



## Self-assessment Checklist

<b>For official use</b>	VEA ID No:	CEA ID No:
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Address:

Date:

Done by:  Contact No:

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