|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| General | YES | NO | Action | Outcome/Action taken |
| * Check all areas for cleanliness and organization
* Check for any signs of pests or infestation
* Check that all equipment and supplies are properly stored
* Check furniture is damage free
* Check that all doors and windows are secure and functioning properly
* Clinical waste bins are emptied and clean
* Hand sanitizers are working correctly , and dispensers filled
* Wheelchairs and hoists are correctly stored
 |  |  |  |  |
| Kitchen |  |  |  |  |
| * Check all food storage areas for cleanliness and organization
* Check all appliances are working properly
* Check that all food is stored at the correct temperature
* Check all utensils and equipment for cleanliness and stored appropriately
 |  |  |  |  |
| Bathroom |  |  |  |  |
| * Check all fixtures for leaking or damage
* Check that all toiletries and supplies are adequately stocked
* Check that all hand washing stations are clean and functional
* Check that all areas, including floors and walls, are clean and hygienic
* Check commodes are clean with appropriate lids placed on top
 |  |  |  |  |
| Resident Areas |  |  |  |  |
| * Check that all furniture is in good condition and arranged appropriately
* Check that all resident rooms are clean and organized
* Check that all linens and bedding are clean and fresh
* Check that all surfaces, including floors and walls, are clean and hygienic
* Resident’s personal belongings clean and being stored appropriately
* Check resident’s continence pads are stored in wardrobe or draws.
* Check resident’s towels being supplied, stored appropriately
* Check resident’s room bins are emptied and bin liners in place
* Check resident’s bedrooms’ carpets are stain free and damage free
* Check bedrooms with laminate flooring are damage free and clean
 |  |  |  |  |
| Outdoor Areas |  |  |  |  |
| * Check that all walkways and paths are clear and free from obstructions
* Check that all outdoor areas are clean and well maintained
* Check that all outdoor furniture is in good condition
* Check that all outdoor fixtures, such as lighting, are working properly
 |  |  |  |  |
| **Office Areas** |  |  |  |  |
| * Check that all workstations are clean and organized
* Check that all office equipment, such as printers and computers, are functioning properly
* Check that all office supplies are adequately stocked
* Check that all surfaces, including floors and walls, are clean and hygienic
 |  |  |  |  |
| **Maintenance Areas** |  |  |  |  |
| * Check that all maintenance equipment is in good condition and stored properly
* Check that all maintenance areas are clean and organized
* Check that all cleaning supplies are adequately stocked
* Check that all surfaces, including floors and walls, are clean and hygienic
 |  |  |  |  |
| **Laundry Room** |  |  |  |  |
| * Check that all laundry machines are working properly
* Check that all laundry supplies are adequately stocked
* Check that the laundry room is clean and organized
* Check that all surfaces, including floors and walls, are clean and hygienic
 |  |  |  |  |
| **Dining Area** |  |  |  |  |
| * Check that the dining area is clean and organized
* Check that tables and chairs are in good condition
* Check for any signs of pests or infestation
* Ensure food is served at the correct temperature
* Ensure utensils used for serving food is clean
 |  |  |  |  |
| **Medication Room**  |  |  |  |  |
| * Ensure medication storage meets regulations
* Ensure medication records match stock levels
* Ensure medication has not expired
* Ensure medication room is locked when unattended
 |  |  |  |  |
| **Nurse's Station** |  |  |  |  |
| * Check that all medical equipment is functioning properly
* Check that all medical supplies are adequately stocked
* Check that the nurse's station is clean and organized
* Check that all surfaces, including floors and walls, are clean and hygienic
 |  |  |  |  |
| **Common Areas** |  |  |  |  |
| * Check that all common areas are clean and organized
* Check that all seating areas are in good condition
* Check for any signs of pests or infestation
* Ensure that there is adequate lighting in all common areas
* Ensure that all surfaces, including floors and walls, are clean and hygienic
* Ensure house is well ventilated and free from odour
 |  |  |  |  |
| **Security** |  |  |  |  |
| * Check that all security systems are working properly
* Check that all emergency exits are clearly marked and unobstructed
* Check that all fire extinguishers are in the correct location and have not expired
* Ensure that all staff members are aware of emergency procedures and protocols
* Check for any potential safety hazards, such as loose wires or slippery floors.
 |  |  |  |  |
| **Staff Training** |  |  |  |  |
| * Ensure that all staff members are trained on the daily environmental walk around checklist
* Ensure that all staff members understand their responsibilities in maintaining a clean and hygienic care home environment
* Provide regular refresher training to ensure adherence to standards and regulations
* Encourage staff members to report any issues or concerns regarding the cleanliness and organization of the care home.
 |  |  |  |  |

**Date: Name: Position:**