

FAROOQ GENERAL HOSPITAL

Chota Lahor, Swabi, Khyber Pakhtunkhwa

DAILY COMPREHENSIVE FACILITY & ADMINISTRATIVE INSPECTION CHECKLIST

Date: _____	Inspection Time: _____	Administrative Officer (AO): _____	Facility / Ops Manager: _____
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1. EXTERIOR PREMISES, GROUNDS, LAWN & WASTE MANAGEMENT

Location / Asset	Inspection Focus & Verification Standards	Status	Deficiency / Action Required
Hospital Exterior & Facade	Main entrance clear, external signage illuminated, no wall dampness/cracks.	☐ Pass ☐ Fail	
Lawn, Garden & Pathways	Grass trimmed, litter-free, no stagnant water (dengue prevention), walkways clear.	☐ Pass ☐ Fail	
Ambulance Bay & Parking	Ambulance access unobstructed, ramp gradient clear, vehicle parking organized.	☐ Pass ☐ Fail	
Central Waste & Refuse Area	Infectious/general waste segregated, yellow bins locked, no spillage/odor.	☐ Pass ☐ Fail	

2. CLINICAL & CRITICAL CARE AREAS (OT, LABOR ROOM & LABORATORIES)

Location / Unit	Inspection Focus & Verification Standards	Status	Deficiency / Action Required
Operation Theaters (OT)	Sterility maintained, scrub area clean, OT lights/HVAC/pressure functional, zero clutter.	☐ Pass ☐ Fail	
Labor Room / Recovery	Bed linen fresh, delivery table disinfected, baby warmer & O ₂ suction tested.	☐ Pass ☐ Fail	
Clinical Laboratories	Benchtops decontaminated, cold-chain log updated (2–8°C), sharps box ≤ 3/4 full.	☐ Pass ☐ Fail	
Emergency / Triage (ER)	Crash cart verified, defibrillator charged, stretchers/wheelchairs ready at door.	☐ Pass ☐ Fail	

3. INPATIENT WARDS, PRIVATE ROOMS & DOCTOR CONSULTATION CLINICS

Location / Unit	Inspection Focus & Verification Standards	Status	Deficiency / Action Required
Private Rooms & VIP Rooms	Attached baths sanitized, hot/cold water, AC/fan working, clean linen & TV/call bell.	☐ Pass ☐ Fail	
General & Semi-Private Wards	Floors mopped with disinfectant, curtain dividers clean, bed railings secure.	☐ Pass ☐ Fail	
Doctors' OPD Clinics	Examination couch clean, sheet replaced, BP/stethoscope/hand sanitizer in place.	☐ Pass ☐ Fail	
Duty Doctor & Nursing Stations	Patient files organized, medicine stock cupboards locked, desk neat, roster displayed.	☐ Pass ☐ Fail	

4. RECEPTION, WAITING AREAS, RESTROOMS & SUPPORT SERVICES

Location / Unit	Inspection Focus & Verification Standards	Status	Deficiency / Action Required
Reception, Cash & Registration	Queue management operational, staff present, counter clean, tariff display visible.	☐ Pass ☐ Fail	
Main Waiting & Rest Areas	Seating sanitized/intact, fans/AC/ventilation adequate, water dispenser clean & tested.	☐ Pass ☐ Fail	
Public & Staff Restrooms	Continuous water supply, liquid soap/towels stocked, odor-free, cleaning log signed.	☐ Pass ☐ Fail	
Corridors, Stairs & Elevators	Obstruction-free passages, non-slip flooring, handrails secure, elevator functional.	☐ Pass ☐ Fail	
Staff Rest Rooms & Cafeteria	Hygienic food storage/service, pest-free, clean furniture, trash bins covered.	☐ Pass ☐ Fail	

5. CORE INFRASTRUCTURE, MEP, POWER, MEDICAL GASES & FIRE SAFETY

System / Utility	Inspection Focus & Verification Standards	Status	Deficiency / Action Required
Main Generator & UPS Backup	Diesel fuel level ≥ 75%, auto-changeover functional, battery terminals clean.	☐ Pass ☐ Fail	
Central O ₂ & Suction Plant	Manifold pressure optimal, backup cylinders full, zero line leakage detected.	☐ Pass ☐ Fail	
Water Supply, Motors & Overhead Tanks	Main water pump operational, storage tanks full, filtration system functional.	☐ Pass ☐ Fail	
Fire Safety, CCTV & Security	Fire extinguishers unexpired/pressurized, CCTV cameras active, security on duty.	☐ Pass ☐ Fail	

6. ADMINISTRATIVE SUMMARY & ENDORSEMENT

Facility / Operations Manager	Administrative Officer (AO)	Medical Superintendent / Hospital Director
Name: _____	Name: _____	Name: _____
Signature: _____	Signature: _____	Signature: _____
Date / Time: _____	Date / Time: _____	Date / Time: _____