** Self-assessment Checklist**

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| **For official use** | VEA ID No:       | CEA ID No:       |

Address:

Date:

Done by:
 Contact No:

|  |  |  |
| --- | --- | --- |
| Please tick the boxes accordingly. | **Yes** | **No** |
| Entrance  |  |  |
| 1) There are prominent signages and the entrance looks clean.  | [ ]  | [ ]  |
|  |  |  |
| Hand Wash Area  |  |  |
| 2) All the taps at the basin and hand dryers are in working condition.  | [ ]  | [ ]  |
| 3) The hand soap dispensers are filled and in working condition. | [ ]  | [ ]  |
| 4) Overall, the hand wash area is clean and tidy, with no litter. | [ ]  | [ ]  |
|  |  |  |
| Water Closet (WC)  |  |  |
| 5) The cubicle door is clean and free of graffiti. | [ ]  | [ ]  |
| 6) The door lock and coat hook are intact and functional. | [ ]  | [ ]  |
| 7) The toilet bowl seat and cover/squat pan is intact and stain free. | [ ]  | [ ]  |
| 8) The WC flush/sensor flush is functional and free of dust and stain. | [ ]  | [ ]  |
| 9) The toilet paper dispenser is intact and functional with toilet paper. | [ ]  | [ ]  |
| 10) Sanitary bin (for ladies, one in each cubicle) is clean, intact and lined with plastic bag. | [ ]  | [ ]  |
|  |  |  |
| Urinals (for gents only)  |  |  |
| 11) The urinals are intact and functional without chokage. | [ ]  | [ ]  |
| 12) The urinal flush/ sensor flush is functional and free of dust and stain. | [ ]  | [ ]  |
|  |  |  |
| General Areas  |  |  |
| 13) The floor, walls, wall tiles and ceiling are free from dust, stains and litter. | [ ]  | [ ]  |
| 14) The lightings are intact and functional, and of appropriate brightness. | [ ]  | [ ]  |
| 15) The toilet is odour free, the floor is dry and no water leakages. | [ ]  | [ ]  |
| 16) Are there any other areas to improve on?  | [ ]  | [ ]  |
|  |  |  |
| 17) Any other comments?  |
|       |



Please fax the completed form to 62979825 or email it to info@toilet.org.sg if all the answers are “Yes”.

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