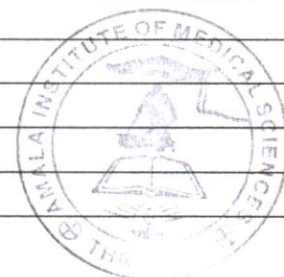


## LIST OF CLEANING EQUIPMENTS

<b>MATERIALS/ CONSUMABLES</b>	
1	ROOF CLEANING STICK
2	ROOF CLEANING SPONGE
3	BOOT
4	MOP REFILL
5	SCRUBBING PAD
6	CHECK CLOTHS
7	MICROFIBER CLOTH
8	COTTON DUSTER
9	NITRILE GLOVE
10	GLOVES
11	SANIQUBE
12	MOP SET
13	LONG WIPER
14	COBWEB STICK
15	LONG SCRUBBER
16	SOFT BRUSH
17	TOILET BRUSH
18	SINK BRUSH
19	SOFT BROOM
20	DUST PAN
21	BUCKET
22	MUG
23	BOTTLES
24	HARD BROOM (PALM BROOM)
25	SPRAY BOTTLE
26	PENGUINE BOTTLE
27	SOFT HAND BRUSH
28	HAND SCRUBBER
29	HEAVY DUTY SCRUBBING PAD
30	STATIC DUSTER
31	HAND HARD BRUSH
32	LYSOFORMIN SPECIAL
33	EASY MOP PLATE
34	STEEL WOOL
35	SANIFRESH
36	MEASURING CUP
37	STAINLESS STEEL CLEANER
38	BOTTLE BRUSH
39	FLOOR SERAPPER





EQUIPMENT / MACHINERY		QUANTITY
1	WET & DRY	1
2	SINGLE SCRUBBER	1
3	VACCUM	2
4	CAUTION BOARD	15
5	MOP TROLLEY	8
6	TELESCOPIC POLE	0
7	STEP LADER	2

Date: 26/11/2025  
Place: Amala Nagar

*Betsy*

Dr. Betsy Thomas

Principal

Dr. BETSY THOMAS

MD, FRCOG, DNB, MICOG

PRINCIPAL

AMALA INSTITUTE OF MEDICAL SCIENCES  
AMALA NAGAR, THRISSUR-680 555



200

959



# HOUSE KEEPING AUDIT TOOL

Date: 14/2/25 Department: W.40

Name of Auditee: Anubinda

Practise of be Assessed	Manner of Confirmation	Yes / No	Comments
Hand Hygiene	<input checked="" type="checkbox"/> Observation <input type="checkbox"/> Interview	Y	need improvement
Name & dilution of all solutions	<input checked="" type="checkbox"/> Observation <input type="checkbox"/> Interview	Y	
Awareness on disinfectant solution used in their own department	<input type="checkbox"/> Observation <input checked="" type="checkbox"/> Interview	Y	
No. of staff using gloves (heavy duty gloves/normal disposable gloves)	<input checked="" type="checkbox"/> Observation <input checked="" type="checkbox"/> Interview	Y	
Blood spillage management	<input checked="" type="checkbox"/> Observation <input type="checkbox"/> Interview	N.	need improvement
Toilet cleaning	<input type="checkbox"/> Observation <input checked="" type="checkbox"/> Interview	Y	
Discharge room cleaning	<input type="checkbox"/> Observation <input checked="" type="checkbox"/> Interview	Y	
Mopping plan	<input type="checkbox"/> Observation <input checked="" type="checkbox"/> Interview	Y	
Infected room - discharge cleaning	<input type="checkbox"/> Observation <input type="checkbox"/> Interview	NA	
Disinfection of Mop	<input type="checkbox"/> Observation <input checked="" type="checkbox"/> Interview	Y	
Blood & body fluid exposure protocol	<input type="checkbox"/> Observation <input checked="" type="checkbox"/> Interview	Y	
Disinfection of Utensils	<input type="checkbox"/> Observation <input checked="" type="checkbox"/> Interview	Y	
Aware about importance of using gloves	<input type="checkbox"/> Observation <input checked="" type="checkbox"/> Interview	Y	
Awareness on discarding used solution	<input type="checkbox"/> Observation <input checked="" type="checkbox"/> Interview	Y	
<b>Remarks:</b> Improvement needed on spill management.			

