

Date: ___/___/___ Time: _____

Setting: _____ Unique ID: _____ Entered By: _____

Reason for Audit:

* Indicates that an answer is required.

Environmental Tour Checklist

Patient Safety - EOC	Answer	Comments
1.* Corridors are kept clear to allow adequate space to allow ambulation of patients and visitors to walk safely and to allow carts, wheelchairs and beds to pass with adequate clearance <i>Standards:</i> EC.02.01.01, EC.02.06.01, LS.02.01.20, 59A-3.276 .1, 59A-3.303.3, CMS 482.41.(a), CMS 482.41.(b)	Yes No	
2.* Are floors clear, and slip-resistant <i>Standards:</i> EC.02.01.01, EC.02.06.01, 59A-3.303.2, 59A-3.081 .33, CMS 482.13.(c), CMS 482.26.(b), CMS 482.41.(a)	Yes No	
3. Are call bells available in unattended patient areas <i>Standards:</i> EC.02.01.01, EC.02.06.01, CMS 482.13.(c), CMS 482.26.(b), CMS 482.41.(a)	Yes No NA	
4. Nurse call/pull cords accessible (not too long or wrapped around bars) <i>Standards:</i> EC.02.06.01	___ Yes ___ No ___ NA	
5.* Lighting adequate, lights operating properly <i>Standards:</i> EC.02.06.01, 59A-3.303.2, CMS 482.41.(a), CMS 482.41.(d)	Yes No	
6. Lead aprons stored properly (not folded) and inspection evidenced <i>Standards:</i> EC.02.02.01	Yes No NA	
HIPAA	Answer	Comments
7. Patient privacy maintained <i>Standards:</i> IM.02.01.01	Yes No NA	
8. No patient information left out (includes stickers on computers, doors, floors, etc.) <i>Standards:</i> IM.02.01.03	Yes No NA	
9. Appropriate disposal of patient information (check regular trash) <i>Standards:</i> IM.02.01.03	Yes No NA	
Infection Control	Answer	Comments
10. Safety needles and other sharp safety devices are available <i>Standards:</i> EC.02.01.01, IC.01.02.01, IC.02.01.01, CMS 482.13.(c), CMS 482.42.(a)	Yes No NA	
11.* Alcohol based hand rub available <i>Standards:</i> EC.02.01.01, IC.01.02.01, CMS 482.42.(a)	Yes No	

12.* Sharps containers less than 75% full <i>Standards:</i> EC.02.01.01, IC.02.01.01, CMS 482.13.(c), CMS 482.42.(a)	___ Yes ___ No ___ NA	
13.* Personal protective equipment readily available and in good condition <i>Standards:</i> IC.02.01.01, CMS 482.42.(a)	Yes No	
14. Blanket warmer temperature monitoring current and within acceptable range <i>Standards:</i> EC.02.04.03	Yes No NA	
15. Hydrocullator cleaned per manufacturer (2x month) <i>Standards:</i> EC.02.04.03, IC.02.01.01	Yes No NA	
Clean Utility Room	Answer	Comments
16. Clean linen carts covered <i>Standards:</i> IC.02.01.01	Yes No NA	
17. No cardboard shipping boxes in Clean Utility Room <i>Standards:</i> EC.02.03.01, IC.02.01.01	Yes No NA	
18. No storage on floor; stored item 6" off floor in Clean Utility Room <i>Standards:</i> EC.02.03.01, IC.02.01.01	Yes No NA	
19. No under sink storage in Clean Utility Room <i>Standards:</i> IC.02.01.01	Yes No NA	
20. Carts with solid bottom shelf in Clean Utility Room <i>Standards:</i> EC.02.03.01, IC.02.01.01, IC.02.02.01	Yes No NA	
21. Floor clean, free of dust, no items on floor or behind/under carts in Clean Utility Room <i>Standards:</i> IC.02.01.01, IC.02.02.01	Yes No NA	
22. No outdated supplies in Clean Utility Room <i>Standards:</i> IC.02.01.01, IC.02.02.01	Yes No NA	
23. Supplies organized in Clean Utility Room <i>Standards:</i> EC.02.03.01, IC.02.01.01, IC.02.02.01	Yes No NA	
24. Trays containing medications secured/checked <i>Standards:</i> MM.03.01.01	Yes No NA	
25. Positive pressure (in relation to hallway) in Clean Utility Room <i>Standards:</i> EC.02.05.01	Yes No NA	

