

RNC WH&S INTERNAL BUILDING AUDIT

Person completing Audit:
Date:

FRONT OFFICE	PASS	FAIL	COMMENTS
Bins located in suitable places			
- emptied regularly			
Computers in working order			
Screen positioned to reduce glare			
Photocopier well ventilated			
Appropriate adjustable equipment is available for staff			
Correct level of illumination for tasks			
Electrical cords kept clear of walkways			
Check for - broken plugs			
- strained leads			
No temporary leads in place			
No double adaptors			
Check - power points			
- light switches			
- electrical cords			
- power boards			
Lights - working			
- clean			
Fluoro light diffusers			
Fans - working			
- clean			
Air conditioner - working			
- filter cleaned			
Light fitting clean and operable			
Carpet/floor surface - any unevenness; rips			
Emergency procedure manual available			

CORRIDOR			
Exit signs operating			
Corridor areas kept clear of obstructions			
Emergency equipment in-situ - tagged and tested			
LOUNGE ROOM			
Access to chairs maintained			
Thoroughfare areas of lounge unobstructed			
Check flooring for rips or tears			
Check furniture for - safety -damage			
Adequate lighting for tasks			
Light fittings clean and in working condition			
Check light switches			
Check ceiling fan - working			
No temporary leads in place			
No double adaptors - clean			
Air conditioner - working - filter cleaned			
Heaters - working - clean			
HALLWAYS			
Walkways unobstructed			
Exit doors unobstructed			
Fire extinguishers in place clearly marked for type of fire Tagged and tested.			
Emergency exit signs in working order			
Check all: - power points			

- light switches			
Adequate lighting			
Light fittings - working			
- clean			
Check floor surfaces for damage or unevenness.			
NURSES' OFFICE			
Check all - power points			
- light switches			
- electrical cords for damage/fraying			
All electrical appliances tagged & tested			
No double adaptors			
No temporary leads in place			
Bins located in suitable places			
- emptied regularly			
Adequate lighting			
Emergency procedure manual available			
Computers in working order			
Air conditioning - working			
- filters cleaned			
Check floor area - even			
- no broken areas			
Check furniture for - safety			
-damage			
Tidy and uncluttered			
BATHROOMS			
Access to toilet unobstructed			
Floor areas dry			
Check for water leakages			
Dirty laundry stored in covered bags correctly			

Soiled items as per infection control policy			
Check all - power points			
- electrical cords for damage/fraying			
Emergency buzzer in working order			
Ease of use for Residents			
- rails in situ in toilet areas			
- soap in dispenser			
- paper towel in dispenser			
- bins available and emptied regularly			
Clean and tidy			
Chemicals stored correctly			
Bathroom floor dried after use			
Incontinence bins provided			
- emptied regularly			
MULTI-PURPOSE ROOM			
Entry to area unobstructed			
Check all - power points			
- electrical cords for damage/fraying			
Clear access to stationary cupboard			
Equipment stored away			
Linen tidy			
Multi-purpose room tidy			
UTILITY ROOMS			
Chemical storage area clearly signed			
All containers labeled correctly			
MSDS provided for all solutions			
Use of chemicals listed			
Equipment available for safe use of substances			
Check all - power points			

for	- electrical cords damage/fraying			
Check for water leakages in				
Spill kit available and signed				
Eye rinse available for chemical splashes				
TREATMENT ROOM				
Adequate lighting				
Check all - power points				
for	- electrical cords damage/fraying			
Bins located in suitable places				
regularly - emptied				
All electrical appliances tagged and tested				
Medications stored appropriately				
Chemicals stored safely				
Hand washing facilities available				
Check for leaking/dripping taps				
MSDS provided for all solutions				
Safe disposal of sharps				
Unobstructed access to O2 cylinder				
O2 cylinder checked and signed for daily				
Check floor area even, no broken areas				
Clinical Waste bin				
S8 medications stored as per health regulations				
Treatment room clean and tidy				
DINING ROOM				
Unobstructed access to tables for				

(a) residents			
(b) staff			
Check - power points			
- light switches			
- adequate lighting			
- working lighting			
- electrical cords for damage/fraying			
Overhead fans - operating			
- clean			
Air conditioning - operating			
- filters cleaned			
Emergency exit signs operating			
KITCHEN			
Are food containers in sound condition and fitted with vermin proof lids?			
Are MSDS readily available in the event of an emergency?			
Are all chemicals clearly labelled?			
Are all chemicals able to be securely stored in the kitchen when not in use?			
Do all frozen food containers display a use by date?			
Are all perishable fruit and vegetables correctly stored and rotated frequently?			
Are all freezers operating within the regulation temperature range? - 15o C to - 18o C			
Is bain-marie servery operating within the regulation temperature range? - 75o C to - 110o C			

Do all electric lights operate correctly?			
Are all floor surface slipmats in use?			
Check cords – fraying/damage			
Are all kitchen electrical wall sockets clean?			
Are elbow length waterproof safety gloves in use when washing pots and pans?			
Are eye wear safety goggles in use and stored in a safe and clearly visible location?			
Is protective clothing provided and readily available for use?			
Are heat protection mittens or pads in use to handle and carry very hot pots, pans, saucepans etc?			
Is a colour coded sign displayed to highlight the correct use of colour coded food preparation boards?			
Are temperature checks performed and recorded daily on fridges, freezers and bain-marie servery?			
Are the refrigerators operating within the regulation temperature ranges 2o C to 4o C			
Are all trolleys used to deliver meals and foodstuffs enclosed or fitted with curtains to prevent contamination from flies, dust etc?			
Are all meals delivered to residents rooms in accordance with the food hygiene regulation?			
Is there a cleaning programme register which records frequency and dates of cleaning?			

Do the dishwashing machine wash and rinse cycle temperatures function within the health regulation standards? Minimum wash 50o C Minimum rinse 75o C			
Are floor surfaces maintained in a safe condition and free of liquid spills?			
Are rubbish bins in sound condition and have tight fitting vermin proof lids?			
Check all: - power points			
- light switches			
Wall fans - operating			
- clean			
- filters cleaned			
Any water leakages or dripping taps			
Exhaust fan filters cleaned regularly			
Eye rinse available for chemical splash.			
Emergency chemical spill kit available (sand)			
Fire blanket in kitchen area			
Check for leaking pipes under the sinks			
"Wet Floor" signs available for use			
"Wet Floor" signs used when floor have been mopped.			
RESIDENTS' ROOMS			
Check power points			
Check electrical cords for fraying			
Lights in working order			
Emergency buzzer in working order			