(12/14) v. good

Name & Signature of the Auditor: *Bina Abraham*



## Cleaning Disinfection & Sterilization Audit checklist

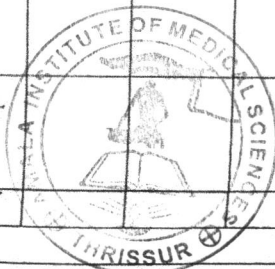
Department: *CVSOT*

Date: *27/09/2025*

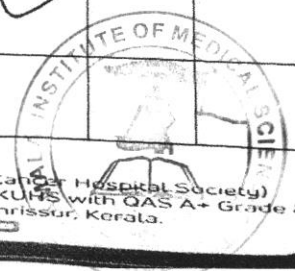
Sl. No.	Description	Yes	No	NA	Remarks
<b>A.</b>	<b>HANDLING, COLLECTION AND TRANSPORT OF CONTAMINATED INSTRUMENTS</b>				
1.	Reusable items separated from waste at point of use.	✓			
2.	Contaminated disposable items are discarded appropriately (including sharps)	✓			
3.	Gross soil is removed from instruments at point of use if immediate transportation not possible	✓			
4.	Soiled items should be kept moist (moist towel, enzyme foam or spray product)		✓		
5.	Secured, dedicated containers are provided for soiled instruments and during transportation	✓			
6.	Use of puncture resistant, leak-proof containers for soiled items	✓			
7.	Transportation carts should be covered and should prevent items from falling over or off	✓			
8.	Dedicated elevators (or lifts) with direct access to decontamination area.			✓	<i>closed trolley is used.</i>
<b>B.</b>	<b>CLEANING AND DECONTAMINATION PROCESSES</b>				
1.	Instrumentation is disassembled (according to manufacturer's instructions) to expose all surfaces for cleaning	✓			
2.	Cleaning agents are used according to manufacturer's instructions (dilution and Temperature, etc.)	✓			
3.	Appropriate personal protective equipment (PPE) are used	✓			
4.	Brushes/cleaning implements are either disposable or if reusable, are decontaminated at least daily.	✓			
5.	Cleaning Agent (Enzymatic cleaner) should be compatible with the medical device to be cleaned	✓			
6.	Chemical for disinfectants and terminal sterilization are used according to manufacturer's instructions	✓			
7.	Ultrasonic cleaner solution is changed at least daily or sooner if needed.	✓			
8.	Final rinse in washer disinfector is done with treated water (deionized, distilled, or RO water)			✓	
<b>C.</b>	<b>INSTRUMENTATION INSPECTION, PREPARATION &amp; PACKAGING</b>				
1.	Ensure instruments are cleaned and dried before packaging.	✓			
2.	Inspect instruments for flaws or damage. Check for rust, pitting, corrosion, burrs, nicks, cracks, chipping of plated surfaces. Lighted magnifying glass available for instrument inspection.				<i>light-magnified glass</i>



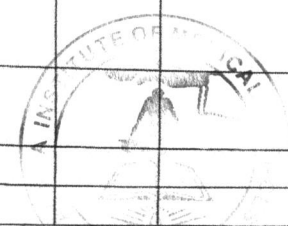
3.	Cleaning verification by users should include visual inspection combined with other verification methods (ATP, protein residue, etc) that allow assessment of instrument surfaces and channel			✓	
4.	Instruments: Ensure that -Cutting edges are sharp; -Moving parts move freely, without sticking. -Instruments needing repair are taken out of service for repair or replacement.	✓			
<b>Preparation and Assembly:</b>					
5.	Delicate/sharp instruments are protected while being handled/ assembled for sterilization. (May use special holders, tip guards, or foam sleeves). -Tip protectors should be sterilant -permeable.	✓			
6.	Instruments that open (e.g. scissors, hemostats) are held in unlocked, open positions.	✓			
7.	Multi-part instruments are disassembled prior to sterilization, ensuring all parts are easily accessed for aseptic assembly.	✓			
8.	Lumened devices: -Remove stylets/plugs, such as catheters, needles, tubings.	✓			
9.	Complex instruments (eg. Air-powered, endoscopes, having lumens or channels) are prepared according to device manufacturer.			✓	
10.	Non-linting absorbent material may be placed in trays to help facilities drying.	✓			
11.	Rigid container sets with instruments do not exceed 11kg (25lbs).			✓	
<b>Packaging:</b>					
12.	Packaging materials are held for at least 2 hrs prior to use at room temp (21°C-24°C) and at a relative humidity ranging from 30-60%. [This is needed to permit steam sterilization and prevent superheating.]			✓	
13.	Packaging materials are examined for defects before use (i.e. holes, stains).	✓			
14.	Wrappers should be kept snug, but not wrapped too tightly or strike-through could occur.	✓			
15.	Paper/Plastic Pouches: -labeling is done on plastic side only	✓			
16.	Wrapped packs: write only on indicator tape or affixed labels.	✓			
17.	Perforated, wire-mesh-bottom trays, and rigid organizing trays are inspected prior to each use to ensure there are no sharp edges, nicks, or loose wire-mesh.	✓			
18.	Tape (other than sterilization indicator tape) should not be used to secure packages, nor should safety pins, ropes, paper clips, staples, rubber band or other sharp objects.	✓			
19.	Verification/validation test to be done for heat sealer at set frequency.	✓			
D.	<b>STERILIZATION AND MONITORING</b>				



