

<b>ANNEXURE:</b>	<b>Environmental Audit Tool</b>		
<b>CHAPTER: 5</b>	<b>Facilities Management &amp; Services</b>		
<b>MONTH CREATED</b>	<b>April 2024</b>	<b>NEXT REVIEW</b>	<b>April 2026</b>
<b>CHAPTER CODE</b>	<b>FMS</b>	<b>VERSION</b>	<b>1</b>
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### **Environmental Audit Tool**

This Environmental Audit Tool is a checklist of areas and activities which needs supervision, monitoring and improvements. All critical areas and elements required for the smooth and safe functioning of the Care Home has been listed for audit.

#### **Guiding Principle**

The Senior Citizen Care Home is committed to deliver the highest levels of Care and safety of its residents and staff. The Care Home understand the importance of a clean, hygienic, safe and secure environment within the Care Home premises.

#### **Measurable Outcomes**

##### **1) Environmental Audit Tool**

- 1.1) The Care Home has a well-defined policy on Environmental safety and audit, Infection Prevention and Control.
- 1.2) The Care Home has a detailed Environmental Audit Tool which lists all the important areas for maintenance, hygiene and scheduled audits.
- 1.3) There is a continuous improvement mechanism based on the findings from the Audit.

**List of Areas covered in the Environmental Audit Tool / Checklist**

S.No	Main Area	Sub-area
1.1	External Environment	Entry Gate & Security Features
1.2		Parking
1.3		Pathways & Walking Tracks
1.4		Landscape & Gardens
1.5		Water Bodies
1.6		Building Walls
1.7		Signages
1.8		External Lights
1.9		External Toilets
1.10		Other Areas

S.No	Main Area	Sub-area
2.1	Entrance & Lobby, Reception, Lounge	Building Entrance
2.2		Entrance Ramps
2.3		Lobby, Reception, Lounge
2.4		Corridors
2.5		Staircase
2.6		Guest Lifts
2.7		Guest Toilets
2.8		Emergency Alarm Station
2.9		Furniture, Fixtures & Fittings
2.10		Activities & Recreational Areas

S.No	Main Area	Sub-area
3.1	Dining Area	Dining Room
3.2		Dining Area Toilets & Handwash
3.3		Cutlery, Crockery & Linen Storage
3.4		Food Dispensing Utensils, Bain-marie

S.No	Main Area	Sub-area
4.1	Kitchen Area	Kitchen Area
4.2		Kitchen Internal Store
4.3		Dish Washing Area
4.4		Kitchen Equipment's & Utensils

S.No	Main Area	Sub-area
5.1	General Stores	Loading & Unloading Area
5.2		Vegetable Store
5.3		Cold Storage
5.4		Dry Store
5.5		Equipment Store
5.6		Maintenance Room & Store
5.7		Furniture Store
5.8		Housekeeping Store
5.9		Housekeeping Store Items

S.No	Main Area	Sub-area
6.1	Laundry Area	Washing Machine Area
6.2		Clean Utility Room / Linen Storage
6.3		Dirty Utility Room / Linen Storage
6.4		Equipment's & Tools

S.No	Main Area	Sub-area
7.1	Medical & Health Care Areas	Doctor's Room
7.2		Nursing Station
7.3		Medical Equipment's and Store
7.4		Physiotherapy Area
7.5		Geriatric Gymnasium

S.No	Main Area	Sub-area
8.1	Other Communal Items & Areas	Water Tanks & Pump House
8.2		Terrace & Balconies
8.3		Generator Room / Area
8.4		Car Wash Area
8.5		Pest Control
8.6		Lift Room
8.7		Staff Changing Area
8.8		Staff Toilets
8.9		Garbage Disposal Area
8.10		Back-office Areas
8.11		Fire Safety and Evacuation Drills

<b>S.No</b>	<b>Main Area</b>	<b>Sub-area</b>
<b>9.1</b>	Resident Unit	Furniture, Fixtures & Fittings
<b>9.2</b>		Flooring, Walls & Ceilings
<b>9.3</b>		Balcony
<b>9.4</b>		Doors
<b>9.5</b>		Windows
<b>9.6</b>		Cupboards
<b>9.7</b>		Curtains, Blinds, Carpets
<b>9.8</b>		Room Pantry / Kitchen
<b>9.9</b>		Emergency Alarm Systems

<b>S.No</b>	<b>Main Area</b>	<b>Sub-area</b>
<b>10.1</b>	Resident Toilet & Bathroom	Fixtures & Fittings
<b>10.2</b>		Flooring, Walls & Ceilings
<b>10.3</b>		WC, Sinks & Shower Area
<b>10.4</b>		Doors
<b>10.5</b>		Windows
<b>10.6</b>		Mirrors

Rating Scale - (S – Satisfactory, N.I – Needs Improvement)

**1) External Environment**

S.No	Main Area	Sub-area	S	N.I
<b>1.1</b>	Entry Gate & Security Features	Security entrance is well maintained		
		Security gate is manned 24x7		
		Security gate boom barriers are in working condition		
		CCTV cameras are in working condition		
		Security / guard room is well maintained		
<b>1.2</b>	Parking	Guest parking area is properly maintained		
		Staff parking area is properly maintained		
<b>1.3</b>	Pathways & Walking Tracks	Walking tracks and pathways do not have broken paths		
		Tactile guiding tiles are not damaged		
		All pathways are clear of any obstructions		
		All stairs leading to inside the buildings are properly maintained and clean		
		Pathways are coloured as per the Colour Code guidelines		
<b>1.4</b>	Landscape & Gardens	Landscape and gardens are properly maintained		
		No loose water pipes & gardening tools are scattered around		
		Garden water taps are in working condition and not overflowing		
		All external water tanks are regularly cleaned and serviced		
		Plants, trees and shrubs are properly trimmed		
		Seating benches are properly maintained		
		Gazebos, pergolas are properly maintained		
		Kitchen garden is properly maintained		
<b>1.5</b>	Water Bodies	Water bodies have clean water and are not breeding mosquitoes		
		Regular cleaning of water bodies is being done		
<b>1.6</b>	Building Walls	Exterior walls, boundary walls are well maintained and clean		
		Exterior walls are painted and maintained as per schedule		
		Boundary walls are not broken		
<b>1.7</b>	Signages	External signages are painted and visible		
		External signages are not broken		
		All signages are accessible as per guidelines		
<b>1.8</b>	External Lights	Street and pathway lights are in working condition		
		There are no loose and exposed wires		
		Building entrance lights are in working condition		

