

BIDDING DOCUMENTS FOR
Outsourcing Janitorial Services For The
Financial Year 2021-22

Terms of Reference

{Procurement is done in this department under Punjab Procurement Rules 2014(amended 2016)}

TENDER #. RIC/PO/6230/21, DATED 29-06-2021

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1. INTRODUCTION / SCOPE OF WORK

Rawalpindi Institute of Cardiology, Rawalpindi requires firms to provide janitorial services for 24 hours a day and 365 days a year for the entire hospital. The total calculated square meters of the proposed area for where the janitorial services are required are **(53620 Sq Meter)**. The firm will be required to provide supplies and equipment as required (**Annexure I & Annexure III**). The bids will be made on lump sum basis factoring in all the required inputs and management costs. **Annexure IX** mentions all required areas/ departments along with their respective area and timings.

2. OBJECTIVES

The Hospital aims to outsource janitorial services to a reputable and capable janitorial service provider for a clean and pleasant hospital environment which would result in focus on Healthcare delivery. The hospital believes that the current situation leads to administration problems and undue complexities, overcoming limit the focus on Healthcare delivery of the hospital.

3. INSTRUCTIONS TO BIDDERS

3.1 General Instructions

According to PPRA rule 38 2(a) single stage two envelopes bidding procedure shall be adopted.

1. The bidders are hereby invited to submit a technical and financial proposal for the Outsourcing Janitorial Services in Tertiary Hospitals. The proposal could form the basis for future negotiations and ultimately a contract between the firm and the Client. Please note that (i) the costs of preparing the proposal and of the contract are not reimbursable as a direct cost of the Assignment; and (ii) the Client is not bound to accept any of the proposals submitted.
2. At any time before the submission of proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by an invited consulting firm, modify the Documents by amendment. The amendment shall be sent via email, in writing or by fax to all bidders and will be binding on them. The Client may at its discretion extend the deadline for the submission of proposals.
3. For the purpose of preparing the bid, the bidders will be allowed to visit the hospital on **11:00 AM, 10-07-2021** conduct survey and relevant assessments – However, basic details about various Hospital departments, square meters of the respective departments, and their timings are mentioned as **Annexure IX**.
4. A complete set of original Bidding Documents can obtain from Purchase Department of RIC, Rawalpindi on all working days during office hours till **02:00 PM** and the same can be examined online at the PPRA website **www.ppra.punjab.gov.pk** & **www.ric.gop.pk** until the closing date for the submission of bids. The bidders shall submit documents before **11:00 AM, 15-07-2021** at the Purchase Office of Rawalpindi Institute of Cardiology, Rawalpindi. In preparing the technical proposal, the bidders are expected to

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examine all terms and instructions included in the Documents. Failure to provide all requested information shall be at bidder's risk and may result in rejection of the proposal.

5. The **Technical proposals** shall be opened at **11:30 AM**, on the same date in the presence of bidders and/ or their authorized representatives. Representatives shall have a signed authority letter from the bidder to be present in the bid opening.
6. **Financial proposal** should be prepared using the formats attached in **Annex IV**. Financial proposals of only the technically qualified bidders will be opened after due notification and procedure as laid down by the pertaining PPRA rules.
7. The Technical proposals should contain:
 - a. Filled ANNEXURE VIII
 - b. Covering Letter on Company letter-head
 - c. Company profile (including status, services offered, projects (along with certificates), equipment owned, equipment rented, and proof of all points in the “**Eligibility**” criteria.
 - d. Company registration document with the relevant authority
 - e. National Tax Number copy and must be on active tax payer list of FBR
 - f. Company Financial position (proof of minimum annual turnover of Rs. 15 Million as stated in the “**Eligibility**” criteria)
 - g. Methodology to perform the Assignment
 - h. Procedure adopted for Facility Management (Guidelines)
 - i. Experience letters along with contact details for existing/ previous contracting companies
 - j. Supporting documents/ proof for all filled information
 - k. Detailed Plan of Facility Management including work procedures, Standards, Schedules and number of workforce.
 - l. An execution and operational strategy for the maintenance with clearly defined standards.
 - m. Proper and well-thought-out models for analytical understanding of the work needed to be carried out.
 - n. Complete understanding of the social, cultural, political and institutional factors that might affect Facilities Management.
 - o. Registration certificate with EOBI and Social Security Certificate
8. The Financial Proposal should contain:
 - a. Filled ANNEXURE IV
 - b. Covering letter on Company letter-head
 - c. Break-down of taxes separately.
 - d. Bid Security – in the form of a Pay Order / Demand Draft / Call deposit Receipt equivalent to 2% of the estimated price (**Estimate Price: Rs. 40,476,000/-**) in the name of “**EXECUTIVE DIRECTOR, RAWALPINDI INSTITUTE OF CARDIOLOGY, RAWALPINDI**”
9. The contract validity for one year

10. The procuring agency shall evaluate the technical proposal in a manner prescribed ahead in the document, without reference to the price and reject any proposals that do not conform to the specified requirements.
11. After submission, no amendments in the technical or financial proposal shall be permitted.
12. After the evaluation and approval of the technical proposal, the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically responsive bidders, on a time, date and venue announced and communicated to the bidders in advance in the presence of the bidders or their representatives. The financial bids of the technically non-responsive bidders shall be returned un-opened to the respective bidders.
13. Conditional discounts shall not be considered in evaluation.
14. The offer must be valid for 90 days from last date of submission of bids.
15. The quoted prices shall be treated as firm and final till the duration of the contract (3 years)
16. The organization must quote the Contract Title and include the following declarations:
 - a. We have examined the information provided in your terms of reference and offer to undertake the work described in accordance with requirements as set out in the TOR.
 - b. The proposal (Technical & Financial) has been arrived independently and without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any other potential investor invited to submit proposal for this contract.
 - c. We confirm that the enclosed hard copy/ electronic versions of the technical proposal are true and have complete copies of these documents.
 - d. We confirm that all personnel and/consortium partners named in the proposal will be available to undertake the services.
 - e. We confirm that there are no personal, financial and business activities that will, or might, give rise to a conflict of interest, if we were awarded this contract.
 - f. We confirm that the Service Provider or its sub-contractors:
 - i. Are not or have not been the subject of any proceedings or other arrangements relating to bankruptcy, blacklisting, insolvency or financial standing.
 - ii. Have not been convicted of any offence concerning professional misconduct.
 - iii. Have not been convicted of corruption including the offence of bribery.
 - iv. We agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs.
 - g. I confirm that I have the authority of *[name of Service Provider's company]* to submit proposal and to clarify any details on its behalf.

3.2 Minimum Eligibility Criteria

- A. Bidders shall meet the following minimum eligibility criteria:
- a) Be a registered Janitorial/ Facility Management Firm or a Company in Pakistan since at least **three years**.
 - b) Have a minimum average annual verifiable turnover of at least Rs. 15 million rupees in the last year
- B. In addition, the eligible bidders shall meet the following qualifying criteria:
- a) Experience as prime Service Provider in the provision of at least one service contract of a nature, complexity and value comparable to the value of jobs mentioned for schedule/schedules which is/are being applied for by the bidder; over the last three years.
 - b) Experience of rendering mechanized services in Public Access building of not less than 20,000 sq meters.
 - c) Ability to provide all the machinery/ equipment as per Annexure III (proof of provision and experience of using machinery previously)
- C. Bidder must provide experience certificate for mechanized cleaning/ housekeeping/ gardening (or mechanized services) from any reputed institutions /organizations/ hospitals where they provided similar services.
- D. Bidder must register with EOBI & Employees Social Security Institution

3.3 Bidding Method and Evaluation

3.3.1 Bidding Method

According to PPRA rule 38 2(a) single stage two envelopes bidding procedure shall be adopted.

3.3.2 Rejection of Bids

1. The Procuring Agency may reject all bids at any time prior to the acceptance of a bid. The Procuring Agency shall upon request communicate to the Bidder who participated in the process seeking the reasons for its bid's rejection, but is not required to justify those grounds.
2. The Procuring Agency incurs no liability, solely by virtue of its invoking Clause 32.1 towards bidders who have submitted bids.
3. Notice of rejection of any or all bids shall be given promptly to the concerned Bidders that submitted bids.

