Maintenance IPC checklist

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|  | **Key Points**   * Home maintenance (site supervisor) to complete. * Maintenance involves the keeping of all care home building, fabrics, fittings and equipment in good condition, efficient working order and in good repair. * All columns should be completed, action plans should be produced and reviewed regularly. * Completed audit tools should be kept locally for good practice assurance and as evidence for CQC inspections. * Damage to fixtures and fittings, furniture, and equipment to be brought to the attention of the premises manager for action. * While maintenance routines will differ from one setting to the next there will be some core areas that managers can use as a checklist for compliance and general safety. * Managers in care homes will have the task of maintaining daily unhindered operations and ensuring the safety of residents in care homes. |

It is important that infection prevention and control is thought of in any planning and design stages of any new rooms/builds or refurbishment projects, this will allow IPC needs to have been planned for anticipated and met.

**Low surfaces** include items such as skirting boards, floor edges, low-level pipe work and trunking, low cupboard exteriors.

**Middle surfaces** include items such as grab rails, tables, trunking, desks, shelves, ledges, work surfaces, cupboard exteriors, windowsills.

**High surfaces** include items such as filing cabinets, curtain rails, locker and cupboard tops, picture frames.

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| **Name of setting:**  **Auditor: Date:** | | | | | | | | | |
| **Overview of environment** | **Toilets** | **Clean utility** | **Bathroom/shower room** | **Lounge/dining area** | **Bedroom** | **Sluice** | **Halls/corridors** | **Laundry** | **Comments** |
| Building defects of fixtures and fittings, furniture, and equipment.  the need for remedial work. | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A |  |
| Poor or inappropriate storage of resources, equipment, and spare furniture in room. | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A |  |
| Furniture (chairs, sleepers) are without tears or wear? | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A |  |
| Are walls in good condition (no cracked or peeling paintwork), intact and have smooth easy-to-clean surfaces? | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A |  |
| Ceiling tiles are not discoloured, wet, missing, or damaged?  Are the ceilings intact and free from visible cracks or visible defects? | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A |  |
| Light fittings and shades are clean, e.g., free from dust, cobwebs, insects.  Dust not found in high places. | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A |  |
| Dust not found.  Behind furniture?  Between fixtures and fittings? | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A |  |
| Skirting boards, dado rails, architraves and doors are impervious in good condition and clean? e.g., paint not flaking?  Easily wipeable? | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A |  |
| No signs of mildew or mould present in areas of rooms prone to condensation? | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A |  |
| Radiators should be accessible and cleanable.  Radiator covers are removable to be cleaned behind and are in good condition? | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A |  |
| **Bathroom/wet rooms and toilet areas.**  **Fixtures and fittings.** |  |  |  |  |  |  |  |  |  |
| Sanitaryware,  extractor fans, ventilation grilles are dust free and clean. | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A |  |
| Air intake vents and diffusers are clean? | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A |  |
| Silicone sealant around toilet, sink, bath, and shower areas are mould free.  Sealant has not deteriorated. | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A |  |
| The floor covering is impervious and washable and sealed at any joints.  Coved flooring in bathrooms/wet rooms/shower areas. | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A |  |
| Bath/shower/wet/ensuite rooms should have easily cleaned slip resistant flooring. | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A |  |
| The floor is in good condition. | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A |  |
| To facilitate cleaning, items stored on the floor are in wheeled wipeable lidded containers. | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A |  |
| Tiles and grouting are in good condition, clean and free from mould, e.g., no holes or cracks. | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A |  |
| Pull cords are wipeable, clean and in good condition.  Plastic tubing used? | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A |  |
| Paper towel dispensers are clean, rust free and damage. | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A |  |
| Soap dispensers are clean and not damaged. | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A |  |
| **Legionella maintenance checks.**  Equipment that stores or discharges water e.g., pipework or tanks are rust free.  Is there a schedule for any stagnant water, unused pipework/storage tanks?  Schedule for running shower heads and aerosol producing outlets such as spray taps in kitchens when not in use?  Unused showers/sinks/baths  Have been risk assessed and documented by qualified or competent person. | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A |  |
| **Waste segregation and storage.**  Space for waste receptacles to be located close to the point of waste production to avoid unnecessary handling of waste. | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A |  |
| All waste bins are visibly clean, both externally and internally. | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A |  |
| Healthcare facilities such as care homes all waste should be contained appropriately and kept secure at all times.  Outdoor storage area is clean?  Free from damage? | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A |  |
| **General checks** |  |  |  |  |  |  |  |  |  |
| All high and low surfaces are in good condition e.g., shelving, skirting boards | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A |  |
| Curtains, curtain tracks and blinds are in good condition and clean. | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A |  |
| Soft furnishings (for example, seating) used within all service user areas should be easy to clean and compatible with detergents and disinfectants. They should be covered in a material that is impermeable, preferably seam-free or heat sealed.  Fabric that becomes soiled and stained cannot be adequately cleaned will require replacement. | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A |  |
| Is the furniture in the room suitable for its use, (e.g., impermeable / washable materials?) | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A |  |
| Furniture, including chairs, tables, and foot stools, are in good condition and clean (check under cushions and underside of tables and foot stools) | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A |  |
| A foot operated lidded and lined waste bin is available, in good condition and clean inside and out | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A |  |
| Work tops are intact and clean, free from any damage. | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A |  |
| Dani centre/PPE station are clean and fit for use? | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A |  |
| Stairlifts, Lifts and hoists are clean, undamaged, rust free and fit for use. | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A |  |
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[Premises management - Workplace Inspection (lancashire.gov.uk)](https://clickweb.lancashire.gov.uk/?siteid=3492&pageid=34960&e=e)

[Health Building Note 00-09: Infection control in the built environment (england.nhs.uk)](https://www.england.nhs.uk/wp-content/uploads/2021/05/HBN_00-09_infection_control.pdf)

[Health Technical Memorandum 00: Policies and principles of healthcare engineering (england.nhs.uk)](https://www.england.nhs.uk/wp-content/uploads/2021/05/HTM_00.pdf)