Soiled Utility Room	Answer	Comments
26. Soiled linen and trash stored in appropriate places (no soiled linen on top of linen cart or on floor) <i>Standards:</i> IC.02.01.01	Yes No NA	
27. No clean items (commodes, IV poles) in Soiled Utility Room <i>Standards:</i> IC.02.01.01	Yes No NA	
28. No cardboard shipping boxes in Soiled Utility Room <i>Standards:</i> EC.02.03.01, IC.02.01.01	Yes No NA	
29. No storage on floor; stored items 6" off floor in Soiled Utility Room <i>Standards:</i> EC.02.03.01, IC.02.01.01	Yes No NA	
30. No under sink storage in Soiled Utility Room <i>Standards:</i> IC.02.01.01	Yes No NA	
31. No equipment in sinks in Soiled Utility Room <i>Standards:</i> EC.02.06.01	Yes No NA	
32. Carts with solid bottom shelf in Soiled Utility Room <i>Standards:</i> EC.02.03.01, IC.02.01.01, IC.02.02.01	Yes No NA	
33. Floor clean, free of dust, no items on floor or behind/under carts in Soiled Utility Room <i>Standards:</i> IC.02.01.01, IC.02.02.01	Yes No NA	
34. Hand washing facilities (sink or foam) readily available in Soiled Utility Room <i>Standards:</i> IC.02.01.01	Yes No NA	
35. Negative pressure (in relation to hallway) in Soiled Utility Room <i>Standards:</i> EC.02.05.01	Yes No NA	
Medication Room	Answer	Comments
36. Medication room locked, not propped open <i>Standards:</i> MM.03.01.01	Yes No NA	
37. Medication room door latches/locks properly <i>Standards:</i> LS.02.01.10	Yes No NA	
38. Posted documents are neat in Medication Room <i>Standards:</i> EC.02.03.01	Yes No NA	
39. Unsecured medication not found in Medication Room <i>Standards:</i> MM.03.01.01	Yes No NA	

40. Top of Pyxis is orderly, neat <i>Standards:</i> IC.02.01.01, MM.05.01.07	Yes No NA	
41. Pill splitters/crushers clean, free of debris <i>Standards:</i> MM.05.01.07	Yes No NA	
42. Medication room floor clean, free of dust, no items on floor or behind/under equipment <i>Standards:</i> IC.02.01.01	Yes No NA	
43. Medication temperatures (manual) recorded and within appropriate range <i>Standards:</i> MM.03.01.01	Yes No NA	
44. Hand washing facilities (sink or foam) readily available in Medication Room <i>Standards:</i> IC.02.01.01, MM.05.01.07	Yes No NA	
45. No cardboard shipping boxes; no storage on floor in Medication Room <i>Standards:</i> EC.02.03.01, IC.02.01.01	Yes No NA	
Crash Cart	Answer	Comments
46. Crash cart checked daily and documented <i>Standards:</i> PC.02.01.11	Yes No NA	
47. No expired medications in Crash Cart <i>Standards:</i> MM.03.01.03	Yes No NA	
48. Defibrillator on battery backup on Crash Cart <i>Standards:</i> PC.02.01.11	Yes No NA	
49. Crash cart locked/secured <i>Standards:</i> MM.03.01.01, MM.03.01.03	Yes No NA	
Nutrition Room	Answer	Comments
50. Nutrition Room refrigerator temperature recorded and within appropriate range <i>Standards:</i> PC.02.02.03	Yes No NA	
51. Food/beverages not expired in Nutrition Room <i>Standards:</i> PC.02.02.03	Yes No NA	
52. Patient food labeled and dated in Nutrition Room <i>Standards:</i> PC.02.02.03	Yes No NA	
53. No staff items in Nutrition Room refrigerator <i>Standards:</i> PC.02.02.03	Yes No NA	

