

Hospital Color-Code & Labeling Checklist

Print this page and use it for your next supply-room or SPD walk-through.

Wound-photo calibration dots

- ☐ Only the dot our wound-measurement software is set up for is stocked
- ☐ One new dot per photo; used dots discarded, never reused
- ☐ Dot placed flat beside the wound, same plane, fully in frame
- ☐ Sheets stored flat in resealable bag on the wound-care cart
- ☐ New staff observed placing a dot correctly

Supplies and pharmacy shelves

- ☐ Every PAR bin shows an expiration month or color
- ☐ New stock loaded behind older stock
- ☐ Expiration check done at least weekly; expired items pulled
- ☐ Recalled or held stock marked and separated

SPD and equipment

- ☐ Incomplete or repair trays flagged on cart or shelf
- ☐ No tape or dots on sterile barrier unless validated
- ☐ Load labels show sterilizer, cycle, date and expiration if used
- ☐ Clean equipment tagged with date and initials
- ☐ Out-of-service devices carry a repair label until returned

Key and records

- ☐ One written color key, posted with a revision date
- ☐ No color carries two meanings anywhere in the facility
- ☐ Patients identified with two identifiers, never by room or color
- ☐ Chart folder colors match the posted filing key

Our color key

Color	Meaning	Owner