# E1 Final Report Template

**Environmental Cleaning Program Improvement Project**

(Facility Name)

***Date: DD/MM/YYYY***

**Summary**

The hospital environment can play a role in the transmission of healthcare-associated infections. To improve our environmental cleaning program towards best practices, a cleaning improvement project has been conducted at (ward) from (Date) to (Date), (Year) in collaboration with (partner, if any).

**Project team members**

(Lead), (IPC committee rep), (nurse rep), (facility management rep), (administration rep), (collaborator/affiliation, if any)

**Initial assessment and priority gaps identified** *(summarize the overall findings and prioritized gaps from the baseline assessment)*

* (organizational elements)
* (policy and procedural elements)
* (staffing and training elements)
* (infrastructure and supply elements)
* (monitoring and feedback elements)

**Status of the key actions to address gaps** *(what you have done/accomplishments/outputs, etc.)*

* Action plan 1 (completed or XX% completed)

*Short description of the action item (who was responsible, planned timeline, actual timeline, deliverables if any)*

* Action plan 2 (completed or XX% completed)
* Action plan 3 (completed or XX% completed)

**Challenges encountered** (examples)

* *Was available budget sufficient for the project?*
* *Were the time commitments of the members reasonable and sustainable?*
* *Were the project and the action plans well-received by facility and the ward staff?*

**Major successes/achievements**

**Next steps** (examples)

* *Continue monitoring of the action, if applicable*
* *In MM (approximately 3-months after), the team will conduct an assessment to review the status of the actions*
* *In MM, YYYY, the team will conduct a ward assessment to prepare for the next improvement plan*