SITE survey. APP

SITE SURVEY REPORT

Hospital Cleaning Checklist

Prepared for	Quantock Vale Healthcare Trust
Date	14 Oct 2026
Site	Quantock Vale Hospital, Taunton
Prepared by	H. Pengelly

FORM

Hospital Cleaning Checklist

1. Area and audit

Project	Quantock Vale Hospital, Taunton: Ward 6 cleaning audit (completed example)
Hospital or site address	Quantock Vale Hospital, Staplegrove Lane, Taunton TA2 9QX
Client (trust, hospital or practice)	Quantock Vale Healthcare Trust
Location (GPS)	51.0262, -3.1205
Audit date	14 Oct 2026
Auditor	H. Pengelly
Functional area audited	Ward 6 (acute medicine), 24 beds
Cleaning provider	Brendon Facilities Ltd
Standard you audit to	England: NHS National Standards of Healthcare Cleanliness 2025
Type of audit	Routine technical audit
Functional risk (FR) category of the area	FR2
Target score used (%)	95
Rooms in the area	8
When the area was last cleaned	Morning clean finished 09:40; side room 3 terminal clean finished 10:05
Ward or department representative on the audit	S. Okonjo, ward manager
Cleaner or supervisor on duty	T. Marsh, domestic supervisor

What this is. A technical audit of visible cleanliness: each element in each room is scored pass or fail on the day. It does not show that a room is free of infection or microorganisms, and it does not certify compliance with any standard.

NHS England, National Standards of Healthcare Cleanliness 2025. They replace the 2021 standards. Each functional area has an FR category with an audit target and frequency: FR1 98% weekly, FR2 95% monthly, FR3 90% every 2 months, FR4 85% every 3 months, FR5 80% every 6 months, FR6 75% every 12 months. Elements are scored 1 (pass) or 0 (fail) room by room, with the reason for each fail recorded. Good practice is to audit at least half the rooms in an area in one session (all of them where there are 10 or fewer) and to have the audit signed off by the ward or department.

2. Rooms and elements

Maximum time to rectify a fail (NHS England, Table 5)	FR2: assess within 20 minutes, complete at the next scheduled clean or within 4 hours

> Rapid response items (a health and safety, patient safety or infection prevention issue, in any FR category): assess within 20 minutes and complete within 1 hour.

Rooms audited 1: Bay A (beds 1 to 6)

Room	Bay A (beds 1 to 6)
Type of room	Bed bay
Last clean	Routine clean
How it was checked	Visual assessment

Elements in this room 1: Beds and frames

Element	Beds and frames
Result	Pass
Responsible staff group	Cleaning team

Elements in this room 2: Bed rails

Element	Bed rails
Result	Not accessible
Responsible staff group	Cleaning team

Elements in this room 3: Call bell and nurse call cords

Element	Call bell and nurse call cords
Result	Pass
Responsible staff group	Nursing or ward staff

Elements in this room 4: Bedside lockers

Element	Bedside lockers
Result	Pass
Responsible staff group	Cleaning team

Elements in this room 5: Over-bed tables

Element	Over-bed tables
Result	Pass
Responsible staff group	Nursing or ward staff

Elements in this room 6: Patient chairs

Element	Patient chairs
Result	Pass
Responsible staff group	Cleaning team

Elements in this room 7: Hand wash basin and taps

Element	Hand wash basin and taps
Result	Pass
Responsible staff group	Cleaning team

Elements in this room 8: Soap and towel dispensers

Element	Soap and towel dispensers
Result	Pass
Responsible staff group	Cleaning team

Elements in this room 9: Floor, including under beds

Element	Floor, including under beds
Result	Pass
Responsible staff group	Cleaning team

Elements in this room 10: Low surfaces (skirting, floor edges)

Element	Low surfaces (skirting, floor edges)
Result	Pass
Responsible staff group	Cleaning team

Elements in this room 11: High surfaces (curtain rails, locker tops)

Element	High surfaces (curtain rails, locker tops)
Result	Pass
Responsible staff group	Cleaning team
Room score (%)	100
Room result	At or above target
Notes on this room	Bed 3 occupied with care in progress, so its rails were not scored.

Rooms audited 2: Side room 3

Room	Side room 3
Type of room	Single room
Last clean	Terminal (discharge) clean
How it was checked	Visual plus fluorescent marker
Marker or ATP result	5 marks placed before the clean on rails, call bell, table, locker handle and tap: all 5 removed.