S.No	Main Area	Sub-area	S	N.I
1.9	External Toilets	Staff toilets if outside are properly maintained		
		Bathrooms are being cleaned as per schedule and there is no foul odour		
		Paper towel dispensers, hand driers are in working condition, stocked and clean		
		Liquid soap is stocked and dispensers are clean		
		Wash basin taps and sinks are clean and dry and not dripping		
		Exhaust fans are in working condition and free of dust and cobwebs		
		All WC cistern, health faucets are in working condition		
		All plumbing pipes are well maintained and there is no seepage in the washrooms		
		There is no blockage of water in the washbasins		
		The WC seats are properly fixed and not loosely fitted		
		Toilet roll holders are properly maintained and well stocked		
		Walls, ceilings, floors and skirtings are well maintained and clean		
1.10	Other Areas	Pest Control is being done regularly		
		If Manholes are there then they are covered		
		All external dustbins and garbage collection are cleared everyday		
		Pump room is well maintained and ventilated		
		Lift room is well maintained and ventilated		

S.No	Role Responsibility	Department	Date of Audit	Signature
1	Staff Responsible Name:			
2	Supervisor Name:			
3	Home Manager Name:			
4	Score Count	S – Satisfactory	N.I – Needs Improvement	S / N.I
5	Immediate Areas of Improvement			

**2) Entrance, Lobby, Reception, Lounge**

S.No	Main Area	Sub-area	S	N.I
2.1	Building Entrance	Building entrance is clean and well maintained		
		No loose tiles or broken steps		
		There are no bird dropping, pests in the communal areas		
2.2	Entrance Ramps	Entrance ramp is well maintained & railings are fastened and not broken		
		There are handrails on both sides of the ramp		
		Ramp surface is free of obstacles		
		Ramp surface is not broken		
2.3	Lobby, Reception, Lounge	Walls, ceilings, floors and skirtings are well maintained and clean		
		Reception desk is wheelchair accessible		
		All table tops, seating chairs, sofas are in good condition		
		Lobby entrance gate locks are in working condition		
		There are no cobwebs or dust on the ceilings		
		Lights, fixtures and fittings are clean and free of dust and cobwebs		
		Floors & skirting are not broken		
		No loose tiles and skirtings		
		All ceiling fans, air-conditioners, dessert coolers are in working condition, clean and free of cobwebs		
		All computers, electronic appliances are in working condition, free of any loose or exposed wires and are clean		
		Window curtains and blinds are clean and in working condition		
		All dustbins in common areas are regularly cleaned		
		All notice boards and newspaper stands are being maintained and are clean		
Television and display screens are in working condition and clean				
All telephones, intercom, PA system, piped music system, emergency alarm system are in working condition				

S.No	Main Area	Sub-area	S	N.I
2.4	Corridors	Corridors are well maintained & handrails are fastened		
		There are handrails on both sides of the corridors		
		Handrails are not broken		
		All handrails are free of dust, rust and free of any protruding elements		
		Walking surfaces are free of obstacles		
		Floors & skirting are not broken		
		No loose tiles and skirtings		
		Emergency lights are working		
		Tactile and florescent guide lights are well maintained		
		Walls, ceilings, floors and skirtings are well maintained and clean		
		There are no cobwebs or dust on the ceilings		
		Lights, fixtures and fittings are clean and free of dust and cobwebs		
		Seating areas, benches in corridors are well maintained and dust free		
2.5	Staircase	Staircases are well maintained & railings are fastened		
		There are handrails on both sides of the staircase		
		Handrails are not broken		
		All handrails are free of dust, rust and free of any protruding elements		
		Steps are free of obstacles		
		Steps are not broken		
		Floors & skirting are not broken		
		No loose tiles and skirtings		
		Emergency lights are working		
		Tactile and florescent guide lights are well maintained		
		There are no cobwebs or dust on the ceilings		
		Lights, fixtures and fittings are clean and free of dust and cobwebs		
		Walls, ceilings, floors and skirtings are well maintained and clean		

S.No	Main Area	Sub-area	S	N.I
2.6	Guest Lifts	All lifts have up to date approvals and NOC		
		Lift area is clean and non-slippery		
		Lift buttons are clean and visible		
		All lifts are maintained as per schedule		
		Tactile and florescent guide lights are well maintained		
		Accessible features like lift buttons, audio calling are in working condition		
		There is a sitting stool / small chair inside the lift		
2.7	Guest Toilets	All bathrooms in the communal areas are being cleaned as per schedule and there is no foul odour		
		Paper towel dispensers, hand driers are in working condition, stocked and clean		
		Liquid soap is stocked and dispensers are clean		
		Wash basin taps and sinks are clean, dry and not dripping		
		All exhaust fans are in working condition and free of dust and cobwebs		
		All WC cistern, health faucet are in working condition		
		All grab bars in accessible washrooms are properly fixed and are able to take the load as per guidelines		
		All plumbing pipes are well maintained and there is no seepage in the washrooms		
		There is no blockage of water in the washbasins		
		The WC seats are properly fixed and not loosely fitted		
		Toilet roll holders are properly maintained and well stocked		
		Emergency pull cords in washrooms are in working condition		
		Walls, ceilings, floors and skirtings are well maintained and clean		
		There are no cobwebs or dust on the ceilings		
		Lights, fixtures and fittings are clean and free of dust and cobwebs		
		Floors & skirting are not broken		
No loose tiles and skirtings				
All dustbins in common areas are regularly cleaned				

S.No	Main Area	Sub-area	S	N.I
2.8	Emergency Alarm Station	Emergency alarm system at the reception is in working condition		
		PA, Piped music system is in working condition		
		All firefighting systems & equipment's are in working condition		
2.9	Furniture, Fixtures & Fittings	All windows including frames are in good condition, can be locked and free of dust and cobwebs		
		There are no loose or unnecessary fixtures and fittings lying around		
		All switches are in working condition and clean of dust and cobwebs		
		The lamps and lights are in working condition		
		Lights, fixtures and fittings are clean and free of dust and cobwebs		
		All ceiling fans, air-conditioners, dessert coolers are in working condition, clean and free of cobwebs		
2.10	Activities & Recreational Areas	All windows including frames are in good condition, can be locked and free of dust and cobwebs		
		There are no loose or unnecessary fixtures and fittings lying around		
		All switches are in working condition and clean of dust and cobwebs		
		The lamps and lights are in working condition		
		Lights, fixtures and fittings are clean and free of dust and cobwebs		
		All ceiling fans, air-conditioners, dessert coolers are in working condition, clean and free of cobwebs		
		Walls, ceilings, floors and skirtings are well maintained and clean		
		Floors & skirting are not broken		
		No loose tiles and skirtings		
		There are no cobwebs or dust on the ceilings		
		All table tops, seating chairs and sofas are in good condition		
		All notice boards and newspaper stands are being maintained and clean		
		Television and display screens are in working condition and clean		
		Window curtains and blinds are clean and in working condition		
All dustbins are regularly cleaned				
All recreational and games items are properly maintained, stored and free of dust				