54. No open containers in Nutrition Room <i>Standards:</i> PC.02.02.03	Yes No NA	
55. Refrigerator and microwave clean in Nutrition Room <i>Standards:</i> IC.02.01.01	Yes No NA	
56. Floor and counter clean; no storage on floor in Nutrition Room <i>Standards:</i> IC.02.01.01	Yes No NA	
57. No unauthorized equipment (microwaves, cookie ovens, coffee pots, etc.) in Nutrition Room <i>Standards:</i> EC.02.04.03	Yes No NA	
58. No cardboard containers in Nutrition Room <i>Standards:</i> EC.02.03.01, IC.02.01.01	Yes No NA	
Environmental Safety - Floor/Hallways, Tile or Carpet	Answer	Comments
59.* Floor surfaces are free from tripping and falling hazards; no cardboard shipping boxes <i>Standards:</i> EC.02.01.01, EC.02.06.01, IC.02.01.01, CMS 482.13.(c), CMS 482.41.(d)	Yes No	
60.* Wires, phone cords, and computer cables do not obstruct walkways <i>Standards:</i> EC.02.01.01, EC.02.06.01, LS.02.01.20, 59A-3.303.2, CMS 482.41.(a)	Yes No	
61.* Carpet/floor in good condition <i>Standards:</i> EC.02.01.01, EC.02.06.01, 59A-3.303.2, 59A-3.081 .33, 59A-3.2085 .6, CMS 482.13.(c), CMS 482.41.(a)	Yes No	
62. Carpet laying flat on the floor <i>Standards:</i> EC.02.01.01, EC.02.06.01, CMS 482.13.(c), CMS 482.41.(a)	Yes No NA	
63.* Floor surfaces are clean and dry <i>Standards:</i> EC.02.01.01, EC.02.06.01, 59A-3.303.2, 59A-3.081 .33, 59A-3.2085 .6	Yes No	
64. "Wet Floor" signs available <i>Standards:</i> EC.02.01.01, EC.02.06.01, 59A-3.2085 .6, CMS 482.13.(c), CMS 482.41.(a)	Yes No NA	
Hazardous Materials & Waste - Hazardous Chemicals	Answer	Comments
65. Hazardous chemicals stored correctly (flammable, corrosive storage areas) <i>Standards:</i> EC.02.02.01, CMS 482.26.(b), CMS 482.41.(a), CMS 482.41.(b), CMS 482.53.(b)	Yes No NA	
66. Hazardous chemicals labeled correctly <i>Standards:</i> EC.02.02.01, CMS 482.26.(b), CMS 482.41.(a), CMS 482.53.(b)	Yes No NA	
67. Procedures for disposal of hazardous chemicals followed <i>Standards:</i> EC.02.02.01, CMS 482.26.(b), CMS 482.41.(a), CMS 482.41.(b), CMS 482.53.(b)	Yes No NA	

