


HEALTHCARE SUPPLY ROOM AUDIT CHECKLIST



Your Top Time Wasters (and How to Fix Them)

Use this checklist to evaluate where time, space, and effort are being wasted in your healthcare supply room, and where small changes can create meaningful efficiency gains.

1

Staff Time & Movement Audit

Hidden walking and searching is one of the biggest productivity drains in healthcare.

Staff regularly leave patient areas to retrieve basic supplies

Supplies are stored far from their point of use

Staff make multiple trips to the same room per shift

High-use items are stored above shoulder height or below knee level

Staff frequently ask coworkers where items are located

Supply locations vary by shift or department

Temporary workarounds (stacking, bins on the floor, hallway storage) are common

If you checked 3 or more: Your layout may be increasing steps, interruptions, and response time.

2

Supply Room Layout & Flow

Does the room support workflow, or fight it?

The layout has not changed in the last 3–5 years

Aisles feel tight or difficult to navigate

Multiple people cannot access the room comfortably at the same time

Doors, carts, or bins block access to shelving

Restocking interferes with staff pulling supplies

Supplies are grouped by availability instead of use case

There is no clear “fast-moving” vs. “slow-moving” supply zone

If you checked 2 or more: The room may be organized for storage, not efficiency.





3

Inventory Visibility & Control

If you can't see it, you can't manage it.

- Items are stacked in front of each other
- Labels are missing, inconsistent, or handwritten
- Expired products are discovered during use instead of audits
- Overstock hides behind older inventory
- Par levels are unclear or ignored
- Staff open multiple boxes to find one item
- Inventory checks are manual and time-consuming

If you checked 3 or more: Poor visibility may be driving waste, reorders, and frustration.

4

Storage Type & Flexibility

Healthcare needs change, does your storage adapt with them?

- Shelving is fixed and difficult to reconfigure
- Storage does not adjust to new products or packaging sizes
- Temporary overflow storage becomes permanent
- Vertical space is underutilized
- Under-shelf or under-counter space is unused
- Storage solutions vary widely between rooms or departments

If you checked 2 or more: Rigid storage may be limiting efficiency and scalability.



5

Mobility & Point-of-Use Access

Supplies should move with care, not slow it down.

- Staff manually carry supplies long distances
- Mobile carts are shared across departments or frequently missing
- Carts are too heavy, hard to maneuver, or overloaded
- Supplies are restocked centrally instead of near point-of-use
- Temporary carts or rolling bins are used inconsistently
- Wheels are damaged, unstable, or difficult to clean
- There is no standard for what goes on mobile storage vs. static shelving

If you checked 2 or more: Lack of mobility may be increasing delays and physical strain.

6

Safety & Ergonomics

Inefficient storage isn't just slow, it can be unsafe.

- Staff reach, bend, or twist frequently to access supplies
- Heavy items are stored above shoulder height
- Supplies are stored on the floor
- Aisles are partially blocked
- Staff report discomfort or strain related to supply handling
- Carts are difficult to control or stop
- Storage contributes to clutter during peak hours

If you checked 1 or more: There may be avoidable injury and compliance risks.



7

Cleaning, Compliance & Infection Control

Storage solutions must support hygiene, not complicate it.

Storage is difficult to clean thoroughly

Wheels or casters trap debris

Materials show wear, rust, or damage

Cleaning protocols vary by room or department

Temporary storage solutions are not easily sanitized

Supplies are stored near sinks or splash zone

If you checked 3 or more: Poor visibility may be driving waste, reorders, and frustration.

8

Space Utilization Check

Are you using the space you already have in the most effective way?

The supply room feels "full" but still inefficient

Vertical space is unused or inaccessible

Aisles take up more space than storage

Storage extends into hallways or clinical spaces

Growth has been managed by adding more shelves, not rethinking layout

If you checked 2 or more: Rigid storage may be limiting efficiency and scalability.



Audit Summary

0-10 CHECKED:

Your supply room is relatively efficient, but targeted improvements could still unlock time savings.

11-20 CHECKED:

Moderate inefficiencies are likely impacting staff workflow and inventory control.

21+ CHECKED:

Your supply room may be a major hidden time waster, and a strong candidate for redesign or reorganization.

Next Step

Use this checklist to:

- Identify your top 3 time-wasting issues
- Prioritize fixes that improve access, visibility, and mobility