CHAPTER: 5 - Environmental Audit Tool

S.No	Role Responsibility	Department	Date of Audit	Signature
1	Staff Responsible Name:			
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5	Immediate Areas of Improvement			

**3) Dining Area**

S.No	Main Area	Sub-area	S	N.I
<b>3.1</b>	Dining Area	Tables and chairs are well maintained and free of any protrusions which can be dangerous		
		No table or chair is broken which can pose a threat		
		Walls, ceilings, floors and skirtings are well maintained and clean		
		Floors & skirting are not broken		
		No loose tiles and skirtings		
		There are no cobwebs or dust on the ceilings		
		All switches are in working condition and clean of dust and cobwebs		
		The lamps and lights are in working condition		
		Lights, fixtures and fittings are clean and free of dust and cobwebs		
		All exhaust fans are in working condition and free of dust and cobwebs		
		All dustbins in common areas are regularly cleaned		
		All handwash basins are well maintained, non-slippery and well stocked with soap		
		Housekeeping of dining areas is being done as per guidelines and as per schedule		
		Insect repellent and pest control methods are being followed as per guidelines		
All dining tables are of accessible height to accommodate wheelchair users and assisted dining				
<b>3.2</b>	Dining Area Toilets & Handwash	All bathrooms in the communal areas are being cleaned as per schedule and there is no foul odour		
		Paper towel dispensers, hand driers are in working condition, stocked and clean		
		Liquid soap is stocked and dispensers are clean		
		Wash basin taps and sinks are clean and dry and not dripping		
		All exhaust fans are in working condition and free of dust and cobwebs		
		All WC cistern, health faucet are in working condition		
		All grab bars in accessible washrooms are properly fixed and are able to take the load as per guidelines		

S.No	Main Area	Sub-area	S	N.I
		All plumbing pipes are well maintained and there is no seepage in the washrooms		
		There is no blockage of water in the washbasins		
		The WC seats are properly fixed and not loosely fitted		
		Toilet roll holders are properly maintained and well stocked		
		Emergency pull cords in washrooms are in working condition		
		Walls, ceilings, floors and skirtings are well maintained and clean		
		There are no cobwebs or dust on the ceilings		
		Floors & skirting are not broken, No loose tiles, skirtings		
		Lights, fixtures and fittings are clean and free of dust and cobwebs		
		All dustbins are regularly cleaned		
<b>3.3</b>	Cutlery, Crockery & Linen Storage	There are no loose or unnecessary fixtures and fittings, crockery, cutlery lying around		
		All broken furniture, cutlery, crockery are being disposed off as per policy		
		Cutlery & Crockery is colour coded as per guidelines		
		Table covers, napkins are clean and washed as per schedule		
		Storage cupboard has proper locking system		
		Storage cupboard is free from termites, ants, rats		
<b>3.4</b>	Food Dispensing Utensils, Bain-marie	The food serving areas are well maintained and cleaned as per schedule		
		All dispensing utensils are in good condition and not broken		
		There is no accumulation of dirt and grease on the cutlery, crockery and serving utensils, bain-marie		
		Food trolley is well maintained and its wheels are in working condition		
		Food dispensing utensils are colour coded as per guidelines		

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<b>1</b>	Staff Responsible / Name:			
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<b>5</b>	Immediate Areas of Improvement			

## 4) Kitchen Area

S.No	Main Area	Sub-area	S	N.I
4.1	Kitchen Area	All relevant licenses, NOC's, permissions are in place		
		Walls, ceilings, floors and skirtings are well maintained and clean		
		Floorings are not broken		
		No loose tiles and skirtings		
		There are no cobwebs or dust on the ceilings		
		There are no loose or unnecessary fixtures and fittings, crockery, cutlery lying around		
		All exhaust fans, ventilation system, hoods are in working condition and free of dust and cobwebs		
		Insect repellent and pest control methods are being followed as per schedule		
		All hand wash sinks are properly maintained & free of clogging		
		All taps in the kitchen are in working condition and are not leaking		
		All switches are in working condition and clean of dust and cobwebs		
		The lamps and lights are in working condition		
		Lights, fixtures and fittings are clean and free of dust and cobwebs		
		All firefighting systems are in working condition		
		Gas bank is properly maintained and has updated licenses and approvals		
		All windows including frames are in good condition, can be locked and free of dust and cobwebs		
		Garbage bins are being cleared regularly and as per guidelines on organic and non-organic waste		
		Kitchen waste is being disposed as per guidelines		
		Cooking and drinking water is regularly tested for safe consumption		
		Separate towels and napkins are being used for cooking, cleaning dishes and hand wash		
Clean and separate towels are used cleaning equipment's, surfaces, drying hands, utensils and floor cleaning				
First aid kit is available and stocked as per guidelines				

S.No	Main Area	Sub-area	S	N.I
4.2	Kitchen Internal Store	Kitchen storage racks are clean, lockable and free of any pests		
		The loading area is well ventilated, maintained and cleaned regularly		
		All food transfer items like trolleys, trays, bowls, chafing dishes are well maintained, clean and free of any grease and oil		
		All cooking items and smaller equipment's like knives, can openers, sharpening tools, sharp edges tools are stored safely		
4.3	Dish Washing Area	Dishwashing soap is stocked and dispensers are clean		
		Dishwashing basin taps and sinks are clean, dry and not dripping or broken		
		All exhaust fans are in working condition and free of dust and cobwebs		
		All plumbing pipes are well maintained and there are no seepages in the area		
		Proper flow of cleaning dirty utensils and storing clean utensils is being maintained and followed		
		Any broken glass items are immediately disposed off		
		Garbage segregation is being done as per guidelines		
		Walls, ceilings, floors and skirtings are well maintained and clean		
		Floorings are not broken		
		No loose tiles and skirtings		
There are no cobwebs or dust on the ceilings				
4.4	Kitchen Equipment's & Utensils	Kitchen utensils are clean and not broken		
		Kitchen appliances and electrical equipment's are clean and in working condition		
		There is no accumulation of grease and oil on the kitchen utensils, burners, exhausts, kitchen tables		
		Cooking burners and hobs are clean and there is no leakage of gas from them		
		Refrigerators, deep freezers, dishwashers etc are in working condition and well maintained		
		There are no loose utensils, equipment's scattered in the kitchen		
		All unusable and broken utensils are being disposed off as per guidelines		
		Water coolers for drinking water are well maintained and cleaned as per guidelines		

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5	Immediate Areas of Improvement			

