

HEALTHCARE HYGIENE AUDIT TEMPLATE

Healthcare Hygiene Audit Checklist

Audit hand hygiene, PPE, respiratory hygiene, environmental cleaning, shared equipment, isolation, linen, waste, sharps, staff competency, and corrective-action closure.

FACILITY / LOCATION

AUDIT DATE

AUDITOR

IPC / HYGIENE OWNER

General healthcare hygiene template. Adapt to current facility policies, manufacturer instructions, accreditation criteria, occupational-health requirements, public-health guidance, and applicable local law.

1. Audit setup, hygiene scope, and governance

1

Confirm the facility, unit or department, audit date, operating status, auditor, hygiene or IPC owner, and escalation contacts.

CRITICAL

HYGIENE CHECK

Compliant

Needs attention

Critical gap

N/A

Execution tip: Start with accountable owners so urgent hygiene findings can be contained and escalated without delay.

2

Define the patient-care areas, support areas, shifts, patient populations, procedures, contractors, and hygiene processes included in the audit sample.

HYGIENE CHECK

Compliant

Needs attention

Critical gap

N/A

Execution tip: Record excluded areas and use a risk-based sample that covers active patient-care and support workflows.

3

Verify current hand hygiene, standard precautions, environmental cleaning, PPE, spill, linen, waste, and exposure-response procedures are accessible to the relevant teams.

CRITICAL

HYGIENE CHECK

Compliant

Needs attention

Critical gap

N/A

Execution tip: Check version, approval, review date, local adaptation, and staff access to the current procedure.

4

Review recent hygiene audit failures, healthcare-associated infection concerns, exposure incidents, complaints, environmental-cleaning gaps, and overdue corrective actions.

CRITICAL

HYGIENE CHECK

Compliant

Needs attention

Critical gap

N/A

Execution tip: Use recent events and repeat findings to focus sampling on higher-risk units, tasks, times, and touchpoints.

5

Confirm responsibilities are defined across clinical teams, infection prevention, environmental services, facilities, occupational health, and relevant contractors.

HYGIENE CHECK

Compliant

Needs attention

Critical gap

N/A

Execution tip: Confirm who owns routine monitoring, urgent containment, technical support, reinspection, and final closure.

6

Capture audit start time, the sampled zones, and approved reference evidence for the areas included in the hygiene audit.

HYGIENE CHECK

Compliant

Needs attention

Critical gap

N/A

Execution tip: Use time-stamped evidence without including unnecessary patient-identifying information.

2. Hand hygiene facilities, supplies, and point-of-care access

7

Verify alcohol-based handrub is readily accessible at the point of care where appropriate under the facility's approved hand hygiene programme.

CRITICAL

HYGIENE CHECK

Compliant

Needs attention

Critical gap

N/A

◇ Execution tip: Check actual care positions and workflows, not only corridor dispensers or central supply stock.

8

Inspect handwashing sinks used for clinical hand hygiene for usable water supply, soap, hygienic hand-drying means, drainage, cleanliness, and unobstructed access.

CRITICAL

HYGIENE CHECK

Compliant

Needs attention

Critical gap

N/A

◇ Execution tip: Record any sink, soap, towel, drainage, or access failure that could prevent timely hand hygiene.

9

Check handrub, soap, and other hand hygiene dispensers are correctly located, clean, functional, filled, and within the facility's approved use or expiry requirements.

CRITICAL

HYGIENE CHECK

Compliant

Needs attention

Critical gap

N/A

◇ Execution tip: Sample dispensers across high-use, low-use, isolation, procedure, and staff-only areas.

10

Confirm hand hygiene products are compatible with the care setting, labelled as required, and supported by product information or instructions available to staff.

HYGIENE CHECK

Compliant

Needs attention

Critical gap

N/A

◇ Execution tip: Verify the product in use matches the facility-approved product and intended application.

11

Check staff can perform hand hygiene without avoidable barriers caused by blocked sinks, empty dispensers, missing supplies, storage, equipment placement, or workflow design.

CRITICAL

HYGIENE CHECK

Compliant

Needs attention

Critical gap

N/A

◇ Execution tip: Observe the real care path and note any delay or detour that makes compliance harder at the moment of need.

