



## Sweeper Checklist for all Inpatient and Outpatient Locations

General	
	Employee Identification badges are above the waist
	Confidential and protected patient health information is not in public view (Computer screens, Patient Names, Medical Records not visible to anyone other than the caregiver)
	Current Emergency Preparedness flip chart is posted
	Receptacle available for the destruction confidential information
Medication	
	All Medications, Syringes, and IV Solutions are in a locked area
	Dispose of all open vials that are not dated or have passed their expiration date
	No medications are left unattended or at the bedside
	Code Carts are locked
	Oxygen Tanks are secured (wheelchair and stretcher wells are acceptable) No more than 12 small oxygen tanks are to be stored in any one location
	Medication Room is locked
Environment of Care, Life Safety & Emergency Management	
	Know where your department's hardcopy of the Safety Manual is kept including the availability of the manual online via the intranet
	All doorways should be unobstructed, including EXITs
	Fire extinguishers, sprinklers (at least 18"), electrical cabinets (at least 36"), medical gas shut off valves are unobstructed
	No doors are propped open including utility room doors.
	Clear hallways of any clutter and items not being immediately used (do not charge equipment items in corridors!) Exception is Code Carts & Isolation Carts. All mobile carts, etc should be located on one side of the hallway
	Refrigerator thermometers intact and in place and being checked DAILY including weekends
	Housekeeping carts should not be left unattended & Janitor closets should be locked
Infection Control	
	No food or beverages in patient care areas or clean storage and supply areas

	No storage under the sinks or on the floors
	Correct Precaution Signs are in place
	Clean linen carts are covered
	Soiled linen hampers are not overflowing
	Assure patient care areas are tidy, no window sill storage
	Lots of visible hand hygiene- all alcohol sanitizer dispensers are in working order