



# Ancillary Department Sweep

## To Be Completed By 8:30AM Every Survey Day

<b>Department:</b>
<b>Date:</b>
<b>Completed By:</b>

### DEPARTMENT APPEARANCE

- Hallways are free of clutter
- All items are placed on the same side of hallway
- Fire doors are clear and close/latch
- Exits are marked and not blocked
- Doors are not propped open
- Furniture is not "parked" in corridors
- Nothing directly in front of or under medical gas zone shut off valves, fire extinguishers, pull stations, and electrical panels
- Fire extinguishers monthly checks are current
- Patient information (charts or computer workstations) is secured and not visible
- Personal Protective Equipment (PPE) boxes are well stocked
- PPE (including gloves) are not worn while in hallway, except for face masks
- Sani-Cloth/Clorox bleach containers are closed
- All patient equipment is labeled with current Med Equip sticker (call X3966 if overdue)
- Equipment red tagged (call X3966)
- Hand Hygiene dispensers are not empty
- Paper on walls is laminated or in plastic sleeve
- Badges worn above waist
- Visually inspect pt. care equipment to ensure cleanability and is non-absorbent
- All supplies reviewed for expiration

### NOURISHMENT AREA

- Patient food refrigerator – Staff can locate temperature logs and is current
- Food is labeled with exp. date, no expired items.

### HOUSEKEEPING CLOSET AND CARTS

- Closets and carts are locked
- Cleaning materials must be covered

- No personal items in cart or closet
- Plastic liner or solid bottom shelves

### STORAGE UTILITY ROOM

- Clean and clutter free, nothing on floor
- Nothing is stored 18" from bottom of sprinkler head in the middle of the room
- Clearly identified dirty room w/ only dirty items
- Clearly identified clean room w/ only clean items
- Garbage receptacles labeled, no comingling of linen/trash
- Plastic liner or solid bottom shelves

### PATIENT CARE AREAS

- Clean and clutter free, nothing on floor
- Patient supplies are not at station
- Single use items or multiuse bottle dated
- Food or drink is not consumed or stored at station/ drinks are in designated areas
- All signs are in sheet protectors or laminated
- No personal belongings
- Sharps container is less than ¾ full
- Cords are bundled and off floor
- Clinical alarms are audible at nurses' station

### LINEN CLOSET AND CARTS

- Clean and clutter free, nothing on floor
- Carts in shared storage or in hallway are covered
- Carts not used as tabletop
- Plastic liner or solid bottom shelves
- Linen Covers are intact and not torn

### CT Contrast and Contrast Reaction KIT

- Kit is tidy, clean, and dust free, with intact locks
- No impending expiration dates of items in the kit
- Med Contrast prep area clean and uncluttered
- Oral/enteric and IV contrasts separated
- Solutions (sterile H2O/normal saline) have date/time opened (toss after 24hrs)

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\*Completed Sweep Forms are to be returned to be submitted to the Quality/Risk Mailbox located in the mailroom by 8:30AM every Survey morning