**Chapter A9 – Facilities Management**

1. **Physical Conditions**

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| 1. All areas are designed, constructed, furnished and equipped to minimise the risk of transmitting infection, and facilitate implementation of infection prevention and control measures | Choose an item. |
| 1. The premises are kept clean and hygienic | Choose an item. |
| 1. There are facilities for separation of clean and dirty items | Choose an item. |
| 1. There are adequate hand washing and sanitary facilities for staff and patients | Choose an item. |
| 1. All buildings, furniture, furnishings, fittings and equipment of the hospital are maintained in good operational order | Choose an item. |
| 1. Mechanism is in place for periodic inspection of all patient care buildings and physical facilities | Choose an item. |
| 1. Lighting, temperature, humidity, ventilation and noise level are appropriate to the facilities being used | Choose an item. |
| 1. There are patient-to-staff call systems or devices (e.g. call bells) in hospital beds and where a patient may be left alone temporarily (e.g. patient changing room, toilet or bathroom, etc.) | Choose an item. |
| 1. There are facilities to provide for privacy of patients, where necessary | Choose an item. |
| 1. Aids to facilitate the movement of the disabled (for examples, lifts and ramps) are available where appropriate | Choose an item. |

1. **Floor distribution of service units**

*(Remark: Please attach a directory showing floor distribution of all service units and label it as Appendix A9.2. An example of the directory is as below for reference.)*

Example: Appendix A9.2 - Floor Distribution of All Service Units

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| **Location** | **Floor** | **Service Unit** |
| Block A | LG/F | Laundry and Linen Department |
|  | G/F | Maintenance Department |
|  | 1/F | Housekeeping Department |
|  | 2/F | Mortuary Unit |
| Block B | LG/F | Out-Patient Department |
|  | G/F | Reception and Admission Office |
|  | 1/F | Shroff and Account Office |
| Block C | LG/F | Labour Room |
|  | G/F | Baby cots |
|  | 1/F | Special Care Baby Unit |
|  | 2/F | Maternity Bed |
|  | 3/F | Operating Theatre |
|  | 3/F | Day Surgery Centre |

1. **Equipment**

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| 1. There are appropriate and sufficient quantities of medical equipment, instruments, appliances and materials that are necessary for the type and level of patient care it provided | Choose an item. |
| 1. All equipment used in the hospital is appropriately procured, and is properly installed, operated, maintained, and calibrated according to the manufacturer’s recommendation | Choose an item. |
| 1. Maintenance and servicing records are kept | Choose an item. |
| 1. There is a register for all medical equipment | Choose an item. |
| 1. There is a planned preventive maintenance and replacement programme for critical or major equipment | Choose an item. |
| 1. All equipment conforms to relevant health and safety requirement | Choose an item. |
| 1. All equipment is stored properly to ensure that at the time of use they are in optimum condition | Choose an item. |
| 1. Medical equipment intended for single use is not reused | Choose an item. |
| 1. Staff using medical equipment have completed training in the safe and proper use of the equipment | Choose an item. |
| 1. There are written procedures for use and maintenance of different types of equipment | Choose an item. |
| 1. There are procedures for cleaning, disinfection, packaging, sterilisation, transportation and storage of reusable medical equipment | Choose an item. |
| 1. Medical devices are handled safely and decontaminated prior to re-use. Re-usable medical devices are decontaminated in accordance with best practice requirements or manufacturer’s recommendations | Choose an item. |

1. **Fire Safety**

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| 1. Advice is sought from the Fire Services Department (FSD) or agencies approved by FSD on the measures on fire safety | Choose an item. |
| 1. Adequate precautions against the risk of fire are taken | Choose an item. |
| 1. The use of fire-resistant materials for mattresses and upholstered furniture are in line with standards prescribed by the FSD | Choose an item. |
| 1. Procedures to be followed in the event of fire are displayed in conspicuous places in the premises of the hospital | Choose an item. |
| 1. Fire evacuation exercise is conducted at regular intervals | Choose an item. |
| 1. The fire and smoke safety plans including systems related to early detection and suppression are subject to regular testing and results are documented | Choose an item. |