

Housekeeping, Laundry, Kitchen

Housekeeping Checklist

Sr. No.	Objective Element	Requirements	Yes	No
1	HIC 3 a	Does the HCO have valid Authorization by the Pollution Control Board for biomedical waste segregation and collection?		
2	HIC 3 c	Does the HCO have a valid MOU with the biomedical waste vendor?		
3	HIC 3 b	Is there proper segregation of waste as per colour coding (closed bins preferably foot operated with Biohazard logos), and poster display of BMW segregation categories near bins?		
4	HIC 3 b, e	Is bio-medical waste transported safely from patient care areas to central areas in separate covered trolleys which are labelled with biohazard signage, and do staff transporting waste wear PPEs (masks, heavy duty gloves and boots)?		
5	HIC 3 b	Is proper central collection for biomedical waste collection ensured in an enclosed secure area, labelled with biohazard logo, away from patient care areas, with segregation of areas for the yellow, red, blue and sharps category wastes, and with hand wash facility and PPEs available in the area?		
6	HIC 3 c	Is disposal to authorized vendor through identified authorized vehicles carried out at least once in 48 hours, and is the record for hand over of waste appropriately maintained?		
7	HIC 3 d	Are monthly and annual reports of waste maintained and is the annual report of waste submitted to Pollution Control Board in prescribed format before the 30th of June every year for the preceding year?		
8		Quality indicators of HIC <ul style="list-style-type: none"> a. VAP rate b. CLABSI rate c. CAUTI rate d. SSI rate e. Incidence of needle stick injuries f. Percentage of staff provided pre-exposure prophylaxis 		

Laundry Checklist

Sr. No.	Objective Element	Requirements	Yes	No
1	HIC 1 b	Is cleanliness and hygiene maintained in Laundry?		
2	HIC 1 e	Is soiled linen either sluiced and then packed in separate labelled bag for transport, or directly bagged and then transported to laundry?		
3	HIC 1 e	Is sluicing done as per defined practices e.g. dipping in 0.5% sodium hypochlorite solution for 30 mins followed by washing with clean water & detergent?		
4	HIC 1 e	Is clean linen, dirty laundry and soiled linen separated during transport in some physical way, e.g. separate covered trolleys?		
5	HIC 1 e	Are different categories of linen are washed in separate machine, or at least in separate loads?		
6	HIC 1 e	Is dirty laundry handled in a way to minimize agitation (to avoid contamination of air, surfaces, and people)?		
7	FMS 2 b	Is regular maintenance of laundry machines done?		
8	HIC 1 e	Are protocols for temperature of water, quantities of detergent, bleach, softener, etc. to be used defined and followed?		
9	HIC 1 a	Do staff wear appropriate PPEs and practice hand hygiene?		
10	HIC 1 e	Is clean linen stored in separate area free of dirt and debris?		
11	FMS 1 c	Are electrical safety measures in place?		

Kitchen Checklist

Sr. No.	Objective Element	Requirements	Yes	No
1	ROM 1 b	Does the kitchen have a valid FSSAI license?		
2	HIC 1 b	Does the kitchen have unidirectional flow without criss-crossing from receiving, raw material storage, washing of food items, food preparation , storage of prepared food to distribution area?		
3	HIC 1 b	Does the kitchen have a separate area for washing of used utensils and disposal of food waste which is away from washing/preparation areas?		
4	HIC 1 b	Is raw material stored off the floor and in closed containers?		
5	HIC 1 b	Is food requiring cold storage stored in refrigerators with temperature monitoring?		
6	HIC 1 b	Is hygiene and cleanliness of kitchen maintained?		
7	HIC 1 b	Do food handlers wear protective gear (head cap, gloves, etc.)		
8	HRM 3 a	Is daily screening and six monthly health-check (including medical check, blood and stool tests) of food handling staff carried out?		
9	HRM 3 b HIC 2 c	Are food handlers immunized appropriately (typhoid, TT vaccination, etc.)		
10	HIC 1 b	Is regular pest control activity carried out in kitchen?		