

Sanitation & Hygiene Assessment Tool

for Homeless Shelters, Day Centers, Villages, and Encampments

Purpose of Assessment: To ensure the health and safety of clients, staff, and volunteers, and to determine if additional support is needed to meet minimum sanitation and hygiene standards.

Instructions: Submit a copy of the completed form annually, no later than February 1, to: ESProgramPerformanceTeam@kcrha.org. Be sure to place a copy of the signed assessment form in your files.

✓ below if your facility meets these standards. If not applicable, mark NA.

Supplies and Equipment	
✓ or NA	Standard
	Liquid hand soap and single-use paper towels are stocked at all hand washing sinks/stations.
	Disinfectant labeled for control of Norovirus and/or Hepatitis A.
	Hand sanitizer provided at entrance(s) and common areas.
	Hot and cold running water is always available when the facility is in operation. Hot water is maintained at a minimum of 100°F. If sensor or pedal-operated sinks are used (i.e., temperature is automatically set), temperature does not exceed 120°F.
	First aid kit(s) provided – size and/or amount of supplies appropriate for number of clients being served.
	Sharps container(s) provided and maintained.
	Appropriate personal protective equipment (PPE) provided for staff, volunteers, and residents responsible for cleaning and maintenance of facility (e.g. gloves, dust mask, protective clothing, eye protection, etc.)
Protocols and Procedures	
✓ or NA	Standard
	Sanitation and hygiene training provided during onboarding process for new staff and volunteers (e.g., require new members to review Public Health – Seattle & King County’s Sanitation and Hygiene Guidance document).
	Master cleaning schedule developed, and cleaning instructions posted or provided for cleaning and sanitation of kitchen, restrooms, showers, and common areas. Including instructions for how to mix and use disinfectant and sanitizer solutions.
	Signage encouraging good hygiene and sanitation posted in restrooms and/or communal areas.
	Protocols developed specifically for handling and disposal of infectious waste (e.g., diapers, wound dressing, soiled bedding, sharps, animal waste, etc.).
	Bedding laundered at minimum once a week, per client. Dryer in laundry facility capable of reaching 165°F.

Facility Name: _____

Street Address: _____ City: _____ Zip: _____

Program Staff Completing this form: _____

Staff Signature: _____ Date: _____