

Assessment Tool – Environmental Services

ELEMENT	COMPLIANCE			COMMENTS
	YES	No	N/A	
POLICIES AND PROCEDURES				
The following policies have been developed, implemented and staff are aware of their location:				
1. Infection Prevention and Control (IP&C) policy or manual				
2. Environmental Services Policy or manual				
3. Occupational Health and Safety Policy or Manual				
4. Employee Training and Development Policy or Manual				
The Environmental Services Policy / Manual clearly identifies responsibility for cleaning between scheduled cleaning procedures and after regular hours				
The Environmental Services Policy / Manual clearly identifies that cleaning progresses from top to bottom, from clean to soiled and inwards from the walls				
The Environmental Services Policy / Manual clearly identifies the process for cleaning and disinfecting all horizontal surfaces, furnishings and floors within the patient room				
The Environmental Services Policy / Manual clearly identifies the process for cleaning and disinfecting all patient care equipment and patient monitoring equipment				
The Environmental Services Policy / Manual clearly identifies the process for cleaning and disinfecting the patient bathroom or toileting facilities				
The Environmental Services Policy / Manual clearly identifies that cloths are changed frequently, at minimum for each new area / surface being cleaned and disinfected				
The Environmental Services Policy / Manual includes detailed processes for cleaning and disinfecting Blood and Body Fluid Spills				



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	YES	NO	N/A	
POLICIES AND PROCEDURES				
The Environmental Services Policy / Manual includes collection, handling, storage, transport and disposal of biomedical waste, based on provincial and municipal regulations and legislation				
The Environmental Services Policy / Manual includes procedures for Isolation Rooms by type (Contact, Droplet, Airborne)				
The Environmental Services Policy / Manual includes procedures cleaning and disinfection of MRSA, VRE, C.difficile, Norovirus, Influenza etc rooms				
The Environmental Services Policy / Manual includes procedures for discharge or terminal cleaning				
The Environmental Services Policy / Manual defines frequency of cleaning for clinical and non-clinical areas including detailed schedules for non-daily areas, surfaces or items				
The Environmental Services Policy / Manual includes procedures for handling and laundering cleaning supplies (cloths, mops etc)				
The Environmental Services Policy / Manual includes procedures for Hand Hygiene				
The Environmental Services Policy / Manual includes procedures for Donning and Doffing Personal Protective Equipment				
QUALITY CONTROL INDICATORS				
The Environmental Services Policy / Manual includes methods for evaluating the effectiveness of cleaning practices and defined guidelines for interpreting the methods				
The Environmental Services Policy / Manual includes periodic monitoring/auditing by supervisory staff following the cleaning procedures as well as defined consequences for staff should standards not be met				
The Environmental Services Policy / Manual includes methods for evaluating the effectiveness of the EVS staff training				



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	YES	No	N/A	
EDUCATION				
Environmental Services (EVS) managers and supervisors receive training and are certified within a recognized EVS association (e.g., CAEM, AHE)				
Staff involved in environmental cleaning have received education and training in the principles of basic cleaning techniques that minimize cross-contamination including the following:				
1. Cleaning progresses from top to bottom, from clean to soiled and inwards from the walls				
2. Gross soil is removed prior to cleaning and disinfection				
3. Instruction on how to minimize agitation to prevent dispersion of dust (e.g., no shaking of mops)				
4. Instruction that waste bags are not to be compressed				
5. Instruction on how linens should be handled to prevent aerosols				
6. Instruction on how to effectively use carpet cleaning equipment to prevent dispersion of dust / soils				
7. Instruction on to appropriate use of the cleaning and disinfecting agents to be used including no 'double-dipping' of cloths and no 'topping-up" of cleaning / disinfecting chemicals				
8. Instruction on Hand Hygiene				
9. Instruction on the correct and consistent use of Routine Practices (RP)				
10. Instruction regarding Infection Control signage used to designate Additional Precautions (AP)				
11. Education is provided surrounding the basic principles if infection control, including transmission of organisms associated with hospital-acquired infections				



IPTS
Professional & Technical Society

Experts in Chemical Disinfectants for Infection Prevention

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www.infectionpreventionresource.com

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	YES	NO	N/A	
EDUCATION				
12. Instruction on the appropriate use of personal protective equipment (PPE)				
13. Staff received training regarding the correct use of cleaning and disinfectant chemicals including dilution requirements, contact times and shelf life				
14. Staff receive WHMIS training relating to the use of cleaning agents and disinfectants				
There is a defined program for staff continuing education and training				
There is a defined process to document all staff training and education				
CLEANING AND DISINFECTANT PRODUCTS				
The Environmental Services Policy / Manual includes procedures defining how cleaning and disinfecting products are approved for use				
The Environmental Services Policy / Manual includes procedures defining how approved cleaning and disinfectant products are monitored for compliancy				
The Environmental Services Policy / Manual includes procedures regarding monitoring the shelf life of concentrated products once diluted				
The Environmental Services Policy / Manual includes procedures to routinely monitor automated dilution systems to ensure products are diluted correctly				
The Environmental Services Policy / Manual includes procedures to ensure a preventative maintenance program for automated dilution systems				



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COMPLIANCE SCORE				
Total Number of "Yes"				
Total Number of "No"				
Total Number of "Yes" and "No", exclude "N/A"				
				COMPLIANCE SCORE

COMMENTS:
