

Facility Round Report Format

This report format is designed to systematically document findings from routine safety rounds conducted within the healthcare facility. It captures observations related to infrastructure, equipment, emergency exits, fire safety, hazardous conditions, and compliance with safety protocols.

The format ensures accountability by recording identified risks, corrective actions taken, responsible personnel, and timelines for resolution. It supports continuous monitoring and improvement of the hospital's safety environment.

Facility Round Report

XYZ Hospital Facility Round Report

Date:

Areas Covered:

Round Conducted by:

Team Lead:

Members:



Parameters	Findings Yes/No	Comment	Responsibility	Timeline (Can be a date or a time range)
Review of open points from the previous facility rounds reports (if any)				
Readiness for emergency				
The emergency kits are checked and fully equipped – e.g. Disaster management kit, Ambulance kit, Code Blue kit, etc.				
Facility Cleanliness & Safety				
Floor – Clean/Slippery/Damaged				
Toilets – Floor/ Grab Bars Intact, etc.				

Plumbing works – Fixtures, Drainage, Hands free taps in OT, etc.				
Leakages and Drainages – Intactness, no leakages				
Availability of lined dustbins at common places in the hospital				
Medical Gas and Pipe line Systems – functioning of pressure gauges, connections, colour coding of pipelines, compliance to maintenance plan, etc.				
Oxygen Manifold – storage of cylinders, availability of fire extinguishers, etc.				
Waste furniture and other junk not dumped on hospital terraces / in the way of emergency exits, etc.				
Storage of any hazardous material – appropriate, and safe manner				
Rodents and Pest control – compliance to the hospital plan				
Bio Medical Waste Management				
Availability of dustbins: Appropriate colours, & Lining - Patient rooms, Nursing station, Common Areas				
PPE for waste collectors/Housekeeping staff				
BMW - Hospital collection area and disposal				
Electrical Safety				
Adequate lighting in all the areas of the hospital				
Electrical wires and connections: bare wires, unfixed, etc.				
UPS – Batteries maintained				

Insulation at the vulnerable points: e.g. rubber mats near the main electrical panel, generator etc.				
Elevators – maintained, functioning smoothly, not stopping with jerky movements, do's and don'ts placed in the lift				
Biomedical Equipment				
Critical equipment – calibrated, cleaned, maintained and stored.				
Other equipment - calibrated, cleaned, maintained and stored.				
Signages in the hospital				
Statutory Signages (e.g., Scope of services, hospital registration, radiation hazard sign outside X-ray room, etc.)				
Identification signages (e.g., Male / female toilets, pictograms, pregnant women in radiation areas, etc.)				
Fire Safety				
The emergency exit is seamlessly approachable				
Fire safety devices (fire extinguishers, sand etc) are available in the hospital				
Expiry date of fire extinguishers				
Smoke detectors are available and functioning				
Staff is trained and able to display the rescue methods in case of a fire				
Water Safety				
Cleaning of tanks (date displayed, next date due)				
Condition of water storage tank (intact, condition of plumbing lines etc)				

Additional Points / Observations	
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Signature of the Team Lead:

Name:

Date:

Time:



Disclaimer

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