## 5) General Stores

S.No	Main Area	Sub-area	S	N.I
5.1	Loading & Unloading Area	Loading area is well ventilated, maintained and cleaned regularly		
5.2	Vegetable Store	Walls, ceilings, floors and skirtings are well maintained and clean		
		Floors are dry and clean of spillages		
		Floorings are not broken		
		No loose tiles and skirtings		
		There are no cobwebs or dust on the ceilings		
		There are no loose or unnecessary fixtures and fittings		
		All switches are in working condition and clean of dust and cobwebs		
		The lamps and lights are in working condition		
		Lights, fixtures and fittings are clean and free of dust and cobwebs		
		All exhaust fans are in working condition and free of dust and cobwebs		
		All dustbins are regularly cleaned		
		Insect repellent and pest control methods are being followed and in working condition		
		Storage racks and buckets are clean and free of any pests		
		All windows including frames are in good condition, can be locked and free of dust and cobwebs		
		Storage area is well ventilated, free of any seepage, water accumulation and cleaned regularly		
		The store is lockable and cannot be opened by non-authorized staff and residents		
		Weighing machine is in working condition		
Refrigerators, deep freezers, dishwashers etc are in working condition and well maintained				
All food transfer items like trolleys, trays, bowls, are well maintained, clean and free of any grease and oil				

S.No	Main Area	Sub-area	S	N.I
5.3	Cold Storage	Refrigerators, deep freezers, dishwashers etc are in working condition and well maintained		
		Walls, ceilings, floors and skirtings are well maintained and clean		
		Floors are dry and clean of spillages		
		Floorings are not broken		
		No loose tiles and skirtings		
		There are no cobwebs or dust on the ceilings		
		There are no loose or unnecessary fixtures and fittings		
		All switches are in working condition and clean of dust and cobwebs		
		The lamps and lights are in working condition		
		Lights, fixtures and fittings are clean and free of dust and cobwebs		
		Storage area is well ventilated, free of any seepage, water accumulation and cleaned regularly		
		The store is lockable and cannot be opened by non-authorized staff and residents		
5.4	Dry Store	Walls, ceilings, floors and skirtings are well maintained and clean		
		Floors are dry and clean of spillages		
		Floorings are not broken		
		No loose tiles and skirtings		
		There are no cobwebs or dust on the ceilings		
		There are no loose or unnecessary fixtures and fittings		
		All switches are in working condition and clean of dust and cobwebs		
		The lamps and lights are in working condition		
		Lights, fixtures and fittings are clean and free of dust and cobwebs		
		All exhaust fans are in working condition and free of dust and cobwebs		
		All dustbins are regularly cleaned		
		Insect repellent and pest control methods are being followed and in working condition		
		Storage racks and buckets are clean and free of any pests		
		All windows including frames are in good condition, can be locked and free of dust and cobwebs		
		Storage area is well ventilated, free of any seepage, water accumulation and cleaned regularly		
The store is lockable and cannot be opened by non-authorized staff and residents				
Weighing machine is in working condition				

S.No	Main Area	Sub-area	S	N.I
5.5	Equipment Store	All equipment's are properly stored and stacked		
		All equipment's are numbered, entry in stock register and tagged as per area of use		
		Non-authorized personnel are restricted		
		Walls, ceilings, floors and skirtings are well maintained and clean		
		Floors are dry and clean of spillages		
		Floorings are not broken		
		No loose tiles and skirtings		
		There are no cobwebs or dust on the ceilings		
		There are no loose or unnecessary fixtures and fittings		
		All switches are in working condition and clean of dust and cobwebs		
		The lamps and lights are in working condition		
		Lights, fixtures and fittings are clean and free of dust and cobwebs		
		All exhaust fans are in working condition and free of dust and cobwebs		
		All dustbins are regularly cleaned		
		Storage racks and buckets are clean and free of any pests		
		All windows including frames are in good condition, can be locked and free of dust and cobwebs		
Storage area is well ventilated, free of any seepage, water accumulation and cleaned regularly				
The store is lockable and cannot be opened by non-authorized staff and residents				
5.6	Maintenance Room & Store	All equipment's are properly stored and stacked		
		All equipment's are numbered, entry in stock register and tagged as per area of use		
		Non-authorized personnel are not allowed		
		All tools are properly maintained, clean and stored properly		
		Walls, ceilings, floors and skirtings are well maintained and clean		
		Floors are dry and clean of spillages		
		Floorings are not broken		
		No loose tiles and skirtings		
		There are no cobwebs or dust on the ceilings		
		There are no loose or unnecessary fixtures and fittings		
		All switches are in working condition and clean of dust and cobwebs		
		The lamps and lights are in working condition		

S.No	Main Area	Sub-area	S	N.I
	Maintenance Room & Store	Lights, fixtures and fittings are clean and free of dust and cobwebs		
		All exhaust fans are in working condition and free of dust and cobwebs		
		All dustbins are regularly cleaned		
		Storage racks and buckets are clean and free of any pests		
		All windows including frames are in good condition, can be locked and free of dust and cobwebs		
		Storage area is well ventilated, free of any seepage, water accumulation and cleaned regularly		
		The store is lockable and cannot be opened by non-authorized staff and residents		
<b>5.7</b>	Furniture Store	All furniture & equipment's are properly stored and stacked		
		All furniture items are numbered, entry in stock register and tagged as per area of use		
		Non-authorized personnel are not allowed		
		All tools are properly maintained, clean and stored properly		
		Walls, ceilings, floors and skirtings are well maintained and clean		
		Floors are dry and clean of spillages		
		Floorings are not broken		
		No loose tiles and skirtings		
		There are no cobwebs or dust on the ceilings		
		There are no loose or unnecessary fixtures and fittings		
		All switches are in working condition and clean of dust and cobwebs		
		The lamps and lights are in working condition		
		Lights, fixtures and fittings are clean and free of dust and cobwebs		
		All exhaust fans are in working condition and free of dust and cobwebs		
		All dustbins are regularly cleaned		
		Storage racks and buckets are clean and free of any pests		
		All windows including frames are in good condition, can be locked and free of dust and cobwebs		
	Storage area is well ventilated, free of any seepage, water accumulation and cleaned regularly			
	The store is lockable and cannot be opened by non-authorized staff and residents			

