

Sample Checklist for Clean and Sterile Supply Storage on Clinical Units

Note: This sample checklist is based on recommendations of the BPR for Storage of Clean and Sterile Supplies in Clinical Areas and may be used to assess and clean storage areas. If you have any questions or comments contact IPC at ipcsurvstdadmin@ahs.ca.

	Yes	No	N/A	If no, please describe recommended actions
Is a dedicated hand hygiene sink or wall-mounted alcohol based hand rub dispenser accessible on entry to the storage area?				
Is signage posted at all entry points indicating the area is restricted to authorized personnel?				
Is the clean storage area dedicated to storage of clean and sterile supplies, e.g., no corrugated cardboard shipping packages or dirty supplies?				
Are supplies protected from damage and easily accessible, e.g., stored in labelled, cleanable bins and totes?				
Are containers on the top shelf protected from moisture and dust contamination, e.g., covered?				
Is the bottom shelf solid and 10" above the floor?				
Are containers clean and free of visible dust and soiling?				
Are quotas and maximums established and followed?				
Are all supply labels before the expiry date?				
Are liquids stored on or near the bottom shelf?				
Are inner boxes of single use devices discarded when empty, e.g., not topped up?				
Is there an inventory management process in place, e.g., to assess infrequently used packages to determine if they are still needed and/or if they could be consolidated to reduce their numbers?				
Is stock rotated (first in, first out)?				
Are items over stocked?				