

## Environmental cleaning audit

Review room/location	02-Oct-13;	
Criteria checked	Rating	Comments
<p><b>Walls, skirtings, ceilings, Light covers and diffusers, Light switches, high areas, curtain rails</b></p> <ul style="list-style-type: none"> <li>• free from dust, grit, lint, soil, film, cobwebs, insects, marks caused by furniture, equipment or staff, fingerprints, scuffs and any other marks.</li> <li>• Air vents, relief grilles and other ventilation outlets are kept unblocked and free from dust, grit, soil, film, cobwebs, scuffs and any other marks.</li> <li>• Wall tiles, tile grout and are free from dust, grit, smudges/streaks, mould, soap build-up and mineral deposits.</li> <li>• Wall fixtures (including alcohol or hand wash dispensers, Fire extinguishers and fire alarms) are visibly clean and free from blood or body substances, dust, dirt, debris, product build-up around the nozzle. Splashes on the wall, floor, sink should not be present.</li> </ul>	<input checked="" type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory	<p>What needs improving; when; how and who to do it.</p>
<p><b>Windows, window frames, window coverings and sills</b></p> <ul style="list-style-type: none"> <li>• External and internal surfaces of glass are free from all streaks, spots and marks, including fingerprints and smudges.</li> <li>• Window frames, tracks and ledges are clear and free from dust, grit, marks and spots.</li> </ul>	<input checked="" type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory	<p>What needs improving; when; how and who to do it.</p>
<p><b>Doors, door handles</b></p> <ul style="list-style-type: none"> <li>• Internal and external doors and doorframes are free from dust, grit, lint, soil, film, fingerprints and cobwebs.</li> <li>• Doors and doorframes are free from marks caused by furniture, equipment or staff.</li> <li>• Door tracks and door jambs are free from grit and other debris.</li> </ul>	<input checked="" type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory	<p>What needs improving; when; how and who to do it.</p>
<p><b>Floors</b></p> <ul style="list-style-type: none"> <li>• Floor space is clear, only occupied by furniture and fittings designed to sit on the floor.</li> <li>• Air vents, relief grilles and other ventilation outlets are kept unblocked and free from dust, grit, soil, film, cobwebs, scuffs and any other marks.</li> <li>• Polished surfaces are of a uniform lustre and free from polish or other build-up at the edges and corners or in traffic lanes.</li> <li>• Carpets are vacuumed/cleaned in accordance with Section 5 of AS/NZS 3733:1995 Textile floor coverings-cleaning maintenance of residential and commercial carpets.</li> <li>• free from dust, grit, litter, marks and spots, water or other liquids, scuffs or scratches on traffic lanes, around furniture and at pivot points.</li> <li>• Ducts, grills and vents, ventilation outlets are kept unblocked and free from dust, grit, soil, film, cobwebs, scuffs and any other marks and are kept clear and uncluttered following cleaning.</li> </ul> <p>Appropriate signage and precautions are taken regarding pedestrian safety of wet floors.</p>	<input checked="" type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory	<p>What needs improving; when; how and who to do it.</p>
<p><b>Inside cupboards and storage areas</b></p> <ul style="list-style-type: none"> <li>• High shelves and the tops or cupboards are free from dust, soil and cobwebs</li> <li>• clean inside and out and free from dust and litter or stains.</li> </ul>	<input checked="" type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory	<p>What needs improving; when; how and who to do it.</p>
<p><b>Furnishings and fixtures, Benchtops, + dental chairs, + sinks, + basins, + toilets</b></p> <ul style="list-style-type: none"> <li>• free from spots, stains, soil, film, saliva, blood stains, dust, fingerprints and spillages.</li> <li>• Internal plants are free from dust and litter.</li> </ul>	<input checked="" type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory	<p>What needs improving; when; how and who to do it.</p>

<ul style="list-style-type: none"> <li>Plumbing fixtures e.g. toilets, taps etc are free from smudges, dust, soap build-up and mineral deposits.</li> </ul> <p>Sanitary disposal units are clean and functional, and external surfaces are clean.</p>		
<p><b>All appliances /equipment including computer screens, keyboards, telephones</b></p> <ul style="list-style-type: none"> <li>free from grease, dirt, dust, encrustations, marks, stains and cobwebs.</li> <li>Medical/Drug Refrigerators are clean and free from ice build-up.</li> </ul>	<input checked="" type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory	<p>What needs improving; when; how and who to do it.</p>
<p><b>Waste containers</b></p> <ul style="list-style-type: none"> <li>All waste bins, linen bins, sharps containers are not filled beyond their fill mark</li> <li>clean inside and out, free from stains.</li> </ul>	<input checked="" type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory	<p>What needs improving; when; how and who to do it.</p>
<p><b>General</b></p> <ul style="list-style-type: none"> <li>Odour control - All areas should be odour free.</li> <li>Staff are wearing correct PPE while cleaning.</li> <li>All areas tidy</li> <li>Cleaning schedule known by staff and appropriate responsibility delegated</li> </ul>	<input checked="" type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory	<p>What needs improving; when; how and who to do it.</p>
Next Review due	1 days ▾	
	Submit	