S.No	Main Area	Sub-area	S	N.I
5.8	Housekeeping Store	All housekeeping cleaning agents are properly stored and stacked away from resident's reach		
		Non-authorized personnel are not allowed		
		All tools are properly maintained, clean and stored properly		
		Walls, ceilings, floors and skirtings are well maintained and clean		
		Floors are dry and clean of spillages		
		Floorings are not broken		
		No loose tiles and skirtings		
		There are no cobwebs or dust on the ceilings		
		There are no loose or unnecessary fixtures and fittings		
		All switches are in working condition and clean of dust and cobwebs		
		The lamps and lights are in working condition		
		Lights, fixtures and fittings are clean and free of dust and cobwebs		
		All exhaust fans are in working condition and free of dust and cobwebs		
		All dustbins are regularly cleaned		
		Storage racks and buckets are clean and free of any pests		
		All windows including frames are in good condition, can be locked and free of dust and cobwebs		
Storage area is well ventilated, free of any seepage, water accumulation and cleaned regularly				
The store is lockable and cannot be opened by non-authorized staff and residents				
5.9	Housekeeping Store Items	Mop handles and mops are clean, well maintained & properly stored		
		Mops, buckets, dust pans, brushes and brooms are colour coded as per policy		
		Cleaning buckets are clean, not broken, well maintained		
		Dust pans are not broken and well maintained		
		Brooms and brushes are not broken and well maintained		

S.No	Role Responsibility	Department	Date of Audit	Signature
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5	Immediate Areas of Improvement			

## 6) Laundry Area

S.No	Main Area	Sub-area	S	N.I
6.1	Washing Machine Area	Walls, ceilings, floors and skirtings are well maintained and clean		
		Floors are dry and clean of spillages		
		Floorings are not broken		
		No loose tiles and skirtings		
		There are no cobwebs or dust on the ceilings		
		There are no loose or unnecessary fixtures and fittings		
		All switches are in working condition and clean of dust and cobwebs		
		The lamps and lights are in working condition		
		Lights, fixtures and fittings are clean and free of dust and cobwebs		
		All exhaust fans are in working condition and free of dust and cobwebs		
		All dustbins are regularly cleaned		
		Storage racks and buckets are clean and free of any pests		
		All windows including frames are in good condition, can be locked and free of dust and cobwebs		
		Room is well ventilated, free of any seepage, water accumulation and cleaned regularly		
		The room is lockable and cannot be opened by non-authorized staff and residents		
		The room is free from pests and regular housekeeping is being done as per schedule		
		There is a separate hand wash area / basin with soap, disinfectant, hand towels etc		
The handwash basin should be free of any blockages, broken taps, leaking pipes				
Laundry staff wears appropriate protective kits to safeguard against any infection outbreak				
Laundry and linen are correctly segregated in the appropriate colour bags as per colour codes				
Procedures for used and clean linen are known by staff and linen is kept separately during the washing and drying process				

S.No	Main Area	Sub-area	S	N.I
6.2	Clean Utility Room / Linen Storage	Clean linen storage area or cupboard should be available which is should be separate from the laundry room		
		Clean linen is stored in the laundry room and should only be kept in the clean linen room		
		The room is free from pests and regular housekeeping is being done as per schedule		
		There is a separate hand wash area / basin with soap, disinfectant, hand towels etc		
		The handwash basin is free of any blockages, broken taps, leaking pipes.		
		Laundry staff wears appropriate protective kits to safeguard against any infection outbreak.		
		Laundry and linen are correctly segregated in the appropriate colour bags as per colour codes.		
		Procedures for used and clean linen are known by staff and linen is being kept separately during the washing and drying process.		
		There are no loose or unnecessary fixtures and fittings		
		All clean linen is stored in cupboards or shelves which is well above the floor level.		
		All cupboards and shelves are well maintained and not broken		
		There are proper signages and posters on the precautions and processes		
		Walls, ceilings, floors and skirtings are well maintained and clean		
		Floors are dry and clean of spillages		
		Floorings are not broken		
		No loose tiles and skirtings		
		There are no cobwebs or dust on the ceilings		
		There are no loose or unnecessary fixtures and fittings		
		All switches are in working condition and clean of dust and cobwebs		
		The lamps and lights are in working condition		
Lights, fixtures and fittings are clean and free of dust and cobwebs				

S.No	Main Area	Sub-area	S	N.I
	Clean Utility Room / Linen Storage	All exhaust fans are in working condition and free of dust and cobwebs		
		All dustbins are regularly cleaned		
		Storage racks and buckets are clean and free of any pests		
		All windows including frames are in good condition, can be locked and free of dust and cobwebs		
		Storage area is well ventilated, free of any seepage, water accumulation and cleaned regularly		
		The store is lockable and cannot be opened by non-authorized staff and residents		
<b>6.3</b>	Dirty Utility Room / Linen Storage	Walls, ceilings, floors and skirtings are well maintained and clean		
		The room is free from pests and regular housekeeping is being done as per schedule		
		There is a separate hand wash area / basin with soap, disinfectant, hand towels etc.		
		The handwash basin is free of any blockages, broken taps, leaking pipes.		
		Laundry staff wears appropriate protective kits to safeguard against any infection outbreak.		
		Laundry and linen are correctly segregated in the appropriate colour bags as per colour codes.		
		Procedures for used and clean linen are known by staff and linen is being kept separately during the washing and drying process.		
		Floors are dry and clean of spillages		
		Floorings are not broken		
		No loose tiles and skirtings		
		There are no cobwebs or dust on the ceilings		
		There are no loose or unnecessary fixtures and fittings		
		All switches are in working condition and clean of dust and cobwebs		
		The lamps and lights are in working condition		
		Lights, fixtures and fittings are clean and free of dust and cobwebs		
	All exhaust fans are in working condition and free of dust and cobwebs			

S.No	Main Area	Sub-area	S	N.I
	Dirty Utility Room / Linen Storage	All dustbins are regularly cleaned		
		Storage racks and buckets are clean and free of any pests		
		All windows including frames are in good condition, can be locked and free of dust and cobwebs		
		Storage area is well ventilated, free of any seepage, water accumulation and cleaned regularly		
		The store is lockable and cannot be opened by non-authorized staff and residents		
<b>6.4</b>	Equipment's & Tools	Machines (including dispensers) are in good condition and clean, e.g., free from dirt, dust, rust		

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<b>5</b>	Immediate Areas of Improvement			

## 7) Medical &amp; Health Care Areas

S.No	Main Area	Sub-area	S	N.I
7.1	Doctor's Room	Walls, ceilings, floors and skirtings are well maintained and clean		
		The room should be free from pests and regular housekeeping is being done as per schedule and free from any foul smell or odour		
		There is a separate hand wash area / basin with soap, disinfectant, hand towels etc.		
		The handwash basin should be free of any blockages, broken taps, leaking pipes.		
		Floors are dry and clean of spillages		
		Floorings are not broken		
		No loose tiles and skirtings		
		There are no cobwebs or dust on the ceilings		
		There are no loose or unnecessary fixtures and fittings		
		All switches are in working condition and clean of dust and cobwebs		
		The lamps and lights are in working condition		
		Lights, fixtures and fittings are clean and free of dust and cobwebs		
		All dustbins are regularly cleaned		
		All windows including frames are in good condition, can be locked and free of dust and cobwebs		
		Medical examination machines and apparatus are in good condition and clean, e.g., free from dirt, dust, rust		
		Doctor's table, chairs and examination stool are well maintained and are not broken		
		Patient examination bed is well maintained and is not broken		
		The room is lockable and cannot be opened by non-authorized staff and residents		
		Computer and residents' records are properly maintained and secured		
		Notice board or information board is well maintained and clean		
Weighing scale is well maintained and in working condition				

