

## Spot Audit: Handling, Transporting and Storing linen.

Personal & Clinical Care Standard 3.g.i (Aged care)

Click or tap to enter a date.

Site:

Clean linen:		Yes ✓	No ✗
1	Is delivered with a protective covering		
2	Is stored in a clean, dry place		
3	Is not stored on the floor		
4	Is distinctly separated from soiled linen		
5	Is protected from contamination (e.g., aerosols, dust, moisture and vermin).		
6	Has a system of stock rotation (oldest is used first).		
7	Linen bags are intact with no tears, frays or holes		
8	Linen bags have suitable fasteners or ties for effective closure		
9	Clean linen is free from stains		
10	Clean linen store storage shelves are clean.		
11	Storage area is free from inappropriate items (there is no staff personal belongings, food or reusable resident equipment in the store)		
12	Mobile trolleys are clean & have covering to protect clean linen for transport to clinical areas		
13	Staff do not carry clean linen against their clothing		
14	Staff do not carry soiled linen bags against their clothing		
15	Soiled linen bags are not overfilled (2/3 full)		
16	Has a documented cleaning policy (frequency, cleaning products). Date last cleaned:		
17	Vents in ceiling are clean and free of dust		
18	White paper wipe of high horizontal edges (e.g. door architraves) is clean.		
19	Is not stored in the same room as clean linen.		
20	Room is clean and dry.		
21	Soiled linen is not stored on the floor.		
22	Door is kept closed		
23	There is no evidence of vermin		
24	Hand hygiene facility ( <input type="checkbox"/> clinical sink or <input type="checkbox"/> ABHR) is near door.		
25	Soiled linen is contained (bags are closed, no contamination leakage to the environment)		
<b>% score for compliance -</b> $\frac{\text{total number of yes answers}}{\text{total number of yes and no answers}} \times 100 =$		<input style="width: 50px; height: 20px;" type="text"/>	