

## Excellence Every Day Sweep List

<b>All Areas</b>	Sprinklers & vents free of dust; ceiling tiles free of breaks/stains (contact B&G 6-2422)
<b>MGH ID</b>	Staff wearing name tags visibly, front facing, and above the waist
<b>Hallways and Exits</b>	Any equipment in hallways on wheels, neat and on one side, not blocking fire alarm pull stations, fire extinguishers, medical gas shutoff valves, or electrical panels
	Stairwells and exits clear of obstructions (maintain minimum 44' clear width); No doorstops or doors propped/tied open
	Fire drill documentation on-hand and in compliance with fire safety plan
	No storage within 3 feet of fire doors (assume all hallway doors are fire doors)
<b>HLD &amp; Sterilization</b>	No disposable in containers (see attached poster)
	Ensure soiled reusable instruments are open and disassembled, sprayed 5-6 times with forever wet, container lid closed and ensure clean sticker has been removed to show orange / dirty biohazard sticker (see attached poster)
<b>Emergency Equipment</b>	Code cart and SEMs container locked, clean. Log is up-to-date and accurate (only keep 1 code cart log sheet out), Code Cart log order # 89728 (Allied), Code cart needle box empty
	Defibrillator plugged into outlets and multifunction cable plugged into device (not paddles); leads and red dots not
	Code cart and defibrillator unobstructed and accessible
<b>Gas Cylinders</b>	Cylinders kept in designated locations (clearly marked; full separate from empty and/or used; clean separate from dirty)
	Cylinders in designated holders (IV pole bracket, rolling stand) and not free-standing or laying on the ground or bed
<b>Linen</b>	Linen stored covered or in clean utility room (no linen on floor); soiled linen removed to ensure bins are not overfilled
	Linen chute closed and locked, key not left unattended if accessible.
<b>Med, Food or Specimen Fridge/ Freezer</b>	Ice machine vents free of dust / under ice machine clear (includes galleys as USAs clean floors)
	Clean and well-organized; food and drink labeled with name and date only; no expired food/drink
	Daily temp logs current and retained according to guidelines★
	Medication Log Form # 85563; Food/Breast Milk/Lab Supplies/Specimens Form # 82703
	Medication refrigerator alarms set for out-of-range alert (2°C–8°C, 36°- 46°F); action noted if out of range (ambulatory)
Labeled correctly (Medication, Food, Specimen)	
<b>Front Desk, MA station and/or Nursing areas</b>	Ask patient for identifiers... don't have patients confirm your statements
	Staff food and drink confined to staff lounges/absent from patient care areas
	Use the minimum necessary when calling patients from the waiting area (first or last name)
<b>Supplies and Storage/USA Carts</b>	All storage 18 inches below sprinkler heads
	Clean Utility and Soiled Utility room doors shut; Soiled utility room free of clean items; Clean Utility room free of dirty items
	Free of personal belongings, food, furniture, other non-cleaning related items; Sinks and drains clean
	Supplies not stored under/in sinks, directly on floor or in original shipping boxes; supplies neatly stored in designated locations
	Chemicals in correct bottles, capped, labels legible; Chemical concentrate bottles not punctured; Fully stocked with cleaning supplies and equipment; ensure all wipes outside of rooms are capped
<b>Meds</b>	Medications/IV Solutions/needles and syringes must be stored in a secured/locked location.
	Tablet splitters labeled per patient, pill cutting system is clean/no dust
	Med Room door closed and locked and access is limited to authorized personnel only, check supply drawer for meds
	Check all med expiration date, dispose of any expired meds properly.
	Verify the white bagging med accountability log for its completeness (ambulatory)
	Review medication management and med administration related policies with staff
Dedicated med prep area is clean, clutter free, splash guard (if sink near by). Clean with super-sani wipes	
Medication labels available. All medications removed from their original container require labeling.	
<b>Calstat</b>	Ensure that calstat dispensers are not broken, empty or expired. For refills/replacements contact ESD #6-2445 For inpatient, contact your Operations Manager or 617-643-7423.
<b>Equipment</b>	Check that all equipment is labeled and within inspection dates (if not, please contact biomed #4-1333)

★ Current month's log available at the refrigerator location. Three (3) months of previous logs kept in the practice with the following exceptions; State supplied vaccines must be kept for 3 years and Lab specimen logs must be kept for 4 years.