S.No	Main Area	Sub-area	S	N.I
7.2	Nursing Station	Walls, ceilings, floors and skirtings are well maintained and clean		
		The area is free from pests and regular housekeeping is being done as per schedule and free from any foul smell or odour		
		There is a separate hand wash area / basin with soap, disinfectant, hand towels etc.		
		The handwash basin is free of any blockages, broken taps, leaking pipes.		
		Floors are dry and clean of spillages		
		Floorings are not broken		
		There are no loose tiles and skirtings		
		There are no cobwebs or dust on the ceilings		
		There are no loose or unnecessary fixtures and fittings		
		All switches are in working condition and clean of dust and cobwebs		
		The lamps and lights are in working condition		
		Lights, fixtures and fittings are clean and free of dust and cobwebs		
		All dustbins are regularly cleaned		
		All windows including frames are in good condition, can be locked and free of dust and cobwebs		
		Nursing examination machines and apparatus are in good condition and clean, e.g., free from dirt, dust, rust.		
		Nursing station tables, chairs and examination stool are well maintained and are not broken		
		The room / desk is lockable and cannot be opened by non-authorized staff and residents		
		Computer and residents' records are properly maintained and secured		
		Notice board or information board is well maintained and clean		
Weighing scale is well maintained and in working condition				
The drug refrigerator is well maintained, clean and lockable				

S.No	Main Area	Sub-area	S	N.I
	Nursing Station	The medicine cabinets are lockable and cannot be opened by non-authorized staff and residents		
		Nursing trolley / drug dispensation trolley is well maintained, free of dust and rust		
		First Aid kit is fully stocked and all over the counter medicines are well within the expiry period		
		Individual resident medication is properly stored in lockable cupboards, proper inventory is maintained and expiry date is monitored		
		All waste products are properly segregated as bio-medical and non-medical and disposed off as per the guidelines and procedures		
<b>7.3</b>	Medical Equipment's and Store	Walls, ceilings, floors and skirtings are well maintained and clean		
		The area is free from pests and regular housekeeping is being done as per schedule and free from any foul smell or odour		
		Floors are dry and clean of spillages		
		Floorings are not broken		
		There are no loose tiles and skirtings		
		There are no cobwebs or dust on the ceilings		
		There are no loose or unnecessary fixtures and fittings		
		All switches are in working condition and clean of dust and cobwebs		
		The lamps and lights are in working condition		
		Lights, fixtures and fittings are clean and free of dust and cobwebs		
		All dustbins are regularly cleaned		
		All windows including frames are in good condition, can be locked and free of dust and cobwebs		
		The room is lockable and cannot be opened by non-authorized staff and residents		
		All equipment's are properly stored, numbered, updated in the stock register		
All broken equipment's are recorded in the file, sent for repair or disposed as per guidelines				

S.No	Main Area	Sub-area	S	N.I
	Medical Equipment's and Store	All assisted devices like Hoists, Wheelchairs, Oxygen, Fowler Beds are regularly serviced as per schedule and proper records are being maintained		
		Only authorised and trained staff handle the oxygen cylinder storage and use		
		All equipment's and fixtures have updated annual maintenance contracts (AMC) and insurance		
7.4	Physiotherapy Area	Walls, ceilings, floors and skirtings are well maintained and clean		
		The area is free from pests and regular housekeeping is being done as per schedule and free from any foul smell or odour		
		Floors are dry and clean of spillages		
		Floorings are not broken		
		There are no loose tiles and skirtings		
		There are no cobwebs or dust on the ceilings		
		There are no loose or unnecessary fixtures and fittings		
		All switches are in working condition and clean of dust and cobwebs		
		The lamps and lights are in working condition		
		Lights, fixtures and fittings are clean and free of dust and cobwebs		
		All dustbins are regularly cleaned		
		All windows including frames are in good condition, can be locked and free of dust and cobwebs		
		The room is lockable and cannot be opened by non-authorized staff and residents		
		All equipment's are properly stored, numbered, updated in the stock register		
		All broken equipment's are recorded in the file, sent for repair or disposed as per guidelines		
		All equipment's and machines are regularly serviced as per schedule and proper records are being maintained		
		Only authorised and trained staff handle the equipment's		
All equipment's and fixtures have updated annual maintenance contracts (AMC) and insurance				
There is a separate hand wash area / basin with soap, disinfectant, hand towels etc.				
Computer and residents' records are properly maintained and secured				

S.No	Main Area	Sub-area	S	N.I
7.5	Geriatric Gymnasium	Walls, ceilings, floors and skirtings are well maintained and clean		
		The area is free from pests and regular housekeeping is being done as per schedule and free from any foul smell or odour		
		Floors are dry and clean of spillages		
		Floorings are not broken		
		There are no loose tiles and skirtings		
		There are no cobwebs or dust on the ceilings		
		There are no loose or unnecessary fixtures and fittings		
		All switches are in working condition and clean of dust and cobwebs		
		The lamps and lights are in working condition		
		Lights, fixtures and fittings are clean and free of dust and cobwebs		
		All dustbins are regularly cleaned		
		All windows including frames are in good condition, can be locked and free of dust and cobwebs		
		The room is lockable and cannot be opened by non-authorized staff and residents		
		All equipment's are properly stored, numbered, updated in the stock register		
		All broken equipment's are recorded in the file, sent for repair or disposed as per guidelines		
		All equipment's and machines are regularly serviced as per schedule and proper records are being maintained		
		Only authorised and trained staff handle the equipment's		
		All equipment's and fixtures have updated annual maintenance contracts (AMC) and insurance		
There is a separate hand wash area / basin with soap, disinfectant, hand towels etc.				
Computer and residents' records are properly maintained and secured				
7.6	Isolation Room	Walls, ceilings, floors and skirtings are well maintained and clean		
		The area is free from pests and regular housekeeping is being done as per schedule and free from any foul smell or odour		
		Floors are dry and clean of spillages		
		Floorings are not broken		
		There are no loose tiles and skirtings		
		There are no cobwebs or dust on the ceilings		
		There are no loose or unnecessary fixtures and fittings		