Elements in this room 1: Bed frame, wheels and mattress

Element	Bed frame, wheels and mattress
Result	Pass
Responsible staff group	Cleaning team

Elements in this room 2: Bed rails

Element	Bed rails
Result	Pass
Responsible staff group	Cleaning team

Elements in this room 3: Call bell

Element	Call bell
Result	Pass
Responsible staff group	Nursing or ward staff

Elements in this room 4: Bedside locker

Element	Bedside locker
Result	Pass
Responsible staff group	Cleaning team

Elements in this room 5: Over-bed table

Element	Over-bed table
Result	Pass
Responsible staff group	Nursing or ward staff

Elements in this room 6: Patient chair

Element	Patient chair
Result	Pass
Responsible staff group	Cleaning team

Elements in this room 7: Drip stand and patient equipment

Element	Drip stand and patient equipment
Result	Pass
Responsible staff group	Nursing or ward staff

Elements in this room 8: Hand wash basin and dispensers

Element	Hand wash basin and dispensers
Result	Pass
Responsible staff group	Cleaning team

Elements in this room 9: Floor

Element	Floor
Result	Pass
Responsible staff group	Cleaning team

Elements in this room 10: Middle surfaces (window sill, ledges)

Element	Middle surfaces (window sill, ledges)
Result	Pass
Responsible staff group	Cleaning team

Elements in this room 11: High surfaces (curtain rail, vents)

Element	High surfaces (curtain rail, vents)
Result	Pass
Responsible staff group	Cleaning team
Room score (%)	100
Room result	At or above target
Notes on this room	Ready for the next patient at 10:20.

Rooms audited 3: Bay B (beds 7 to 12)

Room	Bay B (beds 7 to 12)
Type of room	Bed bay
Last clean	Routine clean
How it was checked	Visual assessment

Elements in this room 1: Beds and frames

Element	Beds and frames
Result	Pass
Responsible staff group	Cleaning team

Elements in this room 2: Bed rails

Element	Bed rails
Result	Pass
Responsible staff group	Cleaning team

Elements in this room 3: Call bell and nurse call cords

Element	Call bell and nurse call cords

Result	Pass
Responsible staff group	Nursing or ward staff

Elements in this room 4: Bedside lockers

Element	Bedside lockers
Result	Pass
Responsible staff group	Cleaning team

Elements in this room 5: Over-bed tables

Element	Over-bed tables
Result	Pass
Responsible staff group	Nursing or ward staff

Elements in this room 6: Patient chairs

Element	Patient chairs
Result	Pass
Responsible staff group	Cleaning team

Elements in this room 7: Hand wash basin and taps

Element	Hand wash basin and taps
Result	Pass
Responsible staff group	Cleaning team

Elements in this room 8: Soap and towel dispensers

Element	Soap and towel dispensers
Result	Pass
Responsible staff group	Cleaning team

Elements in this room 9: Floor, including under beds

Element	Floor, including under beds
Result	Pass
Responsible staff group	Cleaning team

Elements in this room 10: Low surfaces (skirting, floor edges)

Element	Low surfaces (skirting, floor edges)
Result	Pass
Responsible staff group	Cleaning team

Elements in this room 11: High surfaces (curtain rails, locker tops)

Element	High surfaces (curtain rails, locker tops)
Result	Pass
Responsible staff group	Cleaning team
Room score (%)	100
Room result	At or above target

Rooms audited 4: Bathroom 2

Room	Bathroom 2
Type of room	Bathroom, shower or toilet
Last clean	Routine clean
How it was checked	Visual assessment

Elements in this room 1: Hand wash basin and taps

Element	Hand wash basin and taps
Result	Pass
Responsible staff group	Cleaning team

Elements in this room 2: Soap and towel dispensers

Element	Soap and towel dispensers
Result	Fail
Responsible staff group	Cleaning team
Reason for the fail	Soap dispenser by the basin empty; cartridge not replaced on the 07:00 round.
What was done	Rectified during the audit
Rectified at	10:52

Photo



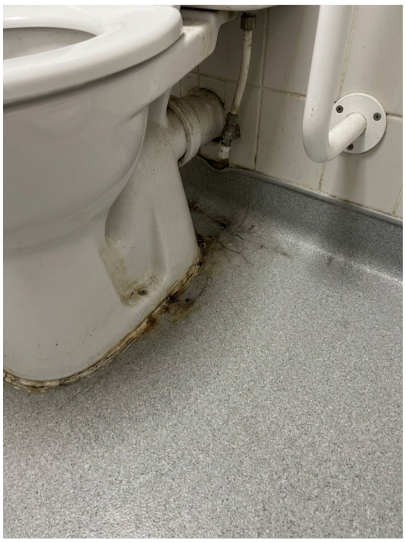
Elements in this room 3: Toilet, seat and flush handle