12

Confirm supply replenishment, defect reporting, stock monitoring, and urgent replacement arrangements prevent extended hand hygiene outages.

HYGIENE CHECK

Compliant

Needs attention

Critical gap

N/A

◇ Execution tip: Trace one recent empty or defective dispenser issue from reporting through restoration and closure.

3. Hand hygiene practice and compliance observation

13

Observe a representative sample of care and confirm hand hygiene is performed before touching a patient when indicated by the facility's approved practice.

CRITICAL

HYGIENE CHECK

Compliant

Needs attention

Critical gap

N/A

◇ Execution tip: Use direct observation across more than one role, shift, and care activity where practical.

14

Confirm hand hygiene is performed before clean or aseptic procedures and before handling critical sites or sterile equipment when indicated.

CRITICAL

HYGIENE CHECK

Compliant

Needs attention

Critical gap

N/A

◇ Execution tip: Prioritize invasive-device, wound, medication-preparation, and other aseptic-care opportunities in the sample.

15

Confirm hand hygiene is performed after body-fluid exposure risk, after glove removal, and after contamination events.

CRITICAL

HYGIENE CHECK

Compliant

Needs attention

Critical gap

N/A

◇ Execution tip: Treat missed hand hygiene after body-fluid exposure or glove removal as a high-priority correction.

16

Confirm hand hygiene is performed after touching a patient and after touching the patient's immediate surroundings when indicated.

CRITICAL

HYGIENE CHECK

Compliant

Needs attention

Critical gap

N/A

◇ Execution tip: Include bed rails, monitors, call controls, curtains, furniture, and other frequently touched surroundings in observation.

17

Verify staff use the facility-approved handrub or handwashing method correctly, including adequate coverage and the required product-use technique.

CRITICAL

HYGIENE CHECK

Compliant

Needs attention

Critical gap

N/A

◇ Execution tip: Assess technique and product use against the facility-approved method and manufacturer instructions.

18

Review hand hygiene compliance measurement, feedback, unit-level trends, and follow-up actions using a defined and repeatable observation method.

HYGIENE CHECK

Compliant

Needs attention

Critical gap

N/A

◇ Execution tip: Confirm the numerator, denominator, observation method, feedback route, and action ownership are clear.

4. PPE, respiratory hygiene, and exposure barriers

19

Confirm staff perform a task-based risk assessment and select gloves, gowns, masks, eye or face protection, or respiratory protection appropriate to the anticipated exposure.

CRITICAL

HYGIENE CHECK

Compliant

Needs attention

Critical gap

N/A

◇ Execution tip: Observe the actual task and compare PPE selection with the facility's approved standard precautions and isolation requirements.

20

Verify required PPE is available close to the point of use, in suitable sizes, stored clean and dry, and replenished before stockouts affect care.

CRITICAL

HYGIENE CHECK

Compliant

Needs attention

Critical gap

N/A

◇ Execution tip: Check high-use and after-hours locations, not only the main PPE store.

21

Observe donning and removal of PPE and confirm sequencing, handling, disposal, and hand hygiene reduce the risk of self-contamination or cross-transmission.

CRITICAL

HYGIENE CHECK

Compliant

Needs attention

Critical gap

N/A

◇ Execution tip: Pay particular attention to glove removal, gown removal, face protection handling, and immediate hand hygiene.

22

Confirm masks, eye protection, face shields, and respirators are used under the facility programme when the task, patient placement, or exposure risk requires them.

CRITICAL

HYGIENE CHECK

Compliant

Needs attention

Critical gap

N/A

◇ Execution tip: Where respiratory protection programmes apply, verify staff follow the facility's fit, use, and seal-check requirements.

23

Check respiratory hygiene and cough-etiquette measures are available in entrances, waiting, triage, or other areas where symptomatic people may present.

HYGIENE CHECK

Compliant

Needs attention

Critical gap

N/A

◇ Execution tip: Review tissues, masks where provided, hand hygiene access, signage, separation, and cleaning response.

24

Escalate missing required PPE, unsafe reuse, visibly contaminated protection, incorrect removal, or other barrier failures that create immediate exposure risk.

CRITICAL

HYGIENE CHECK

Compliant

Needs attention

Critical gap

N/A

◇ Execution tip: Create an immediate control before affected work continues when the barrier failure could expose patients or staff.

