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| daily audit – walkaround checklist |
| **Audit undertaken by****Date****Time** |
| **Area** | **Key criteria** | **Observations** | **Actions required****Who by?****When by?** |
| Front door and access | If the front door is supposed to be locked, is it locked? |  |  |
|  | Is the record of visitors always completed correctly i.e legible and in a way in which all persons in the home can be identified? |  |  |
|  | Is the front entrance to the home welcoming? |  |  |
|  | Are any posters, leaflets etc in the reception area in date? |  |  |
|  | Is the entrance area free from obstructions? |  |  |
| Main hallway | Is the main hallway clean and tidy and free from offensive odours? |  |  |
|  | Is the main hallway free from equipment which may be blocking escape routes? |  |  |
|  | Is the main hallway free from consumables i.e gloves and aprons left there for the convenience of staff? |  |  |
|  | Is the main hallway free from safety hazards such as; trailing cables, windows which open more than 100mm, cleaning chemicals left accessible etc etc? |  |  |
|  | Is signage appropriate to the type of service i.e dementia friendly |  |  |
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| Lounge | Is the lounge clean and tidy and free from offensive odours? |  |  |
|  | Is the lounge arranged in a domestic (small groups of chairs) arrangement? |  |  |
|  | Is the lounge decorated in a way which is appropriate to the service i.e dementia friendly? |  |  |
|  | Is the TV on a channel chosen by those who are using the lounge, not the staff? |  |  |
|  | Is the lounge area free from care equipment, records, consumables etc? |  |  |
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| Dining area  | Are there sufficient chairs for those who wish to eat in the dining room to do so? |  |  |
|  | Is the dining room free from odours (including food smells especially competing smells)? |  |  |
|  | Is the dining room clean and tidy? |  |  |
|  | If people use wheelchairs do these fit under dining tables? |  |  |
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| Bathrooms | Are bathrooms clean and tidy and free from offensive odours? |  |  |
|  | Are bathrooms free from; cleaning chemicals, personal toiletries and equipment which should not be stored in there? |  |  |
|  | Are bathrooms free from safety hazards? |  |  |
|  | Are there adequate supplies of consumables? |  |  |
|  | Are pull cords clean?  |  |  |
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| Bedrooms | Are all bedrooms clean and tidy and free from offensive odours? |  |  |
|  | Are all bedrooms free from safety hazards? |  |  |
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| Outdoor  | Is outdoor space accessible to those who use the service? |  |  |
|  | Is outdoor space free from safety hazards? |  |  |
|  | Is outdoor space secure? |  |  |
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| Office | Are offices locked when not occupied? |  |  |
|  | Are offices clean and tidy? |  |  |
|  | Are records always secure when not in use? |  |  |
|  | Are white boards free from personal information? |  |  |
| Staff room | Is the staff room locked when not in use? |  |  |
| Kitchen | Is the kitchen clean, tidy and conforming to food safety requirements? |  |  |
|  | Is access to the kitchen restricted appropriately? |  |  |
| Laundry | Is the laundry locked when not in use? |  |  |
|  | Is the laundry free from safety hazards? |  |  |
|  | Are there separate areas for clean and soiled laundry? |  |  |
| Staffing | Are staff working in a person centred manner? |  |  |
|  | Are staff always caring and compassionate? |  |  |
|  | Are staff following good practice at all times? |  |  |
|  | Do staff appear that they want to be there and value the people they are supporting? |  |  |
|  | Do staff speak to people in a respectful manner and in the person’s preferred way? |  |  |
|  | Do staff enable people rather than disable people? |  |  |
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