Element	Toilet, seat and flush handle
Result	Pass
Responsible staff group	Cleaning team

Elements in this room 4: Floor behind the toilet pan

Element	Floor behind the toilet pan
Result	Fail
Responsible staff group	Cleaning team
Reason for the fail	Staining and hair on the floor behind the pan and around the base; missed on the morning clean.
What was done	Passed to the responsible team

Photo



Elements in this room 5: Commode

Element	Commode
Result	Pass
Responsible staff group	Nursing or ward staff

Elements in this room 6: Shower, tray and screen

Element	Shower, tray and screen
Result	Pass
Responsible staff group	Cleaning team

Elements in this room 7: Grab rails and call pull

Element	Grab rails and call pull
Result	Pass
Responsible staff group	Nursing or ward staff

Elements in this room 8: Mirror and shelf

Element	Mirror and shelf
Result	Pass
Responsible staff group	Cleaning team

Elements in this room 9: Waste bin

Element	Waste bin
Result	Pass
Responsible staff group	Cleaning team
Room score (%)	77.8
Room result	Below target
Notes on this room	Two fails: one put right during the audit, one passed to the domestic supervisor for the 12:00 round.
Rooms audited	4
Rooms below target	1
Elements scored	41
Elements passed	39
Elements failed	2
Rapid response items	0
Area score (%)	95.1
Points below target	0
Share of the area audited (%)	50
Area result	At or above target

3. Star rating

Star rating bands	NHS England 2025 bands

> NHS England 2025 bands: 5 stars at or above the target; 4 stars 1 to 3 points below; 3 stars 4 to 6 below; 2 stars 7 to 9 below; 1 star 10 or more below. The form puts a part point in the higher band (3.5 points below is 4 stars); check this against your own rounding rule.

Star rating	5

> NHS England: the star rating comes from the score at the time of the audit. Rectification does not change it; only the next full re-audit does. In a blended area the rating is capped at the rating of the highest risk rooms.

4. Cleaning observed and displays

Did you watch cleaning being done (efficacy check)?	Yes

Colour-coded cloths, mops and equipment used for the right areas	Acceptable
Cleaning method followed, from clean to dirty and high to low	Acceptable
Uniform and PPE right for the task and the room	Acceptable
Cleaning products used as directed, right product and dilution	Acceptable
Equipment clean, in good repair and stored correctly	Acceptable
Safe working: wet floor signs, cables, waste and sharps handled safely	Acceptable
Process items needing action	0
Commitment to Cleanliness Charter displayed at the area entrance	Acceptable
Star rating displayed and in date	Action needed
What needs doing, or why not checked	Star rating at the ward entrance still shows the August audit; replace with today's rating.
Cleaning responsibilities clear for every element (who cleans what)	Acceptable
Display and responsibility items needing action	1

5. Result, actions and sign-off

Items needing action	3
Result	Rectification needed

Actions 1: Clean the floor behind the toilet pan in Bathroom 2 and recheck with the auditor.

Action	Clean the floor behind the toilet pan in Bathroom 2 and recheck with the auditor.
Priority	Within the FR rectification time
Who will do it	T. Marsh, Brendon Facilities
Due by	14 Oct 2026
Status	Done, checked

Actions 2: Add soap cartridge checks to the 07:00 and 14:00 rounds for all ward dispensers.

Action	Add soap cartridge checks to the 07:00 and 14:00 rounds for all ward dispensers.
Priority	At the next scheduled clean
Who will do it	T. Marsh, Brendon Facilities
Due by	15 Oct 2026
Status	In progress

Actions 3: Replace the star rating display at the ward entrance with the result of this audit.

Action	Replace the star rating display at the ward entrance with the result of this audit.
Priority	At the next scheduled clean
Who will do it	H. Pengelly
Due by	16 Oct 2026
Status	Open
Actions still open	2
Decision	At or above target: routine rectifications only
Next audit date	11 Nov 2026
Summary for the client	Ward 6 (FR2, target 95%) scored 95.1% across 4 of its 8 rooms, so it keeps 5 stars. Bathroom 2 was below target with two fails: an empty soap dispenser, refilled during the audit, and the floor behind the toilet, recleaned by 11:40. The other four rooms are due at the next audit.
Auditor name	H. Pengelly
Auditor signature	
Ward or department representative name	S. Okonjo

Ward or department representative signature