5. Environmental cleaning and high-touch surface control

25

Verify current cleaning schedules define the area, task, frequency, method, approved product, responsible role, and documentation requirement for patient-care spaces.

CRITICAL

HYGIENE CHECK

Compliant

Needs attention

Critical gap

N/A

◇ Execution tip: Compare the written schedule with observed workload, actual cleaning frequency, and local risk level.

26

Inspect high-touch surfaces in sampled patient-care areas for visible cleanliness and evidence that required cleaning or disinfection is being completed.

CRITICAL

HYGIENE CHECK

Compliant

Needs attention

Critical gap

N/A

◇ Execution tip: Sample bed rails, switches, handles, work surfaces, call controls, shared screens, and other frequent-touch points.

27

Confirm blood or body-fluid spills are contained, cleaned, disinfected, and disposed of promptly using the facility-approved spill response.

CRITICAL

HYGIENE CHECK

Compliant

Needs attention

Critical gap

N/A

◇ Execution tip: Check spill PPE, materials, product use, area control, waste route, and post-cleaning hand hygiene.

28

Observe environmental-cleaning practice and confirm cleaning progresses in a way that avoids spreading contamination between surfaces, rooms, or patient zones.

CRITICAL

HYGIENE CHECK

Compliant

Needs attention

Critical gap

N/A

◇ Execution tip: Check cloth or mop changes, bucket or solution control, clean-to-dirty workflow, and hand hygiene between tasks.

29

Verify cleaning tools and equipment are clean, maintained, stored appropriately, and dedicated or reprocessed as required to prevent cross-contamination.

CRITICAL

HYGIENE CHECK

Compliant

Needs attention

Critical gap

N/A

◇ Execution tip: Inspect carts, cloths, mops, buckets, bottles, storage rooms, and clean-versus-used equipment separation.

30

Confirm discharge, transfer, terminal, or enhanced cleaning is completed and documented when required by the facility's patient-placement or outbreak procedures.

CRITICAL

HYGIENE CHECK

Compliant

Needs attention

Critical gap

N/A

◇ Execution tip: Trace one recently vacated high-risk room from patient departure through cleaning, release, and re-occupancy.

6. Patient-care equipment cleaning, disinfection, and safe reuse

31

Confirm shared non-critical patient-care equipment is cleaned and disinfected between patients or uses as required by the facility procedure and manufacturer instructions.

CRITICAL

HYGIENE CHECK

Compliant

Needs attention

Critical gap

N/A

◇ Execution tip: Sample mobile and frequently shared equipment rather than only fixed devices.

32

Verify clean, ready-to-use, used, contaminated, and quarantine equipment are clearly separated or identified to prevent accidental reuse before reprocessing.

CRITICAL

HYGIENE CHECK

Compliant

Needs attention

Critical gap

N/A

◇ Execution tip: Inspect storage, transport, labels, covers, bins, and handoff points between clinical and reprocessing teams.

33

Confirm single-use items and reusable items are handled according to the facility's approved policy, manufacturer instructions, and applicable local requirements.

CRITICAL

HYGIENE CHECK

Compliant

Needs attention

Critical gap

N/A

◇ Execution tip: Check that staff can distinguish single-use, single-patient-use, and reusable devices before use or disposal.

34

Review disinfectant preparation, labelling, storage, dilution where applicable, expiry or in-use period, and required surface contact time against approved instructions.

CRITICAL

HYGIENE CHECK

Compliant

Needs attention

Critical gap

N/A

◇ Execution tip: Observe the product actually in use and compare it with its facility-approved instructions rather than relying only on labels in storage.

35

Verify reprocessing or disinfection records provide the traceability required by the facility for equipment or devices included in the hygiene audit sample.

HYGIENE CHECK

Compliant

Needs attention

Critical gap

N/A

◇ Execution tip: Trace a sampled item from use through cleaning or disinfection to ready-for-use status where records are required.

36

Remove from service and escalate equipment that is visibly contaminated, damaged, impossible to clean effectively, incorrectly reprocessed, or of uncertain hygiene status.

CRITICAL

HYGIENE CHECK

Compliant

Needs attention

Critical gap

N/A

◇ Execution tip: Prevent reuse until a competent owner has confirmed cleaning, repair, replacement, or safe disposition.