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3.3.3 Performance Security

The successful bidder shall furnish a Performance Security in the shape of a Bank Guarantee from a recognized bank operating in Pakistan on the format attached as **Annexure VI** of the amount equivalent to 10% of the total annual quote, with annual validity before the signing of the contract. The performance guarantee shall be renewed at least one month before its expiry for renewal of the contract.

3.3.4 Bid Evaluation

1. The total points allocated for the Technical and organizational strength component of the Bid is 100.
2. If the technical component achieves 70% points (of 100 Points), the bid will be considered technically responsive. Those bids scoring less than 70% will not be considered for financial bid opening.
3. Financial bids of technically responsive bidders shall be opened at a date and time fixed and notified in advance to the bidder. The contract will be awarded to the lowest financial bid of the technically qualified bidders (bidders scoring 70% or more in the technical evaluation)

3.3.4.1 Technical Evaluation

The technical evaluation of the bid shall be according to the criteria given in **Annexure V**. All compliance certificates need to be submitted with the technical bid along with all lists and other requirements with proofs.

3.3.4.2 Financial Evaluation

The financial evaluation of the bid shall be according to the financial evaluation I as given in **Annexure IV**. Incomplete bids shall stand rejected.

3.3.5 Redressal of Grievances

1. The Procuring Agency shall constitute a committee, according to Rule 67 of Punjab Procurements Rules 2014, comprising odd number of persons, with proper powers and authorizations, to address the complaints of bidders that may occur during the procurement process.
2. Any bidder feeling aggrieved by any act of the Procuring Agency after the

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submission of their bid may lodge a written complaint concerning his grievances till the award / signing of procurement contract by the Procuring Agency.

3. The committee shall investigate and decide upon the complaint within fifteen (15) days of the receipt of the complaint but prior to the entry into force of the procurement contract.
4. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

3.4 Joint Venture

Bids submitted by a joint venture/ Association of two (2) or more firms shall comply with the following requirements:

1. The bid and in case of a successful bid, the Form of Contract Agreement shall be signed so as to be legally binding on all partners;
2. One of the joint venture partners shall be nominated as being in charge; and this authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the joint venture partners;
3. The partner-in-charge shall always be duly authorized to deal with the Employer regarding all matters related with and/or incidental to the execution of Works as per the terms and Conditions of Contract and in this regard to incur any and all liabilities, receive instructions, give binding undertakings and receive payments on behalf of the joint venture;
4. All partners of the joint venture shall at all times and under all circumstances be liable jointly and severally for the execution of the Contract in accordance with the Contract terms and a statement to this effect shall be included in the authorization mentioned under Sub-Para (b) above.
5. A copy of the agreement entered into by the joint venture partners shall be submitted with the bid stating the conditions under which it will function, its period of duration, the persons authorized to represent and obligate it and which persons will be directly responsible for due performance of the Contract and can give valid receipts on behalf of the joint venture, the proportionate participation of the several firms forming the joint venture, and any other information necessary to permit a full appraisal of its functioning. No amendments / modifications whatsoever in the joint venture agreement shall be agreed to between the joint venture partners without prior written consent of the Employer.
6. One firm can submit one bid only along with a Joint Venture,

Kommentar [Q2]: Please clarify that in case of JV, whether only Incharge Partner shall be technically evaluated or all partners. Criteria should be modified accordingly.

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4 GENERAL CONDITIONS OF CONTRACT

4.1 Approach and Methodology

The Bidder shall explain his plan for performing the janitorial services as per the terms of the references and overall scope of this document. Use **Annexure VII** to provide detailed approach and methodology.

4.2 Roles and Responsibilities

4.2.1 Primary Responsibilities of the Firm

1. The service provider shall be responsible for maintaining a completely clean and pleasant hospital premises including but not limited to emergency, outdoor building(s), operation theaters, corridors, admin block, lawns, sewers and all uncovered areas including entrance road, staff offices, wards and any other area as required by the Procuring Agency.
2. The service provider shall provide cleaning services 24 hours per day, 365 days per year as per the requirement set out in the Service Specific Specifications and **Annexure II** relevant to the delivery of desired cleaning services.
3. The firm must abide by the prevailing labour laws including but not limited to Minimum wages, social security and EOBI. The Procuring Agency reserves the right to seek proof if the same is being paid to the janitors, the failure of which can lead to the Termination of the Contract.
4. The firm must provide uniform-kits, shoes, identification cards, personal protective equipment etc. to its entire staff deployed at the hospitals and ensure proper maintenance of it. Each uniform set will comprise of grey shirt and loose grey trousers for male sweepers and grey shalwar qameez with dupatta for female sweepers. All staff would be required to be in clean uniform at all times.
5. Ensure 100% staff attendance, required as per contract.
6. Provide the required equipment mentioned in **Annexure III**. The successful bidder shall have to make all this equipment physically available in the hospital before starting the work and these should always remain in working condition during the period of contract.
7. Waste management according to the hospitals waste management rules 2014 and other SOPs as communicated by the Procuring Agency.
8. The service provider shall develop and implement a maintenance plan for cleaning all types of surfaces, consistent with the manufacturer's maintenance recommendations or internationally accepted cleaning industry standards to extend the life of the surfaces through extensive periodic and restorative cleaning processes.
9. Biometric machine and android application for time recording by janitors and supervisors will be installed by the service provider.

Kommentar [Q3]: These may be termed as Terms of Reference

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10. The service provider will ensure that the no smoking environment rules in the hospital are respected. Violations will attract a fine of at least Rs. 1500 for each violation.
11. No materials or methods that are environmentally unfriendly may be used
12. In case of absence of a janitor or supervisor from duty, the service provider shall be responsible for providing a replacement. In case such is not done a fine of RS.2000 will be imposed for each instance.
13. The service provider will be responsible for paying his employees in the institution in the first 5 days of every month. Such payment will not depend on the payments made by the institution to the service provider. The service provider will pay his employees from his own resources. Any protest or strike observed by the janitors etc. will be considered a breach of contract and a minimum fine of **Rs. 5000** will be imposed for every incidence and will be doubled every 24 hours (**Rs. 5000** for first 24 hours, **Rs. 10,000** for 24 – 48 hours, **Rs. 20,000** for 48 – 72 hours and so on). If the strike continues for more than 5 days, the process for termination of contract may be initiated after the generation of an official report by the designated authority.
14. The service provider shall ensure that no member of the staff takes financial compensation or benefit from the patients or their attendants of any sort. A minimum fine of **Rs.5000** shall be levied for every instance of a proven or reportedly correct complaint of the same.
15. The cleaning of the sewer lines up to the main Pipe shall be the responsibility of the service provider.
16. The service provider, after discussion with the Procuring Agency/ Hospital management, shall employ female staff in areas where female patients are treated, and male staff where male patients are treated. Male staff shall be made available in labor intensive areas like corridors and outer areas etc.
17. The Supervisors shall be employed by the service provider for 24 hours as per requirements of the Procuring Agency/ Hospital administration. These supervisors are to perform the following roles:

4.2.2 Responsibilities of Supervisor(s)

1. Responsible for overall cleanliness / maintenance of the Hospital premises.
2. Act as an interface between the Client, Janitorial staff and the facility/ facilities staff.
3. Maintaining duly signed electronic daily audit sheets and complaint registers to record requests and feedback from the client from time to time and appropriate actions taken.
4. Coordinate any kind of transfers / relocations of the janitorial staff and the same shall also be reported to the Client.
5. Responsible for the turnout of the entire janitorial staff.
6. Decide the workload and janitorial staff deployment on a daily basis.
7. Determine and coordinate all the work schedules for all janitorial staff.
8. Maintain attendance for all the janitorial staff.
9. Ensuring presence of the janitorial staff at their respective stations and the completion and compliance of the various duties assigned to them.
10. Help induce a sense of responsibility, discipline and hygiene in all janitorial staff.

11. Ensure that all staff deployed for waste collection duties understand practices regarding waste collection for infection control including proper segregation, labeling, packaging (as per HWM rules 2014) and weight recording at collection and submission at the infectious waste room / temporary storage point.
12. Help the service provider in submitting the required reporting forms.
13. Maintain electronic inventory of the disposables and issue the same according to the needs in collaboration with the [client/](#) hospital administration.

