

Maintenance of Hand Hygiene Products and Equipment Checklist

Published: December 2023

When to Use this Checklist

Instructions:

1. Fill out one Maintenance of Hand Hygiene Products and Equipment Checklist per unit.
2. Select 'N/A' if a checklist item does not apply to this workspace.

Date (yyyy-mm-dd):

Time (HH:MM):

Unit:

Room:

Completed by:

First name:

Last name:

1 - Replenishing Process

1.1	Responsibility for replenishing supplies during all shifts (e.g., day, evening) is clearly identified, including: <ul style="list-style-type: none">• Alcohol-Based Hand Rub (ABHR)• Liquid soap• Lotion bottles and/or dispensers, paper towel dispensers.	Met	Not Met	N/A
1.2	A regularly-scheduled check on supply level is established.	Met	Not Met	N/A
1.3	Details are provided to staff members on action to take if they encounter an empty dispenser.	Met	Not Met	N/A
1.4	ABHR, liquid soap, or lotion bottles and/or dispensers are not topped up or refilled.	Met	Not Met	N/A
1.5	A system (e.g., flags) is used to indicate a dispenser is empty and needs to be refilled.	Met	Not Met	N/A
1.6	All agreed upon responsibilities and processes are written and disseminated to all those affected.	Met	Not Met	N/A
1.7	Hand hygiene products are not expired. Note: If hand hygiene product is found repeatedly expired then consider moving as may not be placed appropriately.	Met	Not Met	N/A

Comments:

2 - Cleaning Process and Disinfection

2.1	A regular schedule has been established for cleaning hand hygiene products that includes 'wipe-downs' or wiping of: <ul style="list-style-type: none">• Surfaces that are frequently touched on hand hygiene product dispensers, and holders• The nozzle where the ABHR, lotion, and soap dispensers as well exits the dispenser or pump.• Sinks used for hand hygiene	Met	Not Met	N/A
2.2	Responsibility for cleaning hand hygiene products during all shifts is clearly identified. (e.g., day, evening).	Met	Not Met	N/A
2.3	A regular schedule for cleaning of surfaces (e.g. walls, counter-tops) below ABHRs, soaps, and lotions has been established.	Met	Not Met	N/A
2.4	All agreed upon responsibilities and processes are documented and disseminated to all those affected.	Met	Not Met	N/A

Comments:

3 - Maintenance Process

This part applies to the maintenance of electrical hand hygiene equipment including sensor-operated faucets, ABHR, lotion, soap, and paper towels dispensers.

3.1	Clearly identify who is responsible for maintenance of hand hygiene products during all shifts. (e.g., day, evening)	Met	Not Met	N/A
3.2	Establish a regular schedule for testing of hand hygiene equipment.	Met	Not Met	N/A
3.3	The maintenance process includes: <ul style="list-style-type: none"> • Check for leaking, clogged or broken equipment. • Battery replacement in dispensers. • A contingency plan for electrical equipment during power failures or water-shutdowns. 	Met	Not Met	N/A
3.4	Document all agreed upon responsibilities and processes and disseminate to all those affected.	Met	Not Met	N/A

Comments:

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