68. Housekeeping carts/chemicals secure <i>Standards:</i> EC.02.02.01	Yes No NA	
Hazardous Materials & Waste - Medical Wastes	Answer	Comments
69.* Medical Waste in red biohazard bags/labeled containers <i>Standards:</i> EC.02.01.01, IC.02.01.01, 59A-3.081 .27, CMS 482.13.(c), CMS 482.41.(a), CMS 482.42.(a)	___ Yes ___ No ___ NA	
70.* Properly separated and segregated with no inappropriate disposal found <i>Standards:</i> EC.02.01.01, IC.02.01.01, 59A-3.081 .27, CMS 482.13.(c), CMS 482.41.(a), CMS 482.42.(a)	___ Yes ___ No ___ NA	
71.* Waste containers do not exceed allowable 32 gallons in unprotected area <i>Standards:</i> LS.02.01.70	Yes No	
Fire Safety - Means of Egress/Exit Doors	Answer	Comments
72.* Exit doors are clearly and correctly marked <i>Standards:</i> LS.02.01.20, CMS 482.41.(b)	___ Yes ___ No ___ NA	
73.* Exit sign lights working <i>Standards:</i> LS.02.01.20, CMS 482.41.(b)	___ Yes ___ No ___ NA	
74.* Exits are clear of debris and equipment <i>Standards:</i> EC.02.03.01, LS.02.01.20, 59A-3.081 .31, CMS 482.41.(b)	___ Yes ___ No ___ NA	
75. Equipment not stored in hallway (greater than 30 minutes) <i>Standards:</i> LS.02.01.20, 59A-3.081 .31, CMS 482.41.(b)	___ Yes ___ No ___ NA	
Fire Safety - Fire Alarm Pull Stations	Answer	Comments
76.* Pull stations accessible with 3 feet clearance <i>Standards:</i> LS.02.01.34, CMS 482.41.(b)	___ Yes ___ No ___ NA	
77.* Pull stations serviceable <i>Standards:</i> LS.02.01.34, CMS 482.41.(b)	___ Yes ___ No ___ NA	
Fire Safety - Storage of Combustible Materials & Medical Gases	Answer	Comments
78.* Combustible materials stored in proper type of container Combustible materials includes cardboard, boxes, paper, and linen waste <i>Standards:</i> EC.02.05.09, 59A-3.2085 .6, CMS 482.41.(b)	___ Yes ___ No ___ NA	
79.* Storage properly labeled <i>Standards:</i> EC.02.05.09, CMS 482.26.(b), CMS 482.41.(a), CMS 482.41.(b)	___ Yes ___ No ___ NA	
80.* Cylinders are properly stored in assigned areas - full and empty <i>Standards:</i> EC.02.05.09, 59A-3.2085 .11, CMS 482.41.(a)	___ Yes ___ No ___ NA	

81. Cylinders are adequately secured - chained and capped/thumb screw tightened or placed in proper rack <i>Standards:</i> EC.02.01.01, EC.02.05.09, EC.02.06.01, CMS 482.41.(a)	Yes No NA	
82. Less than 300 cu ft Oxygen stored in the area (12 E Tanks) <i>Standards:</i> EC.02.05.09, EC.02.06.01, 59A-3.2085 .11, CMS 482.41.(a), CMS 482.41.(b)	Yes No NA	
Environmental Safety - Air Flow	Answer	Comments
83.* Exhaust/intake vents free of dust/operating properly <i>Standards:</i> EC.02.01.01, EC.02.06.01, 59A-3.303.2, CMS 482.41.(d)	Yes No	
84. Air pressure relationships acceptable for areas requiring negative pressure (i.e. soiled utility rooms, scope cleaning rooms, etc.) <i>Standards:</i> EC.02.05.01, CMS 482.41.(d), CMS 482.42.(a)	___ Yes ___ No ___ NA	
85. Air pressure relationships acceptable for areas requiring positive pressure (i.e. clean utility rooms, operating rooms, special procedure rooms, delivery rooms, airborne isolation rooms, etc.) <i>Standards:</i> EC.02.05.01, CMS 482.41.(d), CMS 482.42.(a)	___ Yes ___ No ___ NA	
Hazardous Materials & Waste - SDS	Answer	Comments
86.* Staff explain/demonstrate procedure to look up SDS <i>Standards:</i> EC.02.02.01, EC.03.01.01, CMS 482.26.(b), CMS 482.41.(a)	___ Yes ___ No ___ NA	
87.* Staff describe the information on an SDS <i>Standards:</i> EC.02.02.01, EC.03.01.01, CMS 482.41.(b)	___ Yes ___ No ___ NA	
88.* Chemical inventory documented and updated in last 12 months <i>Standards:</i> EC.02.02.01, CMS 482.26.(b), CMS 482.41.(a)	Yes No	
Security/Emergency Management	Answer	Comments
89.* Associates wearing ID badge in plain view <i>Standards:</i> EC.02.01.01, CMS 482.13.(c)	Yes No	
90.* Staff explain how to get help in a security emergency <i>Standards:</i> EC.02.01.01, CMS 482.13.(c), CMS 482.41.(a)	Yes No	
91. Protective measures active in sensitive areas <i>Standards:</i> EC.02.01.01, CMS 482.13.(c)	Yes No NA	
92.* Staff explains their role in protecting patients <i>Standards:</i> EC.02.01.01, CMS 482.13.(c)	___ Yes ___ No ___ NA	
93. Staff explain how to locate the Emergency Operations Plan <i>Standards:</i> EM.02.01.01, EM.02.02.07	Yes No NA	
94. Staff explain their role in the various Emergency operations plans/codes <i>Standards:</i> EM.02.02.07	Yes No NA	