4.3 Responsibilities of the Client

1. Facilitate the service provider in smooth provision of services.
2. Periodical performance monitoring of the service provider.
3. Timely payment of service provider invoices after generation of monthly report.
4. Provide office space/ storage for inventory and machinery and miscellaneous tasks by the Service Provider

4.4 Materials

1. The bidder, after surveying the Hospital, should propose the quantities and brands of the disposables as required in **Annexure I** of this document in the Methodology for Services (**Annexure VII**). The price of all disposables should be in-built in the financial quote per meter sq. (**Annexure IV**). However, if excess material is required to maintain the standard of cleanliness, the cost of the same shall be adjusted as per allowed variations. All material should be of acceptable quality of standard brands. The [client/ Hospital administration](#) reserves the right to get the brand changed if substandard material is being used without any increase in cost.
2. Service provider will store the materials of the required brands along with all required machinery in the store of the hospital and maintain electronic inventory at all times as agreed by the hospital administration.
3. Supervisor nominated by the service provider will indent the material on daily basis after approval by the authorized officer / Deputy Medical Superintendent.
4. Material will be inspected by the Inspection Committee (defined by the client & service provider), nominated for the purpose, prior to depositing into the store.
5. Materials should be deposited on the 27th of each month in the hospital store.
6. Authorized officer/ Deputy Medical Superintendent will sign the indent and will verify the stock register on daily basis. It will be the responsibility of the Service Provider to maintain the stock register, get the stock inspected and the inspection committee will verify it in time.

4.5 General Guidelines

1. In the event of any illness/ injuries resulting from any accident to their staff, the service provider shall take all responsibility for the same and provide necessary compensation towards medical care and meeting all medical expenses incurred for the same.
2. In case of any labor disputes regarding their employees, resolve the same at the earliest to ensure scheduled work is completed satisfactorily and on time.
3. No employer – employee relationship between hospital staff and facility management staff shall be maintained.
4. Ensure that all staff assigned to the hospital be adequately immunized against all types of communicable diseases and periodically monitored through health check-ups.
5. The services provider shall provide the names, address, age and a fresh medical certificate of the workers to be deployed at the Hospital well in advance (a week).
6. The age limit of the provided staff shall be in the following range:
 - i. Sweepers – 18 to 40
 - ii. Supervisors – 25 to 45
7. Working hours of janitorial staff and supervisors will be shift Wise divided into three shifts per day (8 hour shift)

4.6 Performance Specifications

A) Cleaning Schedule

All functional areas in the hospital have been assigned one of three risk areas based on below mentioned criteria:

1. The risk of infection to patients.
2. Occupational health and safety risk to staff and visitors
3. Aesthetics e.g. reception areas, grounds
4. Value for money

The risk category shall determine cleaning frequencies as mentioned below under the cleaning schedule:

Table 11.1: Categorization of Risk

Category	Status	Functional Areas included
1	High Risk	Emergency – Surgical and Medical
		Isolation Rooms
		Dialysis Unit
		Operation Theater
		Labor Rooms
2	Moderate Risk	Wards (those inside an OPD building)
		Pharmacy – OPD & Emergency
		Laboratories, including Pathology
		Mortuary
		Radiology
		OPD, including treatment rooms & clinical consultation rooms
		Patient washrooms
		Corridors
		Waiting Areas
		Stairs / Ramps
3	Low Risk	Administrative areas
		Stores
		Record storage and archives
		External areas
		Staff Changing Rooms

Each janitor will be required to perform his duty in the assigned work area with following minimum frequency of cleaning ¹against each element's Service Standards and Requirements mentioned in **Annexure II**.

Table 11.2: Minimum Frequency of the Cleaning

No.	Element	HighRisk	ModerateRisk	LowRisk
1	Overall appearance	n/a	n/a	n/a
2	Odour Control	n/a	n/a	n/a

¹A part from the cleaning schedule mentioned above, cleaning services should be provided by the service provider as and when needed or as directed by the Hospital authorities from time to time.

No.	Element	HighRisk	ModerateRisk	LowRisk
3	Commodities, weighing scales, manual handling equipment	Clean contact point each use, 1 full clean ² daily & between patient use	Clean contact point each use, 1 full clean daily & between patient use	n/a
4	Patient wash bowls	1 full clean daily and between patient use	1 full clean daily and between patient use	n/a
5	Bedsides oxygen and suction connectors	1 full clean daily and between Patient use	1 full clean daily and between Patient use	n/a
6	Patient Fans	1 full clean daily and between patient use	1 full clean daily and between patient use	n/a
7	Drug trolley	1 full clean weekly	1 full clean weekly	n/a
8	Entrance/Exit	4 full cleans daily, dust control as required, 1 machine clean weekly	2 full cleans daily, dust control as required, 1 machine clean weekly	n/a
9	Stairs (internal and external)	2 full cleans daily, dust control as required, 1 machine clean weekly	2 full cleans daily, dust control as required, 1 machine clean weekly	n/a
10	External areas	3 full clean daily	1 full clean daily	n/a

²Full Clean - is where all aspects of the element are fully cleaned on each occasion in accordance with a documented specification

No.	Element	HighRisk	ModerateRisk	LowRisk
11	Switches, sockets and data points	1 full clean daily	1 full clean daily	1 full clean daily
12	Walls	Check clean daily and 1 full clean weekly	Check clean daily and 1 full clean weekly	Check clean daily and 1 full clean weekly
13	Ceiling	1 Full clean weekly	1 Full clean weekly	Wash every third year or replace as required
14	All doors	2 full clean daily and check clean as required	1 full clean daily and check clean as required	1 full clean weekly
15	All internal glass and glazing	Check clean daily and 1 full clean weekly	Check clean daily and 1 full clean weekly	1 full clean weekly
16	All external glass and glazing	1 full clean yearly	1 full clean every second year	1 full clean every third year
17	Mirrors	1 full clean daily and check clean as required	1 full clean daily and check clean as required	1 full clean daily and check clean as required
18	Ventilation grilles, extracts and inlets	1 full clean weekly	1 full clean weekly	1 full clean weekly
19	Floor - polished	5 full cleans daily, 1 check clean daily dust control as required, machine clean weekly	1 full clean daily, 1 dust control daily, machine clean monthly	1 full clean weekly, 1 check clean daily, machine clean quarterly
20	Floor - Non-slip	5 full cleans daily, 1 check clean daily dust control as required, machine clean weekly	1 full clean daily, machine clean monthly	1 full clean weekly, 1 check clean daily, machine clean quarterly

No.	Element	HighRisk	ModerateRisk	LowRisk
21	Electrical items, e.g. overhead lights	1 check clean daily and 1 full clean monthly	1 check clean daily and 1 full clean monthly	1 check clean weekly and 1 full clean monthly
22	Chairs	1 full clean and 1 check clean daily	1 full clean daily	1 full clean weekly
23	Beds/ Trolleys/ Mattresses	Bedframe, including all component parts daily, mattresses weekly and on discharge, total full clean on discharge	Bedframe, including all component parts daily, mattresses weekly and on discharge, total full clean on discharge	n/a
24	Lockers/ Wardrobes/ Drawers	1 full clean daily	1 check clean daily and 1 full clean weekly	n/a
25	Tables/ Bed tables	1 full clean daily	1 check clean daily and 1 full clean weekly	n/a
26	All dispensers/ holders	1 full clean daily and daily as required	1 full clean daily and daily as required	1 full clean daily and daily as required
27	Waste receptacle s/ bins	1 full clean daily and 1 check clean daily and 1 deep clean weekly	1 full clean daily and 1 deep clean weekly	1 full clean weekly and 1 deep clean monthly
28	Wash Basins	Daily check system in operation to include 3 full cleans and 2 check cleans	Daily check system in operation to include 3 full cleans and 2 check cleans	Daily check system in operation to include 3 full cleans and 2 check cleans

