



ROYAL GOVERNMENT OF BHUTAN
NAME OF HCC
DZONGKHAG

HEALTHCARE FACILITY CHECKLIST FOR PERFORMANCE ON 5S-CQI

Name of Healthcare Facility:.....Date of Evaluation:.....

SN	Rating Level with abbreviation	Scoring Criteria				
1	Rating Level-1	5 or more problems exist				
2	Rating Level-2	3 or 4 problems exist				
3	Rating Level-3	2 problem exists				
4	Rating Level-4	1 problem				
5	Rating Level-5	0 problem				
SN	REQUIREMENT/QUESTIONS	Rating				
	Laundry	1	2	3	4	5
1	Is the floor area, walls, ceilings and rooms free of dusts and unwanted items?					
2	Are tops and insides of all cupboards, shelves, tables, and corners free of unwanted items?					
3	Are the worn out linens other old machinery parts removed from the unit?					
4	Are the disinfection procedures followed as per infection control guideline?					
5	Is there a general appearance of cleanliness both inside and outside of the unit?					
	Kitchen	1	2	3	4	5
6	Is the floor area, walls, ceilings and rooms free of dusts and unwanted items?					
7	Are tops and insides of all cupboards, shelves, tables, and corners free of unwanted items?					
8	Are the vegetables, groceries and other items properly arranged and stored?					
9	Are the cooking utensils, gas stove, cylinders, etc clean and properly arranged?					



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10	Are the kitchen staffs in proper attire? (mask, cap, apron, nails clipped and general appearance of cleanliness)					
11	Is there a general appearance of cleanliness both inside and outside of the unit?					
	Ambulance	1	2	3	4	5
12	Is there a proper designated parking for each ambulance?					
13	Is there a proper shade (garage) for each ambulance?					
14	Is there proper history book maintained (updated)?					
15	Is there a general appearance of orderliness and cleanliness inside/outside?					
	General Administration	1	2	3	4	5
16	Are the Vision and Mission of the healthcare facilities clearly displayed?					
17	Is the organogram of the healthcare facilities clearly displayed?					
18	Is there staff information board maintained?					
19	Is the floor area, walls, ceilings and rooms free of dusts and unwanted items?					
20	Are tops and insides of all cupboards, shelves, tables, and corners free of unwanted items in the Administration office?					
21	Are walls free of old posters, calendars, pictures, notices etc in the Administration office?					
22	Do all files, registers and necessary documents have identification number and labels?					
23	Are all rooms, cubicles and similar areas clearly numbered or named?					
24	Is there a general appearance of orderliness?					



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25	Is there record for overall monthly 5S-CQI or coordination meeting?					
26	Is there a schedule for weekly and monthly 5S-CQI monitoring?					
27	Are the toilets clean and free of unwanted items?					
28	Is there direction and signage displayed outside the facility to enable people to locate the facility?					
29	Is the direction and signage clearly displayed outside the structure?					
30	Is the facility surrounding like parking areas, lawns, flower gardens and drainage properly cleaned & maintained?					
31	Is there designated parking demarcations?					
TOTAL SCORE						

**Evaluated in presence of: Name &
Designation**

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**Total Score = 155 Total score by the
unit=.....Percentage.....**

*Reference: Adapted from 5S-
CQI Kaizen Audit Checklist*