



# Top-to-Bottom Exam Table™ Assessment Checklist

Ensuring patient Exam Tables are intact, clean and safe for patient use every time.

Evaluate each exam table individually. If you answer “No” to one or two of the questions in this checklist, it is important to address each issue as quickly as possible. However, if you answer “No” to more than a couple issues or they cannot be easily addressed, you should consider replacing the exam table.

**Institution Name:**

**Clinic/Office Name:**

**Address/Location:**

**Date Completed:**

**Completed by:**

Exam Room Number																				
Assessment Criteria	Yes, No or N/A																			
Is the exam table Americans with Disabilities Act (ADA) accessible?																				
Is the exam table height adjustable in small, virtually continuous increments?																				
Is the upholstered top free of holes, slits, and gashes?																				
Is the upholstered top free of stains and discoloration?																				





# Top-to-Bottom Exam Table™ Assessment Checklist

## What you need to know about your exam tables

When was the last time you replaced your facility's exam tables or exam table upholstery? Have you taken the time to evaluate your exam tables to ensure they are safe for use by your patients and staff? In a time when infectious diseases are rapidly changing the healthcare landscape, it is more important than ever for your exam tables to help reduce healthcare-associated infections (HAIs) and not contribute to them.

According to the AHA 2018 Estimated Useful Lives of Depreciable Hospital Assets, it is recommended the typical exam table be replaced every 15 years. However, no two facilities or exam rooms are created equal. Some are used more often than others, and some are used for procedures that require longer, more physical use. No matter the situation, it's critical to assess your exam tables regularly to ensure they are enhancing the patient-provider experience and not hindering it.

Is the exam table Americans with Disabilities Act (ADA) accessible?

Is the exam table height adjustable in small, virtually continuous increments?

To reduce risk of injury for patients with mobility disabilities and provide the best medical care possible, it is critical for exam tables to be ADA accessible. Traditional fixed-height box exam tables can be difficult to access, posing safety risks for patients and staff. According to the ADA, exam table height between 17" and 19" from the floor is ideal for patients transferring to and from wheelchairs. It's also an ideal height for patients using walkers, rollators, and canes or who may need additional assistance sitting down on an exam table. In addition, the U.S. Access Board recommends exam tables be height adjustable in small, virtually continuous increments in order for clinicians to be able to position the patient properly to provide the best care possible.

Is the upholstered top free of holes, slits and gashes?

If your exam table's upholstery contains any holes, slits or gashes, your patients' health could be at risk! Even the tiniest hole in the upholstery can harbor bacteria, where no amount of hospital-grade cleaner can reach. To add to the issue, children often find it interesting to poke around in or tear at holes in the upholstery, making the damage worse and putting themselves at risk to picking up any bacteria that may linger. To reduce the risk of HAIs, it is important to replace or repair damaged upholstery as soon as possible.

Descriptions : Page 1 of 2

### Is the upholstered top free of stains and discoloration?

Even the most durable upholstery will break down over time, and this is especially true for upholstery that isn't properly maintained. Following the manufacturer's recommended cleaning and disinfecting instructions (IFU) will enable you to get the most life out of your exam table upholstery. In addition, stains and discoloration can negatively affect the patient experience within your facility. While the exam table may be clean and free from bacteria, stains and discoloration may send a different message.

### Are the edges of the upholstery free of fraying material?

Each patient encounter increases the wear and tear on the exam table. Over time, the edges of the upholstery may begin to wear and fray. This, too, can contribute to an increase in bacteria or other microorganisms on the exam table no matter how well it is clean and disinfected. It also creates an opportunity for jewelry, such as rings, or other clothing accessories to become caught and possibly injure patients or staff.

### Is the stitching around the upholstered top intact?

Some upholstered tops have integrated stitching that can become snagged and cause additional opportunity for harboring bacteria or other microorganisms. Seamless upholstery provides less opportunity for this because the point at which the upholstery attaches to the top is hidden out of view. However, it is still important to ensure the stitching isn't loose and/or detaching from the exam table top.



### Is the exam table top foam visible?

Just like holes, slits and gashes in the upholstery can pose health risks to your patients, so can protruding exam table foam. If exposed, the absorbent foam can become like a sponge for blood and body fluids, bacteria or other microorganisms. The upholstered top must be replaced in this instance.

### Is the table base free from any fluid drips, stains and contamination?

### Is the area between the upholstered top and table base free of liquid and debris?

### Is the exam table and floor free of liquids or dried fluids?

Children vomit. Wounds ooze. Fluids spill. These substances can create an environment ripe for growing or harboring bacteria or other microorganisms and often end up on and under the exam table — out of sight and out of mind. Not only can these substances stain the exam table, but they are also a slip and fall hazard. When allowed to dry, they can lead to sticky, hard, discolored areas on the floor or exam table. As a result, the exam table may become stuck to the floor, and when moved for cleaning, relocation, or repair, it can cause thousands of dollars in damage to the facility and equipment.

### Are the pedals, knobs, handles and controls intact, clean and functioning?

It's important to ensure all the pedals, knobs, handles and controls of the exam table are fully intact, clean and functioning properly. If handles or knobs are broken or missing, it could cause injury to patients or staff. Dirt from shoes and regular operation of the foot control or pedal may cause an accumulation of dust and dirt that can keep these items from functioning properly. In addition, if the exam table looks dirty or unkempt, it can negatively affect the overall patient experience.

### Are all electrical cords free from damage?

It's no secret that damaged electrical cords can pose a safety risk. To avoid electrical shock to patients or staff, replace damaged cords immediately.

Descriptions : Page 2 of 2