No.	Element	HighRisk	ModerateRisk	LowRisk
29	Toilets/Urinals/Bidet	Dailychecksysteminoperationtoinclude4fullcleansand2checkcleans	Dailychecksysteminoperationtoinclude3fullcleansand2checkcleans	Dailychecksysteminoperationtoinclude3fullcleansand2checkcleans
31	Computers/Telephones/OfficeEquipment	1fullcleandaily	1fullcleandaily	1fullcleanweekly
32	DirtyUtility/StorageRoom	1fullcleanand1checkcleandaily	1fullcleandaily	1fullcleandaily
23	Beds/Trolleys/Mattresses	Bedframe,includingallcomponentpartsdaily,mattressesweeklyandondischarge,totalfullcleanondischarge	Bedframe,includingallcomponentpartsdaily,mattressesweeklyandondischarge,totalfullcleanondischarge	n/a
24	Lockers/Wardrobes/Drawers	1fullcleandaily	1checkcleandailyand1fullcleanweekly	n/a
25	Tables/Bedtables	1fullcleandaily	1checkcleandailyand1fullcleanweekly	n/a
26	Alldispensers/holders	1fullcleandailyanddailyasrequired	1fullcleandailyanddailyasrequired	1fullcleandailyanddailyasrequired
27	Wastereceptacles/bins	1fullcleandailyand1checkcleandailyand1deepcleanweekly	1fullcleandailyand1deepcleanweekly	1fullcleanweeklyand1deepcleanmonthly

No.	Element	HighRisk	ModerateRisk	LowRisk
28	WashBasins	Dailychecksysteminoperationtoinclude3fullcleansand2checkcleans	Dailychecksysteminoperationtoinclude3fullcleansand2checkcleans	Dailychecksysteminoperationtoinclude3fullcleansand2checkcleans
29	Toilets/Urinals/Bidet	Dailychecksysteminoperationtoinclude4fullcleansand2checkcleans	Dailychecksysteminoperationtoinclude3fullcleansand2checkcleans	Dailychecksysteminoperationtoinclude3fullcleansand2checkcleans
31	Computers/Telephones/OfficeEquipment	1fullcleandaily	1fullcleandaily	1fullcleanweekly
32	DirtyUtility/StorageRoom	1fullcleanand1checkcleandaily	1fullcleandaily	1fullcleandaily
23	Beds/Trolleys/Mattresses	Bedframe,includingallcomponentpartsdaily,mattressesweeklyandondischarge,totalfullcleanondischarge	Bedframe,includingallcomponentpartsdaily,mattressesweeklyandondischarge,totalfullcleanondischarge	n/a

4.7.1 Monitoring, Evaluation and Corrective Plan

The service provider’s performance will be monitored on a daily basis by the assigned Focal Person. An appropriate senior member, ideally DMS/AMS Infection Control will be assigned as the focal person for this task. On any one of the seven days of a week, the Focal Person will score cleanliness as per the weekly cleaning review sheet given in **Annexure II**. In addition, the Focal Person will also crosscheck each washroom’s toilets and compare its fixtures against the handing over list of fixtures.

After every visit an overall percentage score will be calculated for each risk category. This score will be an average of the individual percentages of each indicator area. For example, for High Risk, overall percentage cleanliness will be calculated as:

Table 11.3: Scoring Against Risk Category

High Risk Area	Score obtained	Percentage Score
Isolation Room	$(3+3+3+3+3)/24 = 18/24$	75%
Dialysis Unit	$(4+4+4+4+4)/24 = 24/24$	100%
Medical Emergency	$(3+3+3+3+3)/24 = 18/24$	75%
Surgical Emergency	$(3+3+3+3+3)/24 = 18/24$	75%
Operation Theater	$(3+3+3)/12 = 9/12$	75%
Labor Rooms	$(2+2+2+2+2)/20 = 10/20$	50%
Average Score		75%

Every time an area is found to be below 80% it will be given the following time for corrective action.

Risk Category	Time Frame for Corrective Action
High Risk Area	1 hours of reporting of problem to the service provider
Moderate Risk Area	3 hours of reporting of problem to the service provider
Low Risk Area	6 hours of reporting of problem to the service provider

The focal person will visit the site once again after the stipulated time and in case the identified problem is not corrected; the following fines will be imposed right away.

4.7.2 Penalties

In case of inability to address identified problem by focal person within the allotted times, the focal person will hand out the following fines immediately:

Table 11.4: Daily Penalty Criteria

RiskCategory	Fine
High Risk Area	Rs. 2500
Moderate Risk Area	Rs. 1500
Low Risk Area	Rs. 1000

Once all areas are scored, their scores will be scaled with respect to their risk category using the following weights and an overall weekly score will be obtained.

Table 11.5: Weekly Penalty Imposition Criteria

Risk Category	Weightage
High risk	50%
Moderate risk	30%
Low risk	20%

- i. For examples, using the already obtained 75% in High Risk category, if a certain hospital receives 67% in Moderate Risk category and 80% in Low Risk category, it will obtain an overall score of $75\% \times 0.5 + 67\% \times 0.3 + 80\% \times 0.2 = (37.5 + 20+16)\% = 73.5\%$
- ii. This will be the overall score for this week's performance. Averaging all weekly performances of the month, a monthly score will be calculated.
- iii. Service providers will be expected to maintain an average minimum score of 80% as well as 80% in each respective category at all times. If the service provider scores less than 80% in the monthly score, another fine worth Rs. 2500 will be placed. If this continues for another month, the second month's fine will be doubled to Rs. 5000 and then doubled again to Rs. 10,000.
- iv. After a month of score below 80%, the monthly score is not restored to 80% the following month, punitive action may be taken against the service provider including financial penalties, suspension or cancellation of the contract.

4.8 Termination of the Agreement

- a) Without prejudice to any other available rights / remedies, the Hospital shall have the right to terminate this agreement at its option for any reason specifically provided hereunder or otherwise in case of any breach of this agreement by Service Provider.
- b) The performance of services by the Service Provider under this agreement shall remain under observation during the whole period of the agreement, in case the services are found non satisfactory, below the specified standard or nonperformance due to strike of the Service Provider staff / manpower, this contract shall be terminated by the Hospital at any time with immediate effect]
- c) In such events e.g. nonperformance due to strike or violation of contract, the Service Provider shall be BLACKLISTED as per the prevailing PPRA rules and performance security will be encashed or the cleaning equipment may be confiscated (cost of whichever is higher)
- d) Notwithstanding anything contained in this agreement, each party shall have the right to terminate this agreement upon 180days' written notice to the other party and upon written/ recorded reasons for the same.
- e) The Procuring Agency shall be entitled to terminate this agreement forthwith at any time upon serving notice in the event of misconduct either on the part of the Service Provider or its employees or nonperformance of responsibilities and services by the Service Provider.
- f) The termination shall be without prejudice to the acquired rights and liabilities of either party prior to termination.

4.9. Renewal of Contract

- a) The contract will be signed between the hospital and the service provider for a period of three years with annual renewal. The prices shall be locked for the same period (3 years). The annual renewal shall be based on the following (not limited to) conditions:
 - 1. Performance review of the service provider
 - 2. Approval of the Board of Management
 - 3. Mutual consent of both parties
 - 4. Approval of budget for the services
 - 5. Renewal of the performance security by the service provider

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5 SPECIAL CONDITIONS OF CONTRACT

1. The service provider shall be liable to pay compensation for any loss and damage caused to the property of the Procuring Agency or its patients by the Service Provider or its workers. The Service Provider can also partner with an insurance company that will pay to compensate for the damage on behalf on the Service Provider.
2. The Service Provider shall be fully responsible for safekeeping all the bathroom fittings and fixtures throughout the contract period. The current state of each bathroom will be recorded at the time of handing over and signed off by both parties to be maintained at that level at all times.
3. The Service Provider shall be entirely responsible for the conduct of its staff and in case of any complaint against any staff, Service Provider will be under obligation to take necessary action to replace any staff (under the clause of persona non grata) when instructed in writing by the Focal Officer appointed by the client. The Service Provider shall observe all the laws and will responsible for any prosecution or liability rising from breach of labor laws & HWM rules 2014. The Client shall not be responsible for any such action with regard to staff on the rolls of the Service Provider whatsoever.
4. In such circumstances when the service provider is unable to provide the required services, the client has the right to withhold payment and procure the services of any other service provider for the same financial amount.