7. Isolation, patient placement, and transmission-based hygiene controls

37

Confirm patients requiring additional transmission-based precautions are identified, placed, and managed according to the facility's approved criteria and escalation process.

CRITICAL

HYGIENE CHECK

Compliant Needs attention Critical gap N/A

◇ Execution tip: Review current cases and one recent placement decision without including unnecessary patient-identifying information.

38

Check precaution signs, instructions, entry controls, and communication are clear to staff and visitors while maintaining appropriate confidentiality.

CRITICAL

HYGIENE CHECK

Compliant Needs attention Critical gap N/A

◇ Execution tip: Verify the sign matches the current precaution and is removed or updated promptly when the status changes.

39

Verify required PPE and hand hygiene supplies are available at the room or point of care before staff enter and are replenished reliably.

CRITICAL

HYGIENE CHECK

Compliant Needs attention Critical gap N/A

◇ Execution tip: Test access during busy periods and after-hours conditions where shortages may be more likely.

40

Confirm dedicated equipment is used where required, or shared equipment is cleaned and disinfected before it leaves the patient zone or is used elsewhere.

CRITICAL

HYGIENE CHECK

Compliant Needs attention Critical gap N/A

◇ Execution tip: Trace one shared item through use, cleaning, and release to verify the handoff is controlled.

41

Observe patient transport, visitor access, specimens, linen, waste, and environmental-cleaning workflows for compliance with the applicable additional precautions.

CRITICAL

HYGIENE CHECK

Compliant Needs attention Critical gap N/A

◇ Execution tip: Look for contamination risks during transitions, not only while the patient remains in the room.

42

Confirm discontinuation or change of precautions is authorized and any required terminal cleaning, equipment reprocessing, signage update, and room release are completed.

CRITICAL

HYGIENE CHECK

Compliant Needs attention Critical gap N/A

◇ Execution tip: Do not treat removal of the sign alone as evidence that all release conditions were completed.

8. Linen, waste, sharps, spills, and contaminated-material handling

43

Verify clean linen is protected from contamination and used linen is contained at the point of use, handled with minimal agitation, and transported through the approved route.

CRITICAL

HYGIENE CHECK

Compliant

Needs attention

Critical gap

N/A

◇ Execution tip: Inspect both the bedside handling step and the clean or soiled linen storage area.

44

Confirm healthcare waste is segregated into the facility-approved containers and bags at the point of generation with required labels or identifiers.

CRITICAL

HYGIENE CHECK

Compliant

Needs attention

Critical gap

N/A

◇ Execution tip: Sample clinical, isolation, procedure, treatment, and support areas where waste streams differ.

45

Check sharps are discarded immediately after use into approved puncture-resistant sharps containers that are accessible, secure, and not overfilled.

CRITICAL

HYGIENE CHECK

Compliant

Needs attention

Critical gap

N/A

◇ Execution tip: Escalate recapping, hand-carrying of exposed sharps, unstable containers, or overfilled containers immediately.

46

Verify linen, waste, sharps, specimens, and contaminated items are moved without avoidable contact with clean supplies, medication, food, public routes, or unprotected surfaces.

CRITICAL

HYGIENE CHECK

Compliant

Needs attention

Critical gap

N/A

◇ Execution tip: Observe a live or simulated transport route and inspect transfer points, lifts, carts, and staging areas.

47

Confirm leaking bags, broken containers, dropped contaminated items, and body-fluid spills trigger immediate area control, PPE, cleanup, replacement packaging, and reporting as required.

CRITICAL

HYGIENE CHECK

Compliant

Needs attention

Critical gap

N/A

◇ Execution tip: Check whether staff know who to call and what to do before routine activity resumes.

48

Inspect waste and soiled-linen holding areas for cleanliness, secure access, separation from clean items, timely collection, and pest or leakage control.

HYGIENE CHECK

Compliant

Needs attention

Critical gap

N/A

◇ Execution tip: Review condition at a realistic point in the collection cycle, not only immediately after removal.

9. Staff training, occupational hygiene, monitoring, and feedback

49

Verify staff receive role-appropriate hygiene and infection-prevention training at onboarding and at the intervals required by the facility programme.

