

Cleanliness Audit Record

Form | ENV-FRM-002

Document type	Form
Title	Cleanliness Audit Record
Document ID	{{facility.code}}-ENV-FRM-002
Version and status	1.1 Approved by the ASF Expert Committee
Prepared by	{{roles.quality_lead.name}}, Quality lead
Reviewed by	{{roles.clinical_director.name}}, Clinical director Date: _____
Approver and signature	{{roles.clinical_director.name}}, Clinical director Signature: _____ Date: _____
Effective date	{{document.effective_date}}
Next review	{{document.review_date}} (12 months, or sooner after any incident or change)
Replaces	None (new document)
Standards and criteria supported	Standard 2B, criterion 2B.5
Evidence basis	E-009
Status of this document	Recommended best-practice model. A hospital may adopt, adapt or replace it with an equivalent that meets the same criteria.

Use this form when

Records the monthly cleanliness audit of shared areas, using a test and a visual check.

1. How to complete

- Choose at least 10 surfaces per area at random.
- Test each surface by the audit method and record the reading.
- Record pass or fail against the threshold set.
- Sign and date.

2. Items to check

#	Item	Standard or evidence	Yes	No	N/A	Action if No
1	At least 10 surfaces tested in this area	Yes [EC]	☐	☐	☐	Action and who to tell
2	Reading within threshold on each surface	Yes or No [EC]	☐	☐	☐	Action and who to tell
3	Visual check: no visible soiling or waste	Yes [EC]	☐	☐	☐	Action and who to tell
4	Failures re-cleaned the same shift	Yes or N/A [EC]	☐	☐	☐	Action and who to tell
5	Retest within 24 hours of failure	Yes or N/A [EC]	☐	☐	☐	Action and who to tell

Completed by (name and role): _____ Date/time: _____ Signature: _____

3. Evidence

ID	Source and status
E-009	ASF Expert Committee consensus. Threshold depends on the test method chosen.

EC = ASF Expert Committee consensus.

4. Change history

Version	Date	What changed	Approver and signature
1.0	{{document.effective_date}}	First version	Approved by the ASF Expert Committee
1.1	{{document.effective_date}}	Internal quality review: corrected cross-references, status wording and document control	Approved by the ASF Expert Committee