ANNEXURES

ANNEXURE-I

Necessary Cleaning Supplies

Sr.	Cleaning Supplies Required	Per Month Qty Required	
1.	Phenyl 3Litter	Bottles	200
2.	Phenyl (balls)	Kg	30
3.	Dettol 01 Liter	Bottles	50
4.	Brooms (Narial Jharo)	Kg	100
5.	Brooms (Phool Jharo)	No	100
6.	Furniture dusters	No	50
7.	Mirror Cleaner (500 ml) Glint or Equivalent	No	30
8.	Wipers (Large)+ small	No	50
9.	Brushes for Toilet Cleaning	No	50
10.	Scraper Brush	No	20
11.	Web cleaner brush	No	20
12.	Pump for Toilet (Plunger)	No	20
13.	Floor Mops	No	40
14.	Floor Mops Refill	No	60
15.	Liquid Max 475ml (Vim or Equivalent)	Bottles	50
16.	Braso Polish	No	05
17.	Air Freshener	No	30
18.	Soap - small life boy	No	300
19.	Surf or Equivalent	Kg	80
20.	Harpic disinfectant (Bath room cleaner) 500ML	No	100

WeeklyCleaningReviewSheet

<u>Cleaning ReviewSheet</u>				
<u>Nameofdesignatedhos pitalstaff</u>		<u>Date</u>		
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
<u>CLEANLINESS</u>	<u>VeryDirty</u>	<u>Dirty</u>	<u>Acceptable</u>	<u>Clean</u>
<u>IsolationRoom</u>		<u>FunctionalRiskCategory</u>	<u>High</u>	
<u>Floor</u>	<u>Morethanquarterofthefloor isdustyorwet OR Morethan2piecesoflitter</u>	<u>Lessthanquarter ofthefloorisdustyorwetAN D 1-2piecesoflitter</u>	<u>Lessthanquarter ofthefloorisdustyorwetAN D Nolitter</u>	<u>Floorisclean,freeofdustanddryAND Nolitter</u>
<u>Windowsandvents(glass, netandwindowsill)</u>	<u>Morethanhalfthewindow sandventsaredusty</u>	<u>Quartertohalfwindowsand ventsaredusty</u>	<u>Lessthanquarterwindowsandv entsaredusty</u>	<u>Allwindowsandventsareclean</u>
<u>Fans</u>	<u>Morethanhalfthefansaredu sty</u>	<u>Quartertohalffansaredusty</u>	<u>Lessthanone- fourthfansaredusty</u>	<u>Allfansareclean</u>
<u>Bedsheets/Macintosh</u>	<u>Morethan1bedsheetsintheroo maredirty (1ormorebigstainsor 3smallstainsofblood,vomit,mot ion.)</u>	<u>Morethan1bedsheetsintheroo maredirty(leftovers offood/medicineleaflets)</u>	<u>bedsheetsintheroom isdirty (1ormorebigstainsor 3smallstainsofblood,vomit,mot ion,orleftovers offood/medicineleaflets)</u>	<u>Allbedsheetsarecleanandpresent</u>
<u>Sidetables</u>	<u>Morethan2sidetablesare dusty</u>	<u>2sidetablesaredusty</u>	<u>1sidetableisdusty</u>	<u>Allsidetablesareclean</u>

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<u>Atmosphere</u>	<u>Badsmell</u> <u>AND</u>	<u>Badsmell</u> <u>OR</u>	<u>Nosmell</u> <u>OR</u>	<u>Nosmell</u>
<u>DialysisUnit</u> <u>FunctionalRiskCategory</u> <u>High</u>				
<u>Floor</u>	<u>Morethanquarteroftheflo</u> <u>orisdustyorwet</u> <u>OR</u> <u>Morethan2piecesoflitter</u>	<u>Lessthanquarter</u> <u>ofthefloorisdustyorwetAN</u> <u>D</u> <u>1-2piecesoflitter</u>	<u>Lessthanquarter</u> <u>ofthefloorisdustyorwetAN</u> <u>D</u> <u>Nolitter</u>	<u>Floorisclean.freeofdustanddryAND</u> <u>Nolitter</u>
<u>Windowsandvents(glass,</u> <u>netandwindowsill)</u>	<u>Morethanhalfthewindo</u> <u>wsandventsaredusty</u>	<u>Quartertohalfwindowsan</u> <u>dventsaredusty</u>	<u>Lessthanquarterwindowsand</u> <u>ventsaredusty</u>	<u>Allwindowsandventsareclean</u>
<u>Fans</u>	<u>Morethanhalfofthefansared</u> <u>usty</u>	<u>Quartertohalffansaredust</u> <u>y</u>	<u>Lessthanone-</u> <u>fourthfansaredusty</u>	<u>Allfansareclean</u>
<u>Bedsheets/Macintosh</u>	<u>Morethan1bedsheetsinthero</u> <u>omaredirty</u> <u>(1ormorebigstainsor</u> <u>3smallstainsofblood,vomit,m</u> <u>otion.)</u>	<u>Morethan1bedsheetsinthero</u> <u>omaredirty</u> <u>(leftoversoffood/medic inleaf</u> <u>lets)</u>	<u>bedsheetsintheroom isdirty</u> <u>(1ormorebigstainsor</u> <u>3smallstainsofblood,vomit,m</u> <u>otion,orleftoversoffood/medic</u> <u>inleaflets)</u>	<u>Allbedsheetsarecleanandprese</u> <u>nt</u>
<u>Sidetables</u>	<u>Morethan2sidetablesare</u> <u>dusty</u>	<u>2sidetablesaredusty</u>	<u>1sidetableisdusty</u>	<u>Allsidetablesareclean</u>
<u>Atmosphere</u>	<u>Badsmell</u>	<u>Badsmell</u>	<u>Nosmell</u>	<u>Nosmell</u>
<u>MedicalEmergency</u> <u>FunctionalRiskCategory</u> <u>High</u>				

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<u>Floor</u>	<u>More than half of the floor is dusty or wet</u> OR <u>More than 6 pieces of litter</u>	<u>Quarter to half of the floor is dusty or wet</u> OR <u>4-6 pieces of litter</u>	<u>Less than quarter of the floor is dusty or wet</u> OR <u>1-3 pieces of litter</u>	<u>Floor is clean and dry No litter</u>
<u>Windows and vents (glass, net and window sill)</u>	<u>More than half the windows and vents are dusty</u>	<u>Quarter to half windows and vents are dusty</u>	<u>Less than quarter windows and vents are dusty</u>	<u>All windows and vents are clean</u>
<u>Fans</u>	<u>More than half of the fans are dusty</u>	<u>Quarter to half fans are dusty</u>	<u>Less than one-fourth fans are dusty</u>	<u>All fans are clean</u>
<u>Bedsheets/Macintosh</u>	<u>More than 1 bedsheet in the room is dirty</u> <u>(1 or more big stains or 3 small stains of blood, vomit, motion.)</u>	<u>More than 1 bedsheet in the room is dirty</u> <u>(leftovers of food/medicine leaflets)</u>	<u>bedsheets in the room is dirty</u> <u>(1 or more big stains or 3 small stains of blood, vomit, motion, or leftovers of food/medicine leaflets)</u>	<u>All bedsheets are clean and present</u>
<u>Sidetables</u>	<u>More than 2 sidetables are dusty</u>	<u>2 sidetables are dusty</u>	<u>1 sidetable is dusty</u>	<u>All sidetables are clean</u>
<u>Atmosphere</u>	<u>Bad smell</u>	<u>Bad smell</u>	<u>No smell</u>	<u>No smell</u>
<u>Surgical Emergency</u> <u>Functional Risk Category</u> <u>High</u>				
<u>Floor</u>	<u>More than half of the floor is dusty or wet</u> OR <u>More than 6 pieces of litter</u>	<u>Quarter to half of the floor is dusty or wet</u> OR <u>4-6 pieces of litter</u>	<u>Less than quarter of the floor is dusty or wet</u> OR <u>1-3 pieces of litter</u>	<u>Floor is clean and dry No litter</u>
<u>Windows and vents (glass, net and window sill)</u>	<u>More than half the windows and vents are dusty</u>	<u>Quarter to half windows and vents are dusty</u>	<u>Less than quarter windows and vents are dusty</u>	<u>All windows and vents are clean</u>

