



Non-Clinical Department Sweep

To Be Completed By 8:30AM Every Survey Day

Department:
Date:
Completed By:

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

DEPARTMENT/CLINIC 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 fire extinguishers, pull stations, and electrical panels
- Fire extinguishers monthly checks are current
- Patient information (charts, computer workstations) is secured and not visible
- Sani-Cloth/Clorox bleach wipe containers are closed
- 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

For questions and/or guidance, please seek assistance of your Manager or you may call the Quality Management Department at x442

MISCELLANEOUS

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WORKSTATION

- Clean and clutter free, nothing on floor
- Cords are bundled and off floor
- PHI not exposed on screens and/or desks

NOURISHMENT AREA

- Food is labeled with expiration date, no expired items.

HOUSEKEEPING CLOSET

- Closets are locked