is thoroughly cleaned at the end of the day	Yes	No	N/A
1.4	Cart is locked at all times when not attended, and stored, when not in use, within a locked housekeeping closet	Yes	No	N/A
1.5	Worker ensures an adequate supply of clean cloths are available	Yes	No	N/A
1.6	A fresh disinfectant solution is prepared according to the manufacturer's instructions	Yes	No	N/A

**Comments:**

## 2 - Preparation

2.1	Worker checks for an Additional Precautions Sign before entering the room	Yes	No	N/A
2.2	Worker is aware if the room has any special cleaning requirements (e.g., VRE / C. Diff)	Yes	No	N/A
2.3	Worker is aware if the resident has any behavioural considerations	Yes	No	N/A
2.4	Worker walks through the room to determine what needs to be replaced (e.g. toilet paper, paper towels, soap, ABHR, gloves, sharps container)	Yes	No	N/A

**Comments:**

### 3 - Hand Hygiene

3.1	Worker performs hand hygiene before entering the room	Yes	No	N/A
3.2	Worker performs hand hygiene after potential body fluid exposures, such as after cleaning the washroom and removing gloves	Yes	No	N/A
3.3	Worker performs hand hygiene when exiting the room	Yes	No	N/A

**Comments:**

### 4 - PPE

4.1	Worker selects appropriate PPE based on risk assessment or as indicated by Additional Precautions and products being used	Yes	No	N/A
4.2	Worker properly dons gloves before entering the room	Yes	No	N/A
4.3	Worker changes gloves whenever hand hygiene is indicated	Yes	No	N/A
4.4	PPE is doffed when exiting the room	Yes	No	N/A

**Comments:**

### 5 - Cleaning technique

5.1	Room is cleaned from clean to dirty	Yes	No	N/A
5.2	Room is cleaned from high to low	Yes	No	N/A
5.3	Surfaces are cleaned prior to disinfection	Yes	No	N/A
5.4	Cloths are used appropriately <ul style="list-style-type: none"><li>• Only one cloth is used at a time</li><li>• Cloths are changed when no longer saturated</li><li>• Cloths are changed after cleaning heavily soiled areas</li><li>• A fresh cloth is used for each patient/resident space</li></ul> <ul style="list-style-type: none"><li>• If a bucket is used, worker does not double dip cloths</li><li>• If there is more than one patient/resident space in the room, a fresh cloth is used for each</li><li>• A fresh cloth is always used for cleaning each of the sink and the toilet</li></ul>	Yes	No	N/A
5.5	Disinfectant is used in accordance with manufacturer's instructions, including contact time	Yes	No	N/A
5.6	Floors are cleaned with the appropriate technique, including cleaning floors last, and dry mopping before wet mopping	Yes	No	N/A
5.7	Items are lifted to facilitate the cleaning of horizontal surfaces such as tables	Yes	No	N/A

**Comments:**

## 6 - Main room cleaning

6.1	Soiled linen and debris is removed from the floor and spills are wiped up prior to cleaning	Yes	No	N/A
6.2	Doors, door handles, push plate, and touched areas of frame are cleaned and disinfected	Yes	No	N/A
6.3	Walls are checked for visible soiling and cleaned if required	Yes	No	N/A
6.4	Light switches are cleaned and disinfected	Yes	No	N/A
6.5	Wall mounted items such as ABHR dispenser and glove box holder are cleaned	Yes	No	N/A
6.6	Fingerprints and soil are removed from interior glass partitions, glass door panels, mirrors and windows with glass cleaner	Yes	No	N/A
6.7	Privacy curtain is replaced if visibly soiled or otherwise required	Yes	No	N/A
6.8	All furnishings and horizontal surfaces are cleaned including: • Chairs • Window sill • Television • Computer keypads • Night table and other tables or desks	Yes	No	N/A
6.9	Equipment on walls such as top of suction bottle, intercom, blood pressure manometer, and IV pole are cleaned and disinfected	Yes	No	N/A
6.10	Bedrails, bed controls, and call bell are cleaned and disinfected	Yes	No	N/A
6.11	In a multi-bed room, each bed space is treated as a separate environment (i.e., worker changes gloves, performs hand hygiene and uses a new cloth when moving between bed spaces)	Yes	No	N/A

### Comments:

## 7 - Bathroom cleaning

7.1	Soiled linen is removed from floor, spills are wiped up, waste is removed	Yes	No	N/A
7.2	Door handle, frame, and light switch are cleaned and disinfected	Yes	No	N/A
7.3	Inside and outside of sink, sink faucets, mirror, and plumbing under the sink are cleaned and disinfected as appropriate	Yes	No	N/A
7.4	Disinfectant is applied to interior of sink in accordance with the manufacturer's instructions	Yes	No	N/A
7.5	Dispensers and frames are cleaned and disinfected	Yes	No	N/A
7.6	Call bell and cord are cleaned and disinfected	Yes	No	N/A
7.7	Support railings, ledges/shelves are cleaned and disinfected	Yes	No	N/A
7.8	Shower/tub faucets, interior surface of shower/tub, soap dish, faucets and shower, railing and walls are cleaned and disinfected, scrubbing as required to remove soap scum	Yes	No	N/A

### Bathroom cleaning continued

7.9	Grout is inspected for mold	Yes	No	N/A
7.10	Disinfectant is applied to all surfaces in accordance with manufacturers instructions	Yes	No	N/A
7.11	Shower curtains are inspected and replaced monthly or as required, e.g., when visibly soiled.	Yes	No	N/A
7.12	Entire toilet including handle, underside of flush rim, and bedpan support are cleaned and disinfected	Yes	No	N/A

**Comments:**

### 8 - Waste Disposal

8.1	Sharps container is checked and replaced when 3/4 full	Yes	No	N/A
8.2	Soiled linen is removed as necessary, bag is not overfilled (not filled more than 3/4 full)	Yes	No	N/A
8.3	Waste is placed in appropriate waste receptacles	Yes	No	N/A
8.4	Waste is removed from the room	Yes	No	N/A
8.5	Biomedical waste is handled according to facility policy	Yes	No	N/A

**Comments:**

### 9 - Facility Maintenance

9.1	Room is inspected for any items requiring maintenance	Yes	No	N/A
9.2	Peeling paint, mold, leaks, burned out light bulbs, stained ceiling tiles, damaged mattresses, broken or cracked items, and damaged floors are reported for repair and/or replacement	Yes	No	N/A

**Comments:**

## 10 - Replenish

10.1 Gloves, ABHR, soap, paper towel, and other supplies are replenished as required and not overstocked	Yes	No	N/A
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**Comments:**

## 11 - *C. difficile* and VRE (Only use if the patient is on additional precautions for VRE or CDI)

11.1 A fresh bucket and mop head is used for that room only	Yes	No	N/A
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11.2 After cleaning, a disinfectant is applied to all surfaces in the room. Ensure sufficient contact time with the disinfectant.	Yes	No	N/A
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- For *C. difficile*, a sporicidal agent is used (omit this step if the cleaning product is a one-step cleaner/disinfectant with sporicidal claims.)
- For VRE, a low-level hard surface disinfectant is used (omit this step if the cleaning product is a one-step cleaner/disinfectant)

**Comments:**