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<u>Fans</u>	<u>More than half of the fans are dusty</u>	<u>Quarter to half fans are dusty</u>	<u>Less than one-fourth fans are dusty</u>	<u>All fans are clean</u>
<u>Bedsheets/Macintosh</u>	<u>More than 1 bedsheet in the room are dirty (1 or more big stains or 3 small stains of blood, vomit, motion.)</u>	<u>More than 1 bedsheet in the room are dirty (leftovers of food/medicine leaflets)</u>	<u>bedsheets in the room is dirty (1 or more big stains or 3 small stains of blood, vomit, motion, or leftovers of food/medicine leaflets)</u>	<u>All bedsheets are clean and present</u>
<u>Sidetable</u>	<u>More than 2 sidetables are dusty</u>	<u>2 sidetables are dusty</u>	<u>1 sidetable is dusty</u>	<u>All sidetables are clean</u>
<u>Atmosphere</u>	<u>Bad smell</u>	<u>Bad smell</u>	<u>No smell</u>	<u>No smell</u>
<u>Operation Theater</u> <u>Functional Risk Category</u> <u>High</u>				
<u>Floor (observe when no operation is underway)</u>	<u>Blood spillage AND Medical waste</u>	<u>Blood spillage OR Medical waste</u>	<u>Only dust</u>	<u>No trace of blood, medical waste or dust</u>
<u>Operation table (observe when no operation is underway)</u>	<u>Heavily stained (1 big stain or 4-5 small stains)</u>	<u>Lightly stained (3 to 4 small stains)</u>	<u>Very lightly stained (1 to 2 stains)</u>	<u>No stains</u>
<u>Atmosphere</u>	<u>Bad smell</u>	<u>Bad smell</u>	<u>No smell</u>	<u>No smell</u>
<u>Labor Room</u> <u>Functional Risk Category</u> <u>High</u>				
<u>Floor</u>	<u>Blood spillage AND Medical waste</u>	<u>Blood spillage OR Medical waste</u>	<u>Only dust</u>	<u>No trace of blood, medical waste or dust</u>

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<u>Windowsandvents(glass,netandwindowsill)</u>	<u>Morethanhalfthewindow sandventsaredusty</u>	<u>Quartertohalfwindowsandventsaredusty</u>	<u>Lessthanquarterwindowsandventsaredusty</u>	<u>Allwindowsandventsareclean</u>
<u>Fans</u>	<u>Morethanhalfofthefansaredusty</u>	<u>Quartertohalffansaredusty</u>	<u>Lessthanone-fourthfansaredusty</u>	<u>Allfansareclean</u>
<u>Bedsheets/Macintosh</u>	<u>Morethan1bedsheetsintheroomaredirty (1ormorebigstainsor 3smallstainsofblood,vomit,motion.)</u>	<u>Morethan1bedsheetsintheroomaredirty (leftoversoffood/medicineleaflets)</u>	<u>bedsheetsintheroom isdirty (1ormorebigstainsor 3smallstainsofblood,vomit,motion,orleftoversoffood/medicineleaflets)</u>	<u>Allbedsheetsarecleanandpresent</u>
<u>Atmosphere</u>	<u>Badsmell</u>	<u>Badsmell</u>	<u>Nosmell</u>	<u>Nosmell</u>
<u>Wards/OPDrooms</u>		<u>FunctionalRiskCategory</u>	<u>High</u>	
<u>Floor</u>	<u>Morethanhalfofthefloorisdustyorwet OR Morethan6piecesoflitter</u>	<u>Quartertohalf ofthefloorisdustyorwet OR 4-6piecesoflitter</u>	<u>Lessthanquarterofthefloorisdustyorwet OR 1-3piecesoflitter</u>	<u>Floorisclean,freeofdustanddryAND Nolitter</u>
<u>Windowsandvents(glass,netandwindowsill)</u>	<u>Morethanhalfthewindow sandventsaredusty</u>	<u>Quartertohalfwindowsandventsaredusty</u>	<u>Lessthanquarterwindowsandventsaredusty</u>	<u>Allwindowsandventsareclean</u>
<u>Fans</u>	<u>Morethanhalfofthefansaredusty</u>	<u>Quartertohalffansaredusty</u>	<u>Lessthanone-fourthfansaredusty</u>	<u>Allfansareclean</u>
<u>Bedsheets/Macintosh</u>	<u>Morethan1bedsheetsintheroomaredirty (1ormorebigstainsor 3smallstainsofblood,vomit,</u>	<u>Morethan1bedsheetsintheroomaredirty(leftovers offood/medicineleaflets)</u>	<u>bedsheetsintheroom isdirty (1ormorebigstainsor 3smallstainsofblood,vomit,motion,orleftovers of</u>	<u>Allbedsheetsarecleanandpresent</u>

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	<u>motion)</u>		<u>food/medicine leaflets)</u>	
<u>Sidetable</u>	<u>More than 2 sidetables are dusty</u>	<u>2 sidetables are dusty</u>	<u>1 sidetable is dusty</u>	<u>All sidetables are clean</u>
<u>Atmosphere</u>	<u>Bad smell</u>	<u>Bad smell</u>	<u>No smell</u>	<u>No smell</u>
<u>Pharmacy</u>		<u>Functional Risk Category</u>	<u>Moderate</u>	
<u>Floor</u>	<u>More than half of the floor is dusty or wet OR More than 5 pieces of litter</u>	<u>Quarter to half of the floor is dusty or wet OR 3-5 pieces of litter</u>	<u>Less than quarter of the floor is dusty or wet OR 1-2 pieces of litter</u>	<u>Floor is clean, free of dust and dry AND No litter</u>
<u>Pharmacy counter</u>	<u>More than half the counter is dusty</u>	<u>Quarter of the counter is dusty</u>	<u>Less than quarter of the counter is dusty</u>	<u>Counter is free of dust and dry</u>
<u>Windows and vents (glass, net and window sill)</u>	<u>More than half the windows and vents are dusty</u>	<u>Quarter to half windows and vents are dusty</u>	<u>Less than quarter windows and vents are dusty</u>	<u>All windows and vents are clean</u>
<u>Fans</u>	<u>More than half of the fans are dusty</u>	<u>Quarter to half fans are dusty</u>	<u>Less than one-fourth fans are dusty</u>	<u>All fans are clean</u>
<u>Atmosphere</u>	<u>Bad smell</u>	<u>Bad smell</u>	<u>No smell</u>	<u>No smell</u>
<u>Pathology Lab</u>		<u>Functional Risk Category</u>	<u>Moderate</u>	
<u>Floor</u>	<u>More than one third of the floor is dusty or wet OR</u>	<u>Quarter to one third of the floor is dusty or wet OR</u>	<u>Less than quarter of the floor is dusty or wet OR</u>	<u>Floor is clean, free of dust and dry AND No litter</u>

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	<u>Morethan3piecesoflitter</u>	<u>1-2piecesoflitter</u>	<u>Nolitter</u>	
<u>Workcounter</u>	<u>Morethanaquarterofthecount erisdusty</u> <u>OR</u> <u>Materialsspilledovermorethan aquarterofthecounter</u>	<u>1squarefootonthecounterisdust y</u> <u>OR</u> <u>Materialsspilledover1square footofthecounter</u>	<u>Dustisvisibleinsmallpatch esbutlessthan1squarefoot area</u> <u>OR</u> <u>Materialsarespilledat1- 2placesleavingverysmallmar ks</u>	<u>CounterisfreeofdustanddryAND</u> <u>Nomaterialsarespilled</u>
<u>Equipment</u>	<u>Morethan3piecesofequipment aredustyorhavegrimesettledon them</u>	<u>2- 3piecesofequipmentaredustyorh asgrimesettledonit</u>	<u>1pieceofequipmentisdust y</u> <u>AND</u> <u>Nopiecehasgrimesettledonit</u>	<u>NopieceofequipmentisdustyAND</u> <u>Nopiecehasgrimesettledonit</u>
<u>Windowsandvents(glass, netandwindowsill)</u>	<u>Morethanhalfthewindowsandv entsaredusty</u>	<u>Quartertohalfwindowsandvents aredusty</u>	<u>Lessthanquarterwindowsandv entsaredusty</u>	<u>Allwindowsandventsareclean</u>
<u>Fans</u>	<u>Morethanhalfofthefansaredu sty</u>	<u>Quartertohalffansaredusty</u>	<u>Lessthanone- fourthfansaredusty</u>	<u>Allfansareclean</u>
<u>Airconditioners</u>	<u>Morethanhalfoftheventsandthe outsideshellofoneACisdusty</u>	<u>Onequarteroftheventsandtheout sideshellofoneACisdusty</u>	<u>SomedustononeAC</u>	<u>NodustontheAC</u>
<u>Atmosphere</u>	<u>Badsmell</u>	<u>Badsmell</u>	<u>Nosmell</u>	<u>Nosmell</u>

