

COPE Center
Safety, Health and Sanitation Inspection

Date: _____ Location: _____

Surveyors: _____

First Aid and Spill Kits	M	NM	NA	Comments
“Eye Wash Station” Accessible: Location Clearly marked, Functioning				
“First Aid Kits” Accessible: Location Clearly Labeled, Correctly Stocked, Stock Current				
“Spill Kits” Accessible: Location Clearly Labeled, Correctly Stocked, Stock Current				
Personnel Protective Equipment Available				
Safety/Maintenance				
All equipment, furniture, and appliances within the facility are in good working condition and properly maintained.				
All hazardous chemicals are stored in a locked cabinet accessible only with staff supervision?				
Are all vehicles properly maintained with operating windows, doors, and locks that provide appropriate protection?				
Are fire alarms appropriately located, in sufficient number, and operating properly?				
Are there an adequate number of available fire extinguishers conspicuously located and operating properly?				
Cords, Plugs, Receptacles working / good condition, and GFCI is properly working				
Doors are NOT blocked open				
Doors securely latch				
Fire Suppression Equipment available and Inspected				
Free of Trip and Spill hazards (holes, cords, spills, etc.)				
Lights and Exit Signs working and in good repair				
Storage areas neat with supplies off the floor				

The facility provides functional and safe furniture appropriate to the needs of all clients and staff?				
Hazardous Materials	M	NM	NA	Comments
“Biomedical Waste” is removed within 30 days of initial generation				
“Red Bags” accessible, properly handled, removed, stored, removed within 2 weeks of initial generation				
“Sharps Containers” accessible: not overfilled, used only for proper waste, proper labels				
Infection Control	M	NM	NA	Comments
Absence of insects, pests and vermin				
Adequate Infection Control supplies are readily available				
Facility is sanitized in all areas of garbage disposal				
Freezer Thermometer, Temperature 32 degrees or less, log current				
Hot Water Temperature 110 degrees or less				
Linen area clean and neat				
Meds properly stored and locked				
Refrigerator Thermometer, Temperature 40 degrees, Food labeled, log current				
Specimens Properly Stored and Labeled				
Environmental	M	NM	NA	Comments
All areas are dust free, clean and neat				
All non-smoking areas (including vehicles) are free from secondary smoke pollution				
Are all curtains, draperies, shades or blinds, in good condition and ensure privacy?				
Are entrances and exits clear of clutter, illuminated, and provide safe passage?				
Are the facility’s structure and additional amenities properly maintained and free of obvious hazards?				
Are the rights of the persons served posted in a visible location (or in more than one location) and is the phone number for the Florida Abuse Registry posted in a visible location?				

Environmental Safety Walk and Facility Inspection

Bathrooms free of mold/mildew (grout/caulking), dust, and dirt, and do not smell of harsh chemicals, cleaners, or disinfectants.				
Carpets are clean, stain and odor free				
Do the facility and surround area provide proper and adequate lighting with functioning light bulbs?				
Door and floor jambs are clean				
Except as otherwise noted are all areas within the facility clean, sanitary and properly maintained?				
Facility is free of any unpleasant odors anywhere				
Facility is well ventilated and maintains a normal temperature				
Is a fire plan for exiting conspicuously posted at each designated exit?				
Is the facility (entrances, exits, doorways, bathrooms, activity areas) accessible to persons with mobility limitations?				
Is there adequate and appropriate space accessible to all clients and staff for storage and security?				
Laundry room free of dust, lint and dirt (clean and neat)				
The design and use of space minimizes distractions to clinical/therapeutic activities.				
The facility's sound level allows for confidentiality, privacy, safety, and quiet areas				
The physical environment of the setting does not compromise, hinder, or impede service delivery?				
The policy for formal grievances is in a visible location and the form to make a complaint or grievance is readily available to all clients.				
Tile floors are clean, shiny and non-slip				
Walls and ceilings are neat, clean and free of holes				
Employee Awareness	M	NM	NA	Comments
Appropriate safeguards are applied to protect the records of the persons served.				
Minutes from safety meeting posted				
Observed behaviors promote safety				
On a scale of one to ten (one means "absolutely not" and ten means "without reservation") I would recommend this facility for the treatment of family members or friends.				

Environmental Safety Walk and Facility Inspection

Staff are knowledgeable of infection control practices such as washing hands and use of plastic gloves when appropriate.				
Staff know location of safety manuals, diagrams, equipment and emergency procedures				
Staff know where to locate poison control phone numbers. Numbers are located by each phone.				
The facility's written procedures regarding the use of tobacco products, alcoholic beverages and drug use for all clients and staff are implemented?				
Kitchen	M	NM	NA	Comments
Are all kitchen equipment and utensils in good repair?				
Are sharp knives/ scissors kept in secure containers and accessible only with staff supervision?				
Are the eating areas clean and have sufficient space for dining?				
Are the kitchens and common use areas neat and clean				
Is the facility well ventilated and maintains a normal temperature?				
Is the kitchen clean in all areas of food delivery, storage, and preparation?				
Bathrooms	M	NM	NA	Comments
Are the bathrooms neat and clean?				
Are the bathrooms operable with evidence of regular maintenance?				
Are there adequate supplies of hand soap, toilet paper, and towels?				
Do all bathrooms have solid lockable doors that provide safety and privacy?				
Bedrooms	M	NM	NA	Comments
Are beds and mattresses clean and in good condition?				
Are there adequate supplies of clean linen and cloth hand and bath towels?				
Do all bedrooms (if provided) have solid lockable doors that provide safety and privacy.				
If bedrooms are provided, have clients been allowed and encouraged to personalize their living space?				
Is other bedroom furniture clean and in good condition?				

Environmental Safety Walk and Facility Inspection

Is the linen processed, transported, stored, and handled properly?				
Grounds	M	NM	NA	Comments
Are floors, carpets, and area rugs clean with evidence of regular maintenance?				
Are the surrounding grounds maintained for prevention against infestation of insects, rodents, and other pests?				
Are there proper fencing and/or other protective barriers provided against busy streets, waterways, or other dangers?				
Problems Identified – Location	Action Taken (attach pages as needed)			

Note: M = Met; NM = Not Met, NA = Not applicable

Make 2 copies – Original to Administrator, copy to safety officer and Inf. Control Supervisor