

# Supply Closet Checklist

This checklist can be utilized to inspect supply closets within a healthcare facility for proper storage. Proper storage of medical and non-medical supplies is an essential part of infection prevention and control that ensures all supplies are clean and safe prior to patient use. Each section focuses on different aspects of a supply closet. Some closets may contain additional features (i.e. laundry holding) that are not addressed in this checklist and not all facilities will have each of the features below in their supply closet (i.e. sinks). The closet should be inspected at regular intervals and the individual completing the inspection should record their name and date of inspection.

Name: \_\_\_\_\_ Date: \_\_\_\_\_



## Observations for Cleanliness

01

- Floors and walls clean \_\_\_\_\_
- Shelving/drawers/cabinets clean \_\_\_\_\_



## Supply Status

02

- Adequate separation of clean & soiled \_\_\_\_\_
- Supplies within expiration dates and rotated such that newest supplies are at the back and older supplies are in front \_\_\_\_\_
- Sterilized trays unopened and free of dust and tears \_\_\_\_\_



## Supply Storage and Shelf Placement

03

- No supplies stored on the floor \_\_\_\_\_
- Supplies stored 2" from walls \_\_\_\_\_
- Supplies stored 8" from floor \_\_\_\_\_
- Supplies stored 18" from ceiling (5" if no sprinkler head) \_\_\_\_\_
- Storage units have solid bottom shelves \_\_\_\_\_
- Supplies stored away from windows, vents \_\_\_\_\_
- No items stored within splash zone (3ft from sink) OR splash guard in place \_\_\_\_\_
- No corrugated cardboard boxes or outside shipping boxes \_\_\_\_\_