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<u>RadiologyLab</u>		<u>FunctionalRiskCategory</u>	<u>Moderate</u>	
<u>Floor</u>	<u>Morethanaonethirdoftheflooris dustyorwet</u> <u>OR</u> <u>Morethan3piecesoflitter</u>	<u>Quartertooneithirdoftheflooris dustyorwet</u> <u>OR</u> <u>1-2piecesoflitter</u>	<u>Lessthanquarterofthefloorisdust yorwet</u> <u>OR</u> <u>Nolitter</u>	<u>Floorisclean.freeofdustanddryAND Nolitter</u>
<u>Workcounter</u>	<u>Morethanaquarterofthecount erisdusty</u> <u>OR</u> <u>Materialsspilledovermorethan aquarterofthecounter</u>	<u>1squarefootonthecounterisdust y</u> <u>OR</u> <u>Materialsspilledover1square footofthecounter</u>	<u>Dustisvisibleinsmallpatch esbutlessthan1squarefoot area</u> <u>OR</u> <u>Materialsarespilledat1- 2placesleavingverysmallmar ks</u>	<u>CounterisfreeofdustanddryAND Nomaterialsarespilled</u>
<u>X-raymachine</u>	<u>LooksoveralldustyO</u> <u>R</u> <u>Hasoldlayers ofdustsettledonit</u>	<u>HassomedustOR</u> <u>Hassomeareasofgathereddust</u>	<u>Appearscleananddust-freeAND</u> <u>Hassomeareasofgathereddust</u>	<u>Appearscleananddust-freeAND Nolayers.ofolddust</u>
<u>Equipment</u>	<u>Morethan3piecesofequipment aredustyorhavegrimesettledon them</u>	<u>2- 3piecesofequipmentaredustyorh asgrimesettledonit</u>	<u>1pieceofequipmentisdust y</u> <u>AND</u> <u>Nopiecehasgrimesettledonit</u>	<u>NopieceofequipmentisdustyAND Nopiecehasgrimesettledonit</u>

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<u>Windowsandvents(glass,netandwindowsill)</u>	<u>Morethanhalfthewindowsandventsaredusty</u>	<u>Quartertohalfwindowsandventsaredusty</u>	<u>Lessthanquarterwindowsandventsaredusty</u>	<u>Allwindowsandventsareclean</u>
<u>Fans</u>	<u>Morethanhalfofthefansaredusty</u>	<u>Quartertohalffansaredusty</u>	<u>Lessthanone-fourthfansaredusty</u>	<u>Allfansareclean</u>
<u>Airconditioners</u>	<u>MorethanhalfoftheventsandtheoutsideshelloneACisdusty</u>	<u>OnequarteroftheventsandtheoutsideshelloneACisdusty</u>	<u>SomedustononeAC</u>	<u>NodustontheAC</u>
<u>Atmosphere</u>	<u>Badsmell</u>	<u>Badsmell</u>	<u>Nosmell</u>	<u>Nosmell</u>
<u>Patientwashroom</u>		<u>FunctionalRiskCategory</u>	<u>Moderate</u>	
<u>Floor(cubicle)</u>	<u>Morethanhalfoftheflooriswet,dustyorlittered</u>	<u>Quartertohalfoftheflooriswet,dustyorlittered</u>	<u>Lessthanquarteroftheflooriswet,dustyorlittered</u>	<u>Flooriscleananddry(nosignofwetness,dustorlitter)</u>
<u>Toilet(cubicle)</u>	<u>Feetplace/commodedirtyANDD Insideoftoiletdirty</u>	<u>Feetplace/commodedirtyOR Insideoftoiletdirty</u>	<u>Feetplace/commodecleanANDD InsideoftoiletcleanAND D Flush(tanky)isdirty</u>	<u>Feetplace/commodecleanInsideoftoiletclean Flush(tanky)c clean</u>
<u>Washbasin(washroom)</u>	<u>TapandSinkaredirty(drainageblocked)AND Nossoap</u>	<u>TapandSinkaredirty(spots)OR Nossoap</u>	<u>TapandSinkaredirty(spots)AND Soappresent</u>	<u>TapandSinkarecleanAND Soappresent</u>
<u>Windowsandvents(glass,netandwindowsill)</u>	<u>Morethanhalfthewindowsandventsaredusty</u>	<u>Quartertohalfwindowsandventsaredusty</u>	<u>Lessthanquarterwindowsandventsaredusty</u>	<u>Allwindowsandventsareclean</u>

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<u>Atmosphere(washroom)</u>	<u>BadsmellO</u> R <u>No bulb installed</u>	<u>Badsmella</u> ND <u>Bulbs installed</u>	<u>NosmellO</u> R <u>Bulbs installed</u>	<u>Pleasantmella</u> ND <u>Bulbs installed</u>
<u>Waitingarea</u>		<u>FunctionalRiskCategory</u>	<u>Moderate</u>	
<u>Floor</u>	<u>Morethanhalf</u> ofthefloorisdu tyorwet OR <u>Morethan6</u> piecesoflitter(inclu dingcigarettebuttsorbirdexcret a)	<u>Quarterto</u> half ofthefloorisdustyorwet OR <u>4-6</u> piecesoflitter	<u>Lessthan</u> quarterofthefloori sdustyorwet OR <u>1-3</u> piecesoflitter	<u>Flooriscleananddry</u> No lit ter
<u>Windowsandvents(glass, n etandwindowsill)</u>	<u>Morethan</u> halfthewindow sandventsaredusty	<u>Quarterto</u> halfwindowsand ventsaredusty	<u>Lessthan</u> quarterwindowsand entsaredusty	<u>Allwindowsandventsare</u> clean
<u>Fans</u>	<u>Morethan</u> halfofthefansaredu sty	<u>Quarterto</u> halffansaredusty	<u>Lessthan</u> none- <u>fourth</u> fansaredusty	<u>Allfansare</u> clean
<u>Furniture</u>	<u>Morethan</u> halftheseatsaredu sty	<u>Quarterto</u> halfoftheseatsaredu ty	<u>Lessthan</u> quarterseatsaredusty	<u>Allseatsare</u> clean
<u>Atmosphere</u>	<u>Badsmella</u> ND <u>Mosquitoesorhouseflies</u> flyi ngaround	<u>BadsmellO</u> R <u>Mosquitoesorhouseflies</u>	<u>Nosmella</u> ND <u>Nomosquitoesorhouseflies</u>	<u>Pleasantmella</u> ND <u>Nomosquitoesandhouseflies</u>
<u>Corridor</u>		<u>FunctionalRiskCategory</u>	<u>Moderate</u>	
<u>Floor</u>	<u>Morethan</u> halfofthefloorisdu tyorwet <u>AND</u> <u>Spitmarks</u> O R <u>Morethan6</u> piecesoflitter(inclu dingcigarettebuttsor	<u>Quarterto</u> half ofthefloorisdustyorwet OR <u>4-6</u> piecesoflitter	<u>Lessthan</u> quarterofthefloori sdustyorwet OR <u>1-3</u> piecesoflitter	<u>Flooriscleananddry</u> No lit ter