HYGIENE CHECK

Compliant Needs attention Critical gap N/A

◇ Execution tip: Sample clinical, environmental-services, temporary, agency, and contractor training records where relevant.

50

Observe or review competency verification for hand hygiene, PPE use, environmental cleaning, spill response, and other hygiene tasks assigned to sampled roles.

CRITICAL

HYGIENE CHECK

Compliant Needs attention Critical gap N/A

◇ Execution tip: Use observed practice or a practical demonstration where documentation alone does not show competence.

51

Confirm needlestick, sharps, splash, mucous-membrane, or other occupational exposure incidents can be reported immediately and enter the facility's post-exposure pathway.

CRITICAL

HYGIENE CHECK

Compliant Needs attention Critical gap N/A

◇ Execution tip: Check after-hours access, contact details, immediate first aid, reporting, and follow-up arrangements.

52

Verify staff with potentially transmissible illness follow the facility's occupational-health reporting, assessment, work-restriction, and return-to-work process.

CRITICAL

HYGIENE CHECK

Compliant Needs attention Critical gap N/A

◇ Execution tip: Confirm staff know the reporting route and supervisors know how to protect patients while preserving worker confidentiality.

53

Review hygiene audit results, compliance trends, outbreaks or clusters where relevant, repeated unit findings, and feedback provided to staff and leadership.

HYGIENE CHECK

Compliant Needs attention Critical gap N/A

◇ Execution tip: Look for actionable feedback, assigned owners, dates, and evidence that recurring gaps change the local improvement plan.

54

Confirm contractors, agency staff, volunteers, students, and other non-permanent personnel follow the same applicable hygiene controls and monitoring expectations.

HYGIENE CHECK

Compliant Needs attention Critical gap N/A

◇ Execution tip: Sample at least one non-permanent worker group if they are active in patient-care or hygiene-sensitive areas.

10. Findings, corrective actions, verification, and sign-off

55 Calculate the overall hygiene audit result and summarize critical failures, repeated gaps, affected areas, and the most important patient or staff exposure risks.

HYGIENE CHECK

Compliant Needs attention Critical gap N/A

◇ Execution tip: Separate immediate exposure risk from underlying process, training, staffing, supply, or facility causes.

56 Create immediate containment for every critical hygiene failure that could expose patients, staff, visitors, clean equipment, or care environments.

CRITICAL

HYGIENE CHECK

Compliant Needs attention Critical gap N/A

◇ Execution tip: Record what was stopped, isolated, cleaned, replaced, restricted, or communicated before normal work continued.

57 Assign each finding an owner, priority, due date, root-cause requirement where appropriate, corrective action, and objective closure-evidence rule.

CRITICAL

HYGIENE CHECK

Compliant Needs attention Critical gap N/A

◇ Execution tip: Use short deadlines for active hygiene risk and realistic deadlines for permanent prevention.

58 Escalate overdue, repeated, multi-unit, outbreak-related, or severe hygiene findings to the management and infection-prevention level required by the facility.

CRITICAL

HYGIENE CHECK

Compliant Needs attention Critical gap N/A

◇ Execution tip: Track acknowledgement, interim controls, revised due dates, and the responsible approver.

59 Verify closure through re-observation, cleaning or supply evidence, training or competency proof, maintenance records, trend review, or a repeat audit.

CRITICAL

HYGIENE CHECK

Compliant Needs attention Critical gap N/A

◇ Execution tip: Do not close a hygiene action based only on a written comment from the assigned owner.

60 Record the final audit decision, remaining restrictions, next review date, auditor, hygiene or IPC approval, date, time, and sign-off.

CRITICAL

HYGIENE CHECK

Compliant Needs attention Critical gap N/A

◇ Execution tip: Keep affected areas or processes under control until every release condition has been verified.

RUN THIS CHECKLIST DIGITALLY

Turn hygiene gaps into accountable containment and verified closure

Use Taqtics to schedule audits by facility and unit, capture live hygiene observations and evidence, assign immediate controls and corrective actions, enforce deadlines, verify closure, and compare recurring hygiene risks across sites.

Try this checklist in Taqtics

Unit-based audits Live hygiene evidence Critical escalation Corrective actions Reinspection