

<b>Central Supply Services Department (CSSD) Infection Control Checklist</b>				
<b>General</b>		<b>Yes</b>	<b>No</b>	<b>Comments</b>
1.	Employees know the location of the infection control policies and procedures.			
2.	All areas are clean and tidy.			
3.	Furniture is made of cleanable materials such as vinyl and is intact.			
4.	All staff receives infection control education when hired and on an annual basis.			
5.	Under sink areas are free from supplies.			
6.	Electric fan are not allowed in CSSD working and storage areas.			
7.	Eating and drinking is not allowed in CSSD.			
8.	Eyewash stations are available in decontamination area.			
9.	There is adequate number of sinks available for hand washing in both decontamination and processing areas.			
10.	There is alcohol-based hand-rub if sinks are not available. Note this is acceptable only in the clean area. A wash basin is essential in the decontamination area.			
11.	Two staff members successfully perform hand washing demonstration.			
<b>Waste and Sharps Disposal</b>				
1.	There are adequate color-coded foot-operated waste bins for regular and infectious, waste. Bins are labeled.			
2.	There are adequate leak-proof sharps containers available. These should be wall-mounted.			
3.	Sharps containers are discarded when they are three quarters (¾) full and they are disposed of properly.			
4.	Staff verbalizes the standard protocol following a needle stick/sharps injury.			
<b>Traffic Control and Storage</b>				
1.	Entry to CSSD is controlled.			
2.	Contaminated equipment is transported to CSSD in covered carts to prevent spills of infectious fluids.			
3.	Soiled/used and sterile are transported in separate covered carts/ trays.			
4.	Supplies are stored in a manner that does not compromise the integrity of the package (no rubber bands and/or staples), and are not to be stored on the floor.			
5.	Supplies are stored at least eight (8) inches above the floor, eighteen (18) inches below from the ceiling and two (2) inches away from the walls.			

6.	Sterile supplies are intact and checked for expiration at random.			
<b>Decontamination Area</b>				
1.	Configuration: there is a physical barrier separating decontamination area from all other CSSD areas. The decontamination area is under a negative pressure to all surrounding areas.			
2.	Attire: All staff complies with standard (scrub suit, cap, mask with shield protector, Cover gown, plastic apron and shoe cover) dress code.			
3.	Hand washing: is done when leaving decontamination area.			
4.	Manual Cleaning: There is adequate number of sinks available. (Recommended for 3 sinks to be used: First for enzymatic/detergent, second for rinsing and third for disinfecting solution).			
5.	If brushing is done, it is performed under the water level.			
6.	All hinged instruments are cleaned in open position.			
7.	Traffic between decontamination and other areas is kept to a minimum.			
<b>Preparation Area</b>				
1.	Work surfaces are of adequate size to accommodate the assembly of supplies.			
2.	Attire: Personnel working in the preparation, sterilization, case cart assembly and sterile storage wear clean surgical attire to include: head covers, surgeon hoods if they have beard and closed shoes with socks.			
	a. Shoes are dedicated for work.			
	b. Lab coat are worn when leaving the area.			
<b>Biological Monitoring</b>				
1.	Biological Indicator (BI) test is done on minimum weekly for steam sterilizers and records are kept for three years.			
2.	BI tests are done as per manufacturer's recommendations for other types of sterilizers, e.g., Plasma Sterilizers.			
<b>Housekeeping</b>				
1.	There is adequate housekeeping storage.			
2.	Blood spill kits are available and prepared daily.			
3.	There are written policies and procedures for cleaning blood/body fluid spills.			
4.	Persons who perform blood spill clean-up have adequate orientating and training.			
5.	Person who performs blood spill clean-up wears proper personal protective equipment (PPE) for procedure.			