Fire Safety - Fire Extinguishers	Answer	Comments
95.* Fire extinguisher location clearly marked <i>Standards:</i> LS.02.01.35, CMS 482.41.(b)	___ Yes ___ No ___ NA	
96.* All extinguishers have current inspection tags (checked monthly and have annual inspection tag) <i>Standards:</i> EC.02.03.05, 59A-3.303.4, CMS 482.41.(d)	___ Yes ___ No ___ NA	
97.* All extinguishers' safety seals present/intact <i>Standards:</i> EC.02.03.05, 59A-3.303.4, CMS 482.41.(d)	___ Yes ___ No ___ NA	
98.* Three feet access/clearance around each extinguisher <i>Standards:</i> LS.02.01.35, CMS 482.41.(b)	___ Yes ___ No ___ NA	
Fire Safety - Fire/Smoke/Stair Doors	Answer	Comments
99.* Fire, smoke and stairwell doors free of being propped, held or wedged open <i>Standards:</i> LS.02.01.10, CMS 482.41.(b)	___ Yes ___ No ___ NA	
100.* Doorways clear to close (not blocked/no items in path of door) <i>Standards:</i> LS.02.01.10, CMS 482.41.(b)	___ Yes ___ No ___ NA	
101.* Fire and stairwell doors latch firmly and maintain closure with hardware labeled <i>Standards:</i> LS.02.01.10, CMS 482.41.(b)	___ Yes ___ No ___ NA	
102. Door interrupters working (where installed) <i>Standards:</i> LS.02.01.10, CMS 482.41.(b)	___ Yes ___ No ___ NA	
103.* Door free of wedges <i>Standards:</i> LS.02.01.10, CMS 482.41.(b)	___ Yes ___ No ___ NA	
Fire Safety - General	Answer	Comments
104. Sprinkler heads clean, free of corrosion, foreign materials, and paint <i>Standards:</i> LS.02.01.35	___ Yes ___ No ___ NA	
105. Sprinkler heads' escutcheon plates installed <i>Standards:</i> LS.02.01.35	___ Yes ___ No ___ NA	
106.* Items stored at least 18 inches below sprinkler head <i>Standards:</i> LS.02.01.35, CMS 482.41.(b)	___ Yes ___ No ___ NA	
107.* Patient privacy curtains have 18" net at top <i>Standards:</i> LS.02.01.35, 59A-3.081 .3, CMS 482.41.(b)	___ Yes ___ No ___ NA	
108.* Patient rooms free of portable space heaters <i>Standards:</i> LS.02.01.70, CMS 482.41.(b)	___ Yes ___ No ___ NA	