S.No	Main Area	Sub-area	S	N.I
	Isolation Room	All switches are in working condition and clean of dust and cobwebs		
		The lamps and lights are in working condition		
		Lights, fixtures and fittings are clean and free of dust and cobwebs		
		All dustbins are regularly cleaned		
		All windows including frames are in good condition, can be locked and free of dust and cobwebs		
		Bed is well maintained and not broken		
		Bedside table and cupboards are clean and not broken		
		If bedrails are installed then they are used as per the guidelines and procedures		
		Nursing tools and equipment's like trolley, IV stand, catheter are well maintained		
		Room furniture is well maintained and not broken		
		Mattress, mattress cover, pillow, pillow covers are clean and not torn		
		Emergency alarm / pull cord, nurse calling bell are functional		
		Television, intercom are in working condition		

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5	Immediate Areas of Improvement			

**8) Other Communal Items & Areas**

S.No	Main Area	Sub-area	S	N.I
<b>8.1</b>	Water Tanks & Pump House	All overhead water tanks are well maintained and not broken		
		The tanks lids are properly secured with lock and only authorised personnel can open it		
		The tanks are cleaned as per schedule, procedures and proper records are maintained		
		There is no leakage from the pipes		
<b>8.2</b>	Terrace & Balconies	All building terraces are well maintained, clean and locked		
		There is restricted entry for authorised personnels only		
		All residents' balconies are well maintained and secured		
		The balcony railings are secure and are not loose		
		There is no seepage from watering plants on the floor or balcony below		
		The balcony railing height is safe to restrict any falls		
<b>8.3</b>	Generator Room / Area	Walls, ceilings, floors and skirtings are well maintained and clean		
		The area is free from pests and regular housekeeping is being done as per schedule and free from any foul smell or odour		
		Floors are dry and clean of spillages		
		Floorings are not broken		
		There are no loose tiles and skirtings		
		There are no cobwebs or dust on the ceilings		
		There are no loose or unnecessary fixtures and fittings		
		All switches are in working condition and clean of dust and cobwebs		
		The lamps and lights are in working condition		
		Lights, fixtures and fittings are clean and free of dust, cobwebs and grease		
There is restricted entry for authorised personnels only				
<b>8.4</b>	Car Wash Area	Floors are dry and clean of spillages		
		There are no loose or unnecessary fixtures and fittings		
		There is no leakage from the pipes		
		Floorings are not broken		
		There are no loose tiles and skirtings		

S.No	Main Area	Sub-area	S	N.I
8.5	Pest Control	Pest control in the entire premises is done as per schedule, guidelines and procedures		
		All pesticides are stored in a safe room away from the residents		
		There is restricted entry for authorised personnels only		
		All pests are disposed in line with the guidelines of bio-waste and Infection Prevention and Control		
		All staff wear protective clothing's while doing pest control		
8.6	Lift Room	Walls, ceilings, floors and skirtings are well maintained and clean		
		The area is free from pests and regular housekeeping is being done as per schedule and free from any foul smell or odour		
		Floors are dry and clean of spillages		
		Floorings are not broken		
		There are no loose tiles and skirtings		
		There are no cobwebs or dust on the ceilings		
		There are no loose or unnecessary fixtures and fittings		
		All switches are in working condition and clean of dust and cobwebs		
		The lamps and lights are in working condition		
		Lights, fixtures and fittings are clean and free of dust, cobwebs and grease		
		There is restricted entry for authorised personnels only		
8.7	Staff Changing Area	Walls, ceilings, floors and skirtings are well maintained and clean		
		The area is free from pests and regular housekeeping is being done as per schedule and free from any foul smell or odour		
		Floors are dry and clean of spillages		
		Floorings are not broken		
		There are no loose tiles and skirtings		
		There are no cobwebs or dust on the ceilings		
		There are no loose or unnecessary fixtures and fittings		
		All switches are in working condition and clean of dust and cobwebs		

S.No	Main Area	Sub-area	S	N.I
	Staff Changing Area	The lamps and lights are in working condition		
		Lights, fixtures and fittings are clean and free of dust, cobwebs		
		All staff lockers are well maintained and not broken		
		All lockers are lockable and free of dust and rust		
		Sitting benches in locker room are well maintained and not broken		
<b>8.8</b>	Staff Toilets	Staff shower and bathrooms are being cleaned as per schedule and there is no foul odour		
		Paper towel dispensers, hand driers are in working condition, stocked and clean		
		Liquid soap is stocked and dispensers are clean		
		Wash basin taps and sinks are clean and dry and not dripping		
		All exhaust fans are in working condition and free of dust and cobwebs		
		All WC cistern, health faucet are in working condition		
		All plumbing pipes are well maintained and there are no seepages in the washrooms		
		There is no blockage of water in the washbasins		
		The WC seats are properly fixed and not loosely fitted		
		Toilet roll holders are properly maintained and well stocked		
		Walls, ceilings, floors and skirtings are well maintained and clean		
		There are no cobwebs or dust on the ceilings		
		Lights, fixtures and fittings are clean and free of dust and cobwebs		
		Floors & skirting are not broken		
		No loose tiles and skirtings		
All dustbins are regularly cleaned				
<b>8.9</b>	Garbage Disposal Area	All garbage is segregated as per guidelines		
		There is restricted entry for authorised personnels only		
		Garbage is being cleared daily and as per procedures		
		The area is secured and free of pests and small animals		
		No garbage is overflowing from the bins or bags		
		All bio-medical waste is handled and disposed as per guidelines		
		Floors are dry and clean of spillages		
		Floorings are not broken		
There are no loose tiles and skirtings				

S.No	Main Area	Sub-area	S	N.I
8.10	Back-office Areas	Walls, ceilings, floors and skirtings are well maintained and clean		
		The area is free from pests and regular housekeeping is being done as per schedule and free from any foul smell or odour		
		Floors are dry and clean of spillages		
		Floorings are not broken		
		There are no loose tiles and skirtings		
		There are no cobwebs or dust on the ceilings		
		There are no loose or unnecessary fixtures and fittings		
		All switches are in working condition and clean of dust and cobwebs		
		The lamps and lights are in working condition		
		Lights, fixtures and fittings are clean and free of dust, cobwebs		
		All back-office rooms are lockable and cannot be opened by non-authorized staff and residents		
		All equipment's and machines are regularly serviced as per schedule and proper records are being maintained		
		All equipment's and fixtures have updated annual maintenance contracts (AMC) and insurance		
		Computer and residents' records are properly maintained and secured		
Office desks, telephones, intercom, office furniture are well maintained				
8.11	Fire Safety and Evacuation Drills	The entire premises is regularly audited for threat from Fire, Earthquake and other natural disasters		
		All staff and residents are trained on evacuation and disaster management		
		There is regular fire and evacuation drills and training for staff and residents		
		All training and drills are documented in office records		
		All emergency exit signages are well maintained and in working condition		
		All tactile markings are maintained at all times		
		All emergency refuge areas are well maintained and emergency lights are in working condition		
		All emergency alarm systems in the residents' rooms are in working condition and regular audit is done		

