

Declutter Checklist

Principles supporting a unit declutter:

- Be mindful of all supplies you bring into the room to avoid cluttering patient spaces.
- Never put anything on top of sharps containers (glove boxes, tape, etc.)
- Store PPE in organized areas. (E.g. glove boxes do not need to be on hand rails and wallaroos). We have too many glove boxes everywhere already!
- Primed IV bags are not hanged in public areas (E.g. off the hand rails).
- Counter spaces and work areas are clear.

UNIT:	DATE:			COMMENTS:
	YES	PARTIAL	NO	
Corridors, counters, window-sills, conference, meeting, utility, equipment, storage, & patient rooms are neat & tidy with no evidence of clutter				
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.				
Broken equipment is tagged & removed off Unit to a designated locked area to prevent risk from inadvertent use.				
Avoid visual clutter by limiting signage. No tape on signage perimeters due to issues with tape residue removal. Consider Plexiglas holders as permanent solution in standardized locations.				
<p><i>*For any the following locations, send a req to FMO if more ABHR is needed*</i></p> <p>ABHR is to be mounted at:</p> <ul style="list-style-type: none"> - Facility & Unit entrance/exits <i>and</i> inside & outside of med prep rooms; - patient rooms; - outside clean/sterile storage utility rooms; - inside exit point of soiled utility rooms; - entrances to clean storage & equipment 				

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rooms & designated parking lots; - 6 inches from ignition switches; - 1metre from floor to base of dispenser to provide barrier-free access.				
Cleaning/disinfectant wipes are strategically mounted & <u>lids are kept closed</u> . Also attach to mobile equipment to force function.				
Items are placed along one side of corridor only with clean/soiled separation. 2 metres (i.e. 6 feet) is the stated requirement, although not always achievable....do the best spatial separation you can.				
PPE cart/dispenser at patient room entrance with minimal supplies. Ensure clear space.				
Soiled Linen Hampers are placed inside patient room for doffing all PPE except facial protection (e.g. mask/eye protection). Masks/face protection are removed outside of patient rooms or in anterooms followed by HH.				
No food/drink in Clinical areas.				
Sink counters must be free and clear with no items within a surrounding splash zone 24" above top of sink, 10" below and 12" on either side. Use blue pads, not cloth towels for excess water around sinks and dispose of frequently (i.e. minimum once a shift). Plumbing issues with excess water in the splash zone need to be repaired – send req if needed.				
Medication fridge has a monthly interior cleaning schedule & contains no food or drink. Exterior is cleaned/disinfected daily.				
Discard/Replace outdated books/Med. Instructions (e.g. CPS, IV Compatibility, etc.).				
Items are decanted from corrugated cardboard into containers that can be cleaned and disinfected. Corrugated cardboard that is brought				



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	YES	PARTIAL	NO	
to the unit to stock supplies must not be broken down in the clinical unit.				
Utility/Equipment/Storage room doors kept shut except for entry/exit				
Best Practice is no clean supplies in Soiled Utility room.				
Label clean/disinfected items with '1 AM CLEAN' labels. In areas where, due to space constraints, items must be stored designated 'parking lots' in the corridor; the area chosen should be low traffic, & clearly labeled for purpose (e.g. laminated or, painted sign, or inlaid heat-sealed lines). If tape is used for demarcation lines, change frequently when worn and remove tape residue.				
Fridges have posted monthly interior cleaning & disinfection schedule. Exterior is cleaned and disinfected daily.				
Patient food items should be discarded if sitting at room temperature longer than 2 hours. Patient food items containers must be cleaned/disinfected with Cavi-wipes or Accel Wipes, dated, labelled, & bagged prior to placement in fridge & discarded at 24 hours.				
Microwave is cleaned & disinfected between each use.				

Edited: April 9, 2020 – Referenced from VCH, Infection Prevention and Control