



Team Name: Environmental Services Team Lead: Regional Manager Environmental Services Approved by: Executive Director - Acute & Chief Nursing Officer	Reference Number: ORG.1910.PR.003 Program Area: Support Services Section: Housekeeping
Issue Date: January 29, 2020 Review Date: Revision Date:	Subject: Appearance Standards, Client/Resident Rooms

*Use of pre-printed documents: Users are to refer to the electronic version of this document located on the Southern Health-Santé Sud Health Provider Site to ensure the most current document is consulted.*

**PROCEDURE SUBJECT:**

Appearance Standards, Client/Resident Rooms

**PURPOSE:**

A visual inspection to ensure cleaning standards are maintained.

1. Bed / Mattress
  - Bed is properly placed.
  - Casters are free of debris (mop strands, etc.).
  - There is no build-up of floor finish or soil on legs of beds.
  - Side rails (if present) clean; no stains from medication or client discharges.
  - Bed is free of dust and lint.
  - Mattress is checked for wear/tear and sagging.
  
2. Bedside Table
  - Bedside table appears clean and properly placed.
  - Top, sides and base are clean.
  - Legs are clean and free of debris (mop strands, etc.).
  - Inside of unit and drawers clean.
  
3. Chair
  - Chair is properly placed.
  - Chair appears clean and free of stains and soil.
  - Side rails or base bar free of dust and lint.
  - No evidence of food or debris at base of cracks off seats.

4. Cubicle Curtain
  - Curtains in proper position.
  - Curtains clean and in good condition.
  - Carrier guides and tracks are intact and operable.
  
5. Desk
  - Desk unit in proper position.
  - Desk appears to be clean and free of soil.
  - Top, sides and bottom free of dust and lint.
  - Legs are free of mop strands and not soiled by floor finish.
  - If unit is wood, polished with no streaks.
  
6. Dresser
  - Unit in proper position.
  - Combination unit appears clean, not streaked or stained.
  - Drawers clean, free of food particles, paper scraps.
  - No build up of soil in corners of drawers.
  
7. Overbed Light / Table Lamps
  - Lighting is in proper position.
  - Lighting is clean, free of dust and soil.
  - Light is in working order (bulb).
  
8. Linen
  - Linen placed on bed properly.
  - Linen clean and in good condition.
  
9. Overbed Table
  - Table in appropriate position.
  - Table appears to be clean and free of soil.
  - Drawers and hinge line in table clean and free of food particles.
  - The base of unit clean and free of mop strands and debris.
  
10. Telephone
  - Telephone in appropriate position.
  - Telephone and cord is free of dust, lint and soil.
  - No soil on mouthpiece or receiver.
  
11. Television
  - Television in appropriate position.
  - Unit free of dust and lint.
  - If high mount, free of cobwebs and dust.
  - Appears neat and ready for use.

12. Waste Container
  - Waste container in proper location.
  - Waste unit appears to be clean and free of soil.
  - Waste containers appear in good condition.
  - Plastic liners in place.
13. Floors, no debris, appear in good repair. Baseboards or coving in good repair. Floor finish is adequate.
14. Walls, appear clean with no marks and damage, no visible paint chips.