CHAPTER: 5 - Environmental Audit Tool

	Dessert Coolers	Dessert coolers are well maintained, there is no water stagnation when not in use		
		Proper pest control is used for mosquitoes		
	Flower Pots	All flower pots in the communal areas and resident units are well maintained and do not have stagnant water		
	Mosquitoes Mesh	There is mosquito mesh in all areas requiring safety from fly and mosquitoes including resident units		

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**9) Resident Unit / Dormitory**

<b>S.No</b>	<b>Main Area</b>	<b>Sub-area</b>	<b>S</b>	<b>N.I</b>
<b>9.1</b>	Furniture, Fixtures & Fittings	There are no loose or unnecessary fixtures and fittings		
		All switches are in working condition and clean of dust and cobwebs		
		The lamps and lights are in working condition		
		Lights, fixtures and fittings are clean and free of dust, cobwebs		
		The electrical points are in working condition		
		Nightlight is in working condition		
		There are no loose or exposed electrical wires		
		Sofas and chairs are maintained properly and not broken		
		Sofas and chairs are elderly friendly and not sunken		
<b>9.2</b>	Flooring, Walls & Ceilings	Walls, ceilings, floors and skirtings are well maintained and clean		
		The area is free from pests and regular housekeeping is being done as per schedule and free from any foul smell or odour		
		Floors are dry and clean of spillages		
		Floorings are not broken		
		There are no loose tiles and skirtings		
		There are no cobwebs or dust on the ceilings		
		The paint and walls colours are not peeling off		
		The wall corners are rounded to avoid physical injury		
<b>9.3</b>	Balcony	All residents' balconies are well maintained and secured		
		The balcony railings are secure and are not loose		
		There is seepage from watering plants on the floor or balcony below		
		The balcony railing height is safe to restrict any falls		
<b>9.4</b>	Doors	All doors are securely fixed and not loose		
		Main doors have a provision to be opened from outside in case of emergency		
		The doors are accessible which are wheelchair friendly		
<b>9.5</b>	Windows	Windows in high rise buildings have anti-fall bars		
		All windows including frames are in good condition, can be locked and free of dust and cobwebs		

S.No	Main Area	Sub-area	S	N.I
9.6	Cupboards	All cupboards are of accessible height which can be used by residents who use a wheelchair		
		The cupboards are well maintained and not broken		
		Each resident has an individual cupboard and bedside table		
		All cupboards are lockable		
9.7	Curtains, Blinds, Carpets	Window curtains and blinds are clean and in working condition		
		There is no dust accumulation or stains		
		There is regular and scheduled cleaning of curtains		
		The carpets are not torn, damaged or a threat for falls		
9.8	Room Pantry / Kitchen	The unit pantry or kitchen is well ventilated		
		The floor is non-slip flooring		
		There is a gas leak and smoke detector in the kitchen area		
		The gas piping should be safe and secure		
		The ventilation hood is in working condition and is cleaned as per schedule		
		In-case of Gas cylinder then the same is kept and stored in a safe place		
		In case of induction plate and other electrical appliances then the electric points should be in working condition		
		Pantry / kitchen sink and counter are of accessible height for wheelchair users		
9.9	Emergency Alarm Systems	Fire alarm, smoke alarm, gas leakage alarm, emergency alarm are in working condition and are tested as per guidelines		
		Firefighting tools and equipment's are properly maintained and in working condition		
		Residents and staff are trained on the emergency use of firefighting equipment's		

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**10) Resident Toilet & Bathroom**

S.No	Main Area	Sub-area	S	N.I
10.1	Fixtures & Fittings	There are no loose or unnecessary fixtures and fittings		
		In-case of individual geysers then the auto cut is working		
		There are no loose or exposed electrical wires		
		Lights, fixtures and fittings are clean and free of dust and cobwebs		
		The area is free from pests and regular housekeeping is being done as per schedule and free from any foul smell or odour		
		All switches are in working condition and clean of dust and cobwebs		
		The lamps and lights are in working condition		
10.2	Flooring, Walls & Ceilings	Walls, ceilings, floors and skirtings are well maintained and clean		
		Floors are dry and clean of spillages		
		Floorings are not broken		
		There are no loose tiles and skirtings		
		There are no cobwebs or dust on the ceilings		
10.3	WC, Sinks & Shower Area	Bathrooms are being cleaned as per schedule and there is no foul odour		
		Paper towel dispensers, hand driers are in working condition, stocked and clean		
		Liquid soap is stocked and dispensers are clean		
		Wash basin taps and sinks are clean and dry and not dripping		
		All WC cistern, health faucet are in working condition		
		All plumbing pipes are well maintained and there are no seepages in the washrooms		
		There is no blockage of water in the washbasins		
		The WC seats are properly fixed and not loosely fitted		
		If seat risers are being used then they are properly fixed and not loose		
		There is no rust on the taps, pipes and fixtures		
		Toilet roll holders are properly maintained and well stocked		

S.No	Main Area	Sub-area	S	N.I
	WC, Sinks & Shower Area	Exhaust fans are in working condition and free of dust, cobwebs and grease		
		Grab bars in the shower area, wash basin and WC are properly installed and can take the weight of the resident as per guidelines		
		Emergency pull cord / alarm system is in working condition, at accessible height and tested as per schedule		
		Wash basin is of accessible height for wheelchair users		
<b>10.4</b>	Doors	All doors are securely fixed and not loose		
		Bathroom doors have a provision to be opened from outside in case of emergency		
		The doors are accessible which are wheelchair friendly		
		Duplicate bathroom door key is visibly placed outside the bathroom door		
<b>10.5</b>	Windows	Windows in high rise buildings have anti-fall bars		
		All windows including frames are in good condition, can be locked and free of dust and cobwebs		
<b>10.6</b>	Mirrors	Mirrors are clean and not broken		
		For wheelchair users the mirror is tilted as per their requirement		

S.No	Role Responsibility	Department	Date of Audit	Signature
<b>1</b>	Staff Responsible Name:			
<b>2</b>	Supervisor Name:			
<b>3</b>	Home Manager Name:			
<b>4</b>	Score Count	S – Satisfactory	N.I – Needs Improvement	S / N.I
<b>5</b>	Immediate Areas of Improvement			