

**When to use this checklist:**

Planning phase	Work phase	Commissioning phase
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As part of the multidisciplinary team (MDT)/project team, the infection control professional (ICP) has an important role in the prevention of infections throughout a construction/renovation, maintenance /facility design project in a health care facility. Use this checklist to help identify key roles and tasks that the ICP needs to support, complete or monitor.

DATE: \_\_\_\_\_

AREA/UNIT: \_\_\_\_\_

COMPLETED BY: \_\_\_\_\_

Phase		Date	Yes	No	N/A	Comments
<b>PLANNING</b>	Establish working relationship with appropriate facility project or program lead prior to the beginning of the project					
	Establish membership on project planning team and functional planning groups					
	Complete patient / client / resident risk assessment in collaboration with care team and facilities lead and or contractor					
	Provide and document ongoing input into functional program					
	Establish dedicated time on IPAC Committee agenda to report progress on and obtain input into key IPAC decisions and activities					
	Review and understand current applicable standards (e.g., Canadian Standards Association, MOHLTC LTCH, Facilities Guidelines Institute).					
	Review all plan and technical drawing(s) and bring issues forward to multidisciplinary team for review					

## CRMD Checklist: ICP responsibility

Phase		Date	Yes	No	N/A	Comments
<b>PLANNING</b>	Sign off on plan(s), technical drawings or arrange for same					
	Review commissioning plans and technical drawings that impact IPAC and make appropriate recommendations					
	Consult with other IPAC CRMD experts (internal and external) as needed					
	Determine IPAC requirements for project based on infection control risk assessment					
	<ul style="list-style-type: none"> <li>▪ Ventilation</li> </ul>					
	<ul style="list-style-type: none"> <li>▪ Hoarding</li> </ul>					
	<ul style="list-style-type: none"> <li>▪ Traffic flow</li> </ul>					
	<ul style="list-style-type: none"> <li>▪ Waste /debris removal</li> </ul>					
<b>DESIGN</b>	Review drawings for IPAC considerations					
	Review and provide feedback to the project team on major design features and space (listed below) according to standards (e.g., CSA, Facilities Guidelines Institute)					
	<ul style="list-style-type: none"> <li>▪ Hand-hygiene sink placement, type of faucet, size, materials</li> </ul>					
	<ul style="list-style-type: none"> <li>▪ Traffic flow for separation of clean and soiled items</li> </ul>					

## CRMD Checklist: ICP responsibility

Phase		Date	Yes	No	N/A	Comments
<b>DESIGN</b>	<ul style="list-style-type: none"> <li>▪ Design and placement of clean and soiled utility rooms/areas</li> </ul>					
	<ul style="list-style-type: none"> <li>▪ Design and placement of sterile or clean storage areas</li> </ul>					
	<ul style="list-style-type: none"> <li>▪ Number and design of airborne- isolation rooms, single-bed rooms and other specialty rooms based on risk assessment</li> </ul>					
	<ul style="list-style-type: none"> <li>▪ Areas requiring specialized ventilation (e.g., OR, reprocessing areas, bronchoscopy, etc.)</li> </ul>					
	<ul style="list-style-type: none"> <li>▪ Materials and finishes for sinks, equipment, furnishings, etc.</li> </ul>					
	<ul style="list-style-type: none"> <li>▪ Decorative features (e.g., water feature or living walls )</li> </ul>					
	<ul style="list-style-type: none"> <li>▪ Review and provide feedback on planned fixtures and environmental features (e.g., solariums)</li> </ul>					
	<ul style="list-style-type: none"> <li>▪ Human waste management system</li> </ul>					
<b>PROJECT IMPLEMENTATION PRIOR TO START</b>	Ensure that contractor and workers have necessary IPAC information (contractor package)					
	Assist with IPAC education, as needed, for contractor and workers					
	Participate in review of scheduled activities and or CRMD meetings					

## CRMD Checklist: ICP responsibility

Phase		Date	Yes	No	N/A	Comments
<b>DURING PROJECT</b>	Participate in scheduled project meetings					
	Tour area and audit compliance to IPAC preventive measures					
	Provide immediate feedback on IPAC gaps or issues to project lead/team					
	Provide reports to multidisciplinary team					
	Provide additional education as required					
	Visit site on a regular basis to monitor compliance and provide coaching on IPAC as needed					
	Monitor adherence to processes for commissioning activities that impact IPAC (HVAC, environmental cleaning, flushing waterlines, etc.)					
<b>AFTER PROJECT</b>	Identify deficiencies to project lead and/or contractor					
	Ensure all deficiencies are addressed prior to occupancy					
	Debrief with project team and provide report to multidisciplinary team and IPAC Committee					