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	<u>birdexcret(es)</u>			
<u>Windowsandvents(glass, netandwindowsill)</u>	<u>Morethanhalfthewindo wsandventsaredusty</u>	<u>Quartertoalfwindowsand ventsaredusty</u>	<u>Lessthanquarterwindowsand ventsaredusty</u>	<u>Allwindowsandventsareclean</u>
<u>Fans</u>	<u>Morethanhalfofthefansaredu sty</u>	<u>Quartertoalffansaredusty</u>	<u>Lessthanone- fourthfansaredusty</u>	<u>Allfansareclean</u>
<u>Atmosphere</u>	<u>Badsmella</u> <u>ND</u> <u>Mosquitoesorhousefliesflyi ngaround</u>	<u>Badsmello</u> <u>R</u> <u>Mosquitoesorhouseflies</u>	<u>Nosmell</u> <u>AND</u> <u>Nomosquitoesorhouseflies</u>	<u>Pleasantsmella</u> <u>ND</u> <u>Nomosquitoesandhouseflies</u>
<u>Stairs/Ramp</u>		<u>FunctionalRiskCategory</u>	<u>Moderate</u>	
<u>Stairs</u>	<u>FloorisdustyA</u> <u>ND</u> <u>SpitmarksO</u> <u>R</u> <u>Morethan6piecesoflitter(incl udingcigarettebuttsorbirdexcr eta)</u>	<u>FloorisdustyO</u> <u>R</u> <u>4-6piecesoflitter</u>	<u>FloorisnotdustyAN</u> <u>D</u> <u>1-3piecesoflitter</u>	<u>FlooriscleananddryNoli tter</u>
<u>Handrailsofstairwells</u>	<u>Morethanhalfofthehan drailisdusty</u>	<u>Quartertoalf ofthehandrailisdusty</u>	<u>Lessthanquarterofthehan railisdusty</u>	<u>Handrailisfreeofdust</u>
<u>Ramp</u>	<u>FloorisdustyA</u> <u>ND</u> <u>SpitmarksO</u> <u>R</u> <u>Morethan6piecesoflitter</u>	<u>FloorisdustyO</u> <u>R</u> <u>4-6piecesoflitter</u>	<u>FloorisnotdustyAN</u> <u>D</u> <u>1-3piecesoflitter</u>	<u>FlooriscleananddryNoli tter</u>

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	(including cigarette butts or bird excreta)			
Mortuary		Functional Risk Category	Moderate	
Floor	Blood spillage A ND Medical waste	Blood spillage O R Medical waste	Only dust	No trace of blood, medical waste or dust
Table	Heavily stained (1 or more big stains or 5 or more small stains)	Lightly stained (3 to 4 small stains)	Very lightly stained (1 to 2 stains)	No stains
Windows and vents (glass, net and window sill)	More than half the window and vents are dusty	Quarter to half windows and vents are dusty	Less than quarter windows and vents are dusty	All windows and vents are clean
Fans	More than half of the fans are dusty	Quarter to half fans are dusty	Less than one-fourth fans are dusty	All fans are clean
Atmosphere	Bad smell	Bad smell	No smell	No smell
Administrative Areas		Functional Risk Category	Low	
Floor	More than half of the floor is dusty or wet OR More than 6 pieces of litter (including cigarette butts or bird excrement)	Quarter to half of the floor is dusty or wet OR 4-6 pieces of litter	Less than quarter of the floor is dusty or wet OR 1-3 pieces of litter	Floor is clean and dry. No litter
Windows and vents (glass, net and window)	More than half the window and vents are	Quarter to half windows	Less than quarter windows	All windows and vents are clean

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<u>sill</u>	<u>dusty</u>	<u>andventsaredusty</u>	<u>andventsaredusty</u>	
<u>Fans</u>	<u>Morethanhalfofthefansaredusty</u>	<u>Quartertohalffansaredusty</u>	<u>Lessthanone-fourthfansaredusty</u>	<u>Allfansareclean</u>
<u>Furniture(seats/tables/shelves)</u>	<u>Morethanhalfthefurnitureisdusty</u>	<u>Quartertohalfofthefurnitureisdusty</u>	<u>Lessthanquarterofthefurnitureisdusty</u>	<u>Allthefurnitureisclean</u>
<u>Atmosphere</u>	<u>Badsmell</u>	<u>Badsmell</u>	<u>Nosmell</u>	<u>Nosmell</u>
<u>RecordRoom</u>		<u>FunctionalRiskCategory</u>	<u>Low</u>	
<u>Floor</u>	<u>Morethanhalfofthefloorisdustyorwet</u> <u>OR</u> <u>Morethan6piecesoflitter</u>	<u>Quartertohalfofthefloorisdustyorwet</u> <u>OR</u> <u>4-6piecesoflitter</u>	<u>Lessthanquarterofthefloorisdustyorwet</u> <u>OR</u> <u>1-3piecesoflitter</u>	<u>FlooriscleananddryNolitter</u>
<u>Windowsandvents(glass,netandwindowsill)</u>	<u>Morethanhalfthewindowsandventsaredusty</u>	<u>Quartertohalfwindowsandventsaredusty</u>	<u>Lessthanquarterwindowsandventsaredusty</u>	<u>Allwindowsandventsareclean</u>
<u>Fans</u>	<u>Morethanhalfofthefansaredusty</u>	<u>Quartertohalffansaredusty</u>	<u>Lessthanone-fourthfansaredusty</u>	<u>Allfansareclean</u>
<u>Furniture(seats/tables/shelves)</u>	<u>Morethanhalfthefurnitureisdusty</u>	<u>Quartertohalfofthefurnitureisdusty</u>	<u>Lessthanquarterofthefurnitureisdusty</u>	<u>Allthefurnitureisclean</u>
<u>Atmosphere</u>	<u>Badsmell</u>	<u>Badsmell</u>	<u>Nosmell</u>	<u>Nosmell</u>
<u>StorageRoom</u>		<u>FunctionalRiskCategory</u>	<u>Low</u>	
<u>Floor</u>	<u>Morethanhalfofthefloorisdustyorwet</u>	<u>Quartertohalfofthefloorisdustyorwet</u>	<u>Lessthanquarterofthefloorisdustyorwet</u>	<u>Flooriscleananddry</u>

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	OR	OR	OR	No litter
	<u>More than 6 pieces of litter</u>	<u>4-6 pieces of litter</u>	<u>1-3 pieces of litter</u>	
<u>Windows and vents (glass, net and window sill)</u>	<u>More than half the window and vents are dusty</u>	<u>Quarter to half windows and vents are dusty</u>	<u>Less than quarter windows and vents are dusty</u>	<u>All windows and vents are clean</u>
<u>Fans</u>	<u>More than half of the fans are dusty</u>	<u>Quarter to half fans are dusty</u>	<u>Less than one-fourth fans are dusty</u>	<u>All fans are clean</u>
<u>Furniture (seats/tables/shelves)</u>	<u>More than half the furniture is dusty</u>	<u>Quarter to half of the furniture is dusty</u>	<u>Less than quarter of the furniture is dusty</u>	<u>All the furniture is clean</u>
<u>Atmosphere</u>	<u>Bad smell</u>	<u>Bad smell</u>	<u>No smell</u>	<u>No smell</u>
<u>Record Room</u>		<u>Functional Risk Category</u>	<u>Low</u>	
<u>Floor</u>	<u>More than half of the floor is dusty or wet</u> OR <u>More than 6 pieces of litter</u>	<u>Quarter to half of the floor is dusty or wet</u> OR <u>4-6 pieces of litter</u>	<u>Less than quarter of the floor is dusty or wet</u> OR <u>1-3 pieces of litter</u>	<u>Floor is clean and dry</u> <u>No litter</u>
<u>Windows and vents (glass, net and window sill)</u>	<u>More than half the window and vents are dusty</u>	<u>Quarter to half windows and vents are dusty</u>	<u>Less than quarter windows and vents are dusty</u>	<u>All windows and vents are clean</u>
<u>Fans</u>	<u>More than half of the fans are dusty</u>	<u>Quarter to half fans are dusty</u>	<u>Less than one-fourth fans are dusty</u>	<u>All fans are clean</u>
<u>Furniture (seats/tables/shelves)</u>	<u>More than half the furniture is dusty</u>	<u>Quarter to half of the furniture is dusty</u>	<u>Less than quarter of the furniture is dusty</u>	<u>All the furniture is clean</u>
<u>Atmosphere</u>	<u>Bad smell</u>	<u>Bad smell</u>	<u>No smell</u>	<u>No smell</u>

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<u>Staffchangingroom</u>		<u>FunctionalRiskCategory</u>	<u>Low</u>	
