

## QUALITY ASSURANCE SAFETY AND INFECTION CONTROL

Date of review \_\_\_\_\_ Staff conducting the review \_\_\_\_\_

<b>Entrance / Exits / Hallways / Stairs</b>	<i>Safe</i>	<i>Unsafe</i>	<i>Comments</i>
Cleanliness	( )	( )	_____
Accessible (nothing blocking)	( )	( )	_____
Handicap accessible	( )	( )	_____
Lighting	( )	( )	_____
Signs	( )	( )	_____
Flooring	( )	( )	_____

<b>Waiting Area</b>	<i>Safe</i>	<i>Unsafe</i>	<i>Comments</i>
Cleanliness	( )	( )	_____
Accessible (nothing blocking)	( )	( )	_____
Trash disposal	( )	( )	_____
Lighting	( )	( )	_____
Temperature	( )	( )	_____
Electrical (outlets, breaker box, exposed wires)	( )	( )	_____
Confidentiality	( )	( )	_____
Flooring	( )	( )	_____

<b>Bathrooms</b>	<i>Safe</i>	<i>Unsafe</i>	<i>Comments</i>
Cleanliness	( )	( )	_____
Accessible (nothing blocking)	( )	( )	_____
Trash disposal	( )	( )	_____
Lighting	( )	( )	_____
Temperature	( )	( )	_____
Electrical (outlets, breaker box, exposed wires)	( )	( )	_____

Sinks	( )	( )	_____
Mirrors	( )	( )	_____
Toilets	( )	( )	_____
Toilet seat covers (client's bathrooms)	( )	( )	_____
Plumbing fixtures	( )	( )	_____
Ventilation	( )	( )	_____
Soap/Towel dispensers	( )	( )	_____
Handicap accessible	( )	( )	_____
Flooring	( )	( )	_____

<b>Front Office</b>	<i>Safe</i>	<i>Unsafe</i>	<i>Comments</i>
Cleanliness	( )	( )	_____
Accessible (nothing blocking)	( )	( )	_____
Trash disposal	( )	( )	_____
Lighting	( )	( )	_____
Temperature	( )	( )	_____
Electrical (outlets, breaker box, exposed wires)	( )	( )	_____
Electrically powered equipment (computers, printers, copier, radio, phones)	( )	( )	_____
Confidentiality	( )	( )	_____
Chairs	( )	( )	_____
Desks	( )	( )	_____
File cabinets	( )	( )	_____
Flooring	( )	( )	_____

<b>Clinicians Offices</b>	<i>Safe</i>	<i>Unsafe</i>	<i>Comments</i>
Cleanliness	( )	( )	_____
Accessible (nothing blocking)	( )	( )	_____
Trash disposal	( )	( )	_____
Lighting	( )	( )	_____
Temperature	( )	( )	_____
Electrical (outlets, breaker box, exposed wires)	( )	( )	_____

Electrically powered equipment (computers, printers, copier, radio, phones)	( )	( )	_____
Confidentiality	( )	( )	_____
Chairs	( )	( )	_____
Desks	( )	( )	_____
File cabinets	( )	( )	_____
Flooring	( )	( )	_____

<b>Support Staff Offices</b>	<i>Safe</i>	<i>Unsafe</i>	<i>Comments</i>
Cleanliness	( )	( )	_____
Accessible (nothing blocking)	( )	( )	_____
Trash disposal	( )	( )	_____
Lighting	( )	( )	_____
Temperature	( )	( )	_____
Electrical (outlets, breaker box, exposed wires)	( )	( )	_____
Electrically powered equipment (computers, printers, copier, radio, phones)	( )	( )	_____
Confidentiality	( )	( )	_____
Chairs	( )	( )	_____
Desks	( )	( )	_____
File cabinets	( )	( )	_____
Flooring	( )	( )	_____

<b>Group / Conference / Training Room</b>	<i>Safe</i>	<i>Unsafe</i>	<i>Comments</i>
Cleanliness	( )	( )	_____
Accessible (nothing blocking)	( )	( )	_____
Trash disposal	( )	( )	_____
Lighting	( )	( )	_____
Temperature	( )	( )	_____
Electrical (outlets, breaker box, exposed wires)	( )	( )	_____
Electrically Powered Equipment (computers, printers, copier, radio, phones)	( )	( )	_____
Confidentiality	( )	( )	_____