<b>Follow Manufacturers guidelines:</b>				
1.	Sterilizer Manufacturers' written instructions for cycle parameters are available.	✓		
2.	Rigid Container Manufacturers' instructions for cycle parameters are followed.	✓		
3.	Medical Device Manufacturers' written instructions for sterilization cycle parameters are available/accessible for items to be sterilized, including Loaner sets	✓		
<b>Loading the Sterilizer: (Follow sterilizer manufacturer's written instructions)</b>				
4.	Group together similar items requiring same cycle parameters.	✓		
5.	Sterilizer Cart: -Allow space between packs -Do not overload -Packages should not touch chamber walls	✓		
6.	Mixed Loads-Place metal items on the loading cart below textiles and paper-plastic pouches (to prevent condensate from dripping onto lower packs).	✓		
7.	Solid-bottom pans, bowls, and trays are tilted on edge and oriented in the same direction.	✓		
<b>Unloading the Sterilizer:</b>				
8.	Open sterilizer door properly. Door may be opened slightly at the end of the cycle (for some time) prior to removing the load	✓		
9.	Load contents: There should be no visible signs of liquid, or water droplets. (Wet items are considered contaminated even if not touched.)	✓		
10.	Sterilized items remain on the cart to cool for a minimum of 30 minutes, and are not touched during the cooling process.		✓	
11.	Immediate Use "Flash" Items: Are used immediately and not stored for later use.		✓	
<b>Physical monitors, Chemical indicators, Biological indicators:</b>				
12.	Bowie-Dick Testing is done daily in pre-vacuum sterilizers before first processed load. Process Bowie-Dick at 132-134°C for 3.5 to 4 minutes. One pack per load in an empty chamber. Record results.	✓		
13.	External process indicators (indicator tape, labels) are affixed to hospital-sterilized packages and containers.	✓		
14.	Internal chemical indicator(s) (Type 4,5,6) are placed inside every package in the most challenging location for sterilant to reach.	✓		
15.	Implant Loads: Monitor with a BI PCD containing a Type 5 Integrating Indicator. Implants should be quarantined until BI results are known, except in emergency situations	✓	✓	
16.	IUSS (Flash) Load: monitoring with Type 5 CI should be placed in the most difficult to sterilize portion.	✓		



17.	Routine sterilizer efficacy testing with a BI PCD is done daily (if sterilizer run daily): Place BI PCD in first load of items to be sterilized. Use commercially available FDA-cleared BI PCD or AAMI 16-towel pack.	✓			
<b>BI Test/Control, and Results:</b>					
18.	Steam: daily (each day the sterilizer is used).	✓			
19.	Gaseous sterilization (eg, EO, H2O2): BI should be used every load.	✓			
<b>BI test / control and results</b>					
20.	Control BI: Incubate a positive BI control each day a test vial is incubated and in each auto-reader or incubator. The control BI needs to be from the same lot number as the Test BI. Record results.	✓			
<b>Sterilizer Maintenance</b>					
21.	Sterilizer "drain strainers" are inspected daily for debris.	✓			
22.	Sterilizer external and internal surfaces are routinely cleaned.	✓			
<b>Loaner Instruments Management</b>					
23.	Loaner Instruments are not owned by the Hospital but are sourced by a vendor for use in their facilities. Policy and procedures for the receipt & reprocessing of the loaner instruments shall be available	✓			
24.	Loaner sets must be delivered to a minimum of 24 hours prior to use	✓			
25.	All loaned devices must only be used by staff who are trained adequately		✓		
<b>E. STERILE STORAGE AND DISTRIBUTION</b>					
<b>Sterile storage:</b>					
1.	Traffic in the sterile storage area is controlled to limit access to sterile items.	✓			
2.	Outside shipping containers and corrugated cartons are not used as containers in sterile storage areas.	✓			
3.	Storage area temperature is generally $\leq 24^{\circ}\text{C}$ and Relative Humidity should not exceed 70%.			✓	
4.	Sterile items are stored at least 20-25cm (8-10") above the floor, at least 45cm (18") below the ceiling or sprinkler heads, and at least 5cm (2") from outside walls.	✓			
5.	Shelving and storage carts have a physical barrier between the bottom shelf and the floor.	✓			
6.	Medical/Surgical items, incl. rigid containers, are not stored next to or under sinks, under exposed water/sewer pipes, or in any location where they may become wet.		✓		
7.	Supplies are stored only on designated shelving, counters, and carts (not on windowsills, floors, etc.)	✓			
8.	When stacking container systems, ensure they are firmly stacked on one another.	✓			
<b>Distribution:</b>					
9.	Supplies are distributed on a First In First Out (FIFO) basis	✓			

