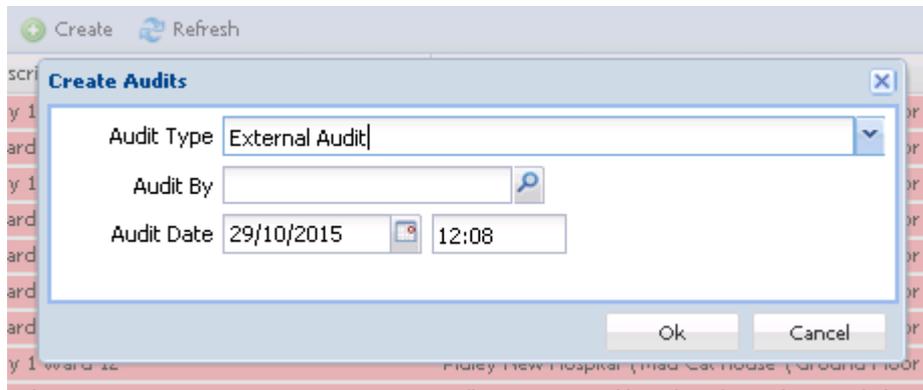


## Step-by-step user guide - fmfirst® cleaning

The fmfirst® cleaning audit management tool provides comprehensive audit management capability including: allocation of cleaning tasks, identification of remedial actions, cleaning audit reports, staff management and remedial actions. Setting-up and carrying out a cleaning audit couldn't be easier – follow these step-by-step instructions for fast and simple cleaning audit completion:

### Creating an audit

1. Open the 'create multiple audits' view and apply any location filters you wish, and then select apply and tick the areas you wish to audit by ticking the box
2. Once selected click on the create button



3. Select the audit type and the person who will be conducting the audit. You should then get a message appear at the top of screen stating the audits have been created.

## Completion of the Audit

- Once logged into the mobile, the system will automatically download your list of rooms to audit, grouped by location.

Location List	
Location	Signed Off
Pidley New Hospital \ Mad Cat house \ Ground Floor \ Puma Ward	No
Pidley New Hospital \ Mad Cat house \ Ground Floor \ Leppard Ward	No
Pidley New Hospital \ Mad Cat house \ Ground Floor \ Cheetah Ward	No
Pidley New Hospital \ Mad Cat house \ First Floor \ Tiger Ward	No
Pidley New Hospital \ Mad Cat house \ First Floor \ Panther Ward	No
Pidley New Hospital \ Mad Cat house \ First Floor \ Lion Ward	No
Asckey Head Office \ Main Office \ First Floor \ Technical team	No

Logout Download Audits Upload Audits

- Double clicking /tapping on a line will open the location up to display the list of rooms/areas to audit.
- Selecting a room will then display a list of elements, colour coded based on who the prime responsible group is, where you are able to mark them as failures, not present and take photographs of what is found.

Hand Hygiene/Alcohol Rub Dispensers

Failure

Failure Reason\* Broken

Responsible Group\* Cleaning

Corrective Action\* Fix It

Notes

Dirty

Body Fluids

Cigarette Butts

Cluttered

Cracked

Damaged

Dust

Back Save

- When failing an element, you have look ups to choose the failure reason, responsible group and corrective action.

- Once completed all the areas you wish, clicking the sign off button will prompt you for a signature and a position and name



- You are then able to move onto the location.
- Once all audits are completed, or you wish to upload the information back to the system, simply press the 'upload audit' button which will have a red number on it to indicate the number of audits to be uploaded.



- Once all audits have been uploaded you will then be able to either log out or download more audits.

## Reviewing Results

- Open the 'Results list' view and apply any location filters you wish, and then select apply. You may also want to select the 'show audit risk colours' to give you a green/red indication for passed and failures



- When setting filters you can ignore the 'from' and 'to' date filters unless you have a large amount of date or are looking for historic audits.
- If you are looking for completed audits set the signed off to 'yes'
- Once all filters have been applied you should get a screen like below

- ⚙ To further investigate an audit double click on the line and it will open up in the Results Details view
- ⚙ Here you will be able to see the pass, fails and not present marks

Monitoring - Results Details

Clear Save

Audit Id 978

Cleaning Area \* 41 Ward 1: Bay 2

Audit Carried Out By \* DANIEL Daniel Cook

Sign Off Position Ward Matron

Completed  Sign Off

Audit Type \* Managerial Audit

Audit Not Carried Out

Audit Date \* 18/03/2015 14:05

Name John Carter

Audit Score 57.14%

Results Audit Notes Corrective Actions Associated Documents

Add Results Item

Ordering	Element Description	Score
1	Commodes	Fail
2	Patient Washbowls	Pass
3	Floor - Non-Slip	Pass
4	Hand Wash Containers	Fail
5	Hand Hygiene/Alcohol Rub Dispensers	Not Present
6	Waste Receptacles	Pass
7	Toilets and Bidets	Fail
8	Sinks	Pass

Failure Reason	Responsible Group	Corrective Action
Broken	Cleaning	Remove It

Result Notes

For details of Asckey's full, expert led, in-house fmfirst® cleaning training courses contact Phil Wright on Asckey 0845 270 7747