Chairs	( )	( )	_____
Tables	( )	( )	_____
File cabinets	( )	( )	_____
Flooring	( )	( )	_____

<b>MIS Area</b>	<i>Safe</i>	<i>Unsafe</i>	<i>Comments</i>
Cleanliness	( )	( )	_____
Accessible (nothing blocking)	( )	( )	_____
Trash Disposal	( )	( )	_____
Lighting	( )	( )	_____
Temperature	( )	( )	_____
Electrical (outlets, breaker box, exposed wires)	( )	( )	_____
Electrically powered equipment (computers, printers, copier, radio, phones)	( )	( )	_____
Confidentiality	( )	( )	_____
Chairs	( )	( )	_____
Flooring	( )	( )	_____

<b>Kitchen</b>	<i>Safe</i>	<i>Unsafe</i>	<i>Comments</i>
Cleanliness	( )	( )	_____
Accessible (nothing blocking)	( )	( )	_____
Trash disposal	( )	( )	_____
Lighting	( )	( )	_____
Temperature	( )	( )	_____
Electrical (outlets, breaker box, exposed wires)	( )	( )	_____
Electrically Powered Equipment (computers, printers, copier, radio, phones)	( )	( )	_____
Confidentiality	( )	( )	_____
Chairs	( )	( )	_____
Tables	( )	( )	_____
Sink	( )	( )	_____
Refrigerator	( )	( )	_____

Flooring ( ) ( ) \_\_\_\_\_

**Attic** Safe Unsafe Comments

( ) N/A if not accessible attic

Cleanliness ( ) ( ) \_\_\_\_\_

Accessible (nothing blocking) ( ) ( ) \_\_\_\_\_

Trash Disposal ( ) ( ) \_\_\_\_\_

Lighting ( ) ( ) \_\_\_\_\_

Electrical (outlets, breaker box, exposed wires) ( ) ( ) \_\_\_\_\_

No evidence of damage ( ) ( ) \_\_\_\_\_

**Basement** Safe Unsafe Comments

( ) N/A if not accessible basement

Cleanliness ( ) ( ) \_\_\_\_\_

Accessible (nothing blocking) ( ) ( ) \_\_\_\_\_

Trash disposal ( ) ( ) \_\_\_\_\_

Lighting ( ) ( ) \_\_\_\_\_

Temperature ( ) ( ) \_\_\_\_\_

Electrical (outlets, breaker box, exposed wires) ( ) ( ) \_\_\_\_\_

No evidence of damage ( ) ( ) \_\_\_\_\_

**Fire Safety** Safe Unsafe Comments

Fire extinguishers ( ) ( ) \_\_\_\_\_

Emergency light ( ) ( ) \_\_\_\_\_

Exit signs ( ) ( ) \_\_\_\_\_

Extension cords ( ) ( ) \_\_\_\_\_

Fire exit plans ( ) ( ) \_\_\_\_\_

**General Structure** Safe Unsafe Comments

Structural integrity ( ) ( ) \_\_\_\_\_

Accessible (nothing blocking) ( ) ( ) \_\_\_\_\_

Parking area	( )	( )	_____
Heating / Cooling	( )	( )	_____
Lighting	( )	( )	_____
Electrical (outlets, breaker box, exposed wires)	( )	( )	_____
Ventilation	( )	( )	_____
Sidewalks	( )	( )	_____
Roof	( )	( )	_____

**Environmental Hazards**

	<i>Safe</i>	<i>Unsafe</i>	<i>Comments</i>
Indoor air quality	( )	( )	_____
Water quality	( )	( )	_____
Parking area	( )	( )	_____
Medication	( )	( )	_____
Cleaning chemicals safely stored (including air fresheners and wipes)	( )	( )	_____

**Infection Control**

	<i>Safe</i>	<i>Unsafe</i>	<i>Comments</i>
Rubber gloves available to staff	( )	( )	_____
Bleach & bleach based cleaner available	( )	( )	_____

**Aesthetic & Comfort Issues**

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