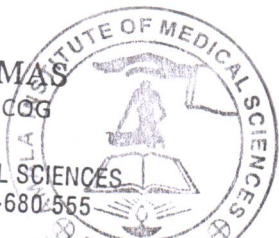


10.	Packaging is inspected visually for integrity, and labeling, prior to using items.	✓			
11.	Carts are decontaminated/ dried before reused for transporting sterile supplies.				Separate sterile cart
<b>F.</b>	<b>DOCUMENTATION</b>				
	<b>Equipment &amp; cycle documentation:</b>				
1.	Documentation for each mechanical washer is maintained: Monitor and verify cleaning processes (e.g. digital readouts, and cycle printouts)	✓		✓	
2.	Documentation for each sterilizer is maintained, and includes results from each load.(e.g monitoring results: sterilizer repair records)	✓			
3.	Record for each cycle: *Lot number, *Load contents; *Exposure time/temp: "Name/initials of sterilizer operator; *Results of BI testing, if applicable: *Results of Bowie-Dick testing, if applicable: *Results of CIs in test packs; reports of non-conclusive or non-responsive CIs found in the load	✓			
4.	For each cycle printout tape: *Verify cycle start was initiated *Ensure cycle selected was appropriate for load contents *Verify correct Time & Temp. was met *Ensure there were no cycle aborts or warnings	✓			
5.	An instrument tracking system or other type of computer system is used.	✓			Recall registers
	<b>Product recalls</b>				
6.	*Policies & Procedures are clear and concise *Records are maintained *Lot control labels are used, to include: Sterilizer ID, lot number, sterilization date, expiration date, name of pack and initials.	✓			
	<b>Sterilization Process Failure:</b> When cannot immediately identify cause of failure (e.g. selected incorrect cycle setting). reprocess the load and recall/reprocess all item dating back to last load in sterilizer with negative BI results	✓			

*Aboon Linda*  
 SIGNATURE OF HICN:

*Betsy*  
**Dr. BETSY THOMAS**  
 MD, FRCOG, DNB, MICOG  
 PRINCIPAL

*S.M. G. O. C. Srinivas*  
 SIGNATURE OF INCHARGE:



AIMS/HIC06/HIC-32

AMALA INSTITUTE OF MEDICAL SCIENCES  
 AMALA NAGAR, THRISSUR-680 565

REV:01(28.10.2025)



### BATHROOM / TOILET CHECK LIST

Sr. No.	Particulars	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
1	Floor	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
2	Wall	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
3	Ventilator	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
4	Soap Dish	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
5	Door	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
6	Mirror	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
7	Zink	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
8	Closet	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
9	Flush	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
10	Seat Cover	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
11	Bucket	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
12	Mug	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
13	Bed Pan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
14	Wash Basin	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
15	Tap	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
16																																				
17																																				

**Dr. BETSY THOMAS**  
 MD, FRCOG, DNB, MICOG  
 PRINCIPAL

*Betsy*

AMALA INSTITUTE OF MEDICAL SCIENCES  
 AMALA NAGAR, THRISSUR-680 555



Sign of Staff

*[Handwritten signatures of staff members across the row]*

Sign of Spr.

*[Handwritten initials/signatures of supervisors across the row]*

## CLEANING SCHEDULE NAIPUNNYA DEVAMATHA HOSTEL

No	DAYS	ROOMS	COMMON TOILETS	OTHER
1	Monday	Ground Floor Full	Ground Floor + First Floor (Eight in number)	Staircase <i>medlan</i>
2	Tuesday	First Floor left side	2 <sup>nd</sup> Floor + 3 <sup>rd</sup> Floor	Front Area (a/gg)
3	Wednesday	1 <sup>st</sup> Floor Rt side	G Floor + 1 <sup>st</sup> Floor	Terrace
4	Thursday	2 <sup>nd</sup> floor Lt side	2 <sup>nd</sup> Floor + 3 <sup>rd</sup> Floor	Front Area
5	Friday	2 <sup>nd</sup> Floor Rt side	G Floor + 1 <sup>st</sup> Floor	Staircase
6	Saturday	3 <sup>rd</sup> Floor Rt side	2 <sup>nd</sup> Floor + 3 <sup>rd</sup> Floor	Terrace
7	Sunday	3 <sup>rd</sup> Floor Lt side		Front Area Passage washing (Any Floor)



*Betsy*

**Dr. BETSY THOMAS**

MD, FRCOG, DNB, MICOG

PRINCIPAL

AMALA INSTITUTE OF MEDICAL SCIENCES

AMALA NAGAR, THRISSUR-680 555