109.No indication of smoking in the area * <i>Standards:</i> EC.02.01.03, 59A-3.273 .3	___ Yes ___ No ___ NA	
Environmental Safety - Walls	Answer	Comments
110.Walls in good condition (undamaged, free of holes or water damage) * <i>Standards:</i> EC.02.01.01, EC.02.06.01, 59A-3.276 .1, 59A-3.303.2, 59A-3.2085 .6, CMS 482.13.(c), CMS 482.41.(a), CMS 482.41.(d)	Yes No	
111.No exposed wires or cables present * <i>Standards:</i> EC.02.01.01, EC.02.06.01, 59A-3.303.2, 59A-3.303.3, CMS 482.13.(c), CMS 482.41.(a), CMS 482.41.(d)	Yes No	
112.Alcohol based hand rub stations are NOT installed within 4" or directly above * an electrical outlet or switch <i>Standards:</i> LS.02.01.30, CMS 482.41.(b)	Yes No	
Environmental Safety - Ceiling Tiles	Answer	Comments
113.Ceiling tiles in place and in good condition * <i>Standards:</i> EC.02.01.01, EC.02.06.01, IC.02.01.01, 59A-3.303.2, CMS 482.13.(c), CMS 482.41.(a), CMS 482.41.(d)	Yes No	
114.Clean and free of dirt, mold and dust * <i>Standards:</i> EC.02.01.01, EC.02.06.01, IC.02.01.01, 59A-3.303.2, CMS 482.13.(c), CMS 482.41.(a), CMS 482.41.(d)	Yes No	
115.Dry and free of evidence of water staining * <i>Standards:</i> EC.02.01.01, EC.02.06.01, IC.02.01.01, 59A-3.303.2, CMS 482.13.(c), CMS 482.41.(a), CMS 482.41.(d)	Yes No	
Utility Systems - Wiring or Electrical Panels	Answer	Comments
116.No evidence of exposed electrical panels or wiring * <i>Standards:</i> EC.02.05.01, EC.02.06.01, CMS 482.41.(a), CMS 482.41.(d)	___ Yes ___ No ___ NA	
117.Breakers labeled * <i>Standards:</i> EC.02.05.01, CMS 482.41.(a)	___ Yes ___ No ___ NA	
118.Electrical boxes/outlets/covers are present and undamaged * <i>Standards:</i> EC.02.01.01, EC.02.06.01	Yes No	
119.Electrical panels kept locked * <i>Standards:</i> EC.02.05.01, EC.02.06.01, CMS 482.41.(a), CMS 482.41.(d)	___ Yes ___ No ___ NA	
120.No storage within 36" of electrical panel * <i>Standards:</i> LS.02.01.20	___ Yes ___ No ___ NA	

Utility Systems - Medical Gas Zone Valves & Main Valves	Answer	Comments
121.Valves marked with identity and locations served * <i>Standards:</i> EC.02.05.09, CMS 482.41.(d)	___ Yes ___ No ___ NA	
122.Valves accessible and not blocked * <i>Standards:</i> EC.02.05.09, CMS 482.41.(d)	___ Yes ___ No ___ NA	
123.Staff understands who has authority to shut off oxygen valves in case of a fire * emergency <i>Standards:</i> EC.03.01.01, CMS 482.41.(b)	___ Yes ___ No ___ NA	
Utility Systems - Emergency Power Outlets	Answer	Comments
124.Emergency power outlets clearly marked with red covers or outlets * <i>Standards:</i> EC.02.05.01, CMS 482.41.(a)	___ Yes ___ No ___ NA	
125.Emergency power outlets used for critical equipment only * <i>Standards:</i> EC.02.05.03, CMS 482.41.(a)	___ Yes ___ No ___ NA	
Medical Equipment	Answer	Comments
126.Equipment is in good working order * <i>Standards:</i> EC.02.04.03	Yes No	
127.Electrical cords and plugs in good condition * <i>Standards:</i> EC.02.04.03	Yes No	
128.Inspection tags current for medical equipment in use or used in this area * <i>Standards:</i> EC.02.04.03, 59A-3.276 .1, CMS 482.26.(b), CMS 482.41.(d)	___ Yes ___ No ___ NA	
129.Equipment clean and properly stored * <i>Standards:</i> EC.02.04.03, EC.02.06.01, IC.01.04.01, IC.02.02.01, 59A-3.276 .1, CMS 482.41.(d)	___ Yes ___ No ___ NA	
130.Staff determine and explain if equipment is current * <i>Standards:</i> HR.01.04.01	___ Yes ___ No ___ NA	
131.Staff describe training requirement for equipment use * <i>Standards:</i> HR.01.05.03	___ Yes ___ No ___ NA	
132.Staff explain emergency procedures for life support equipment * <i>Standards:</i> EC.02.04.01, HR.01.05.03, CMS 482.41.(d)	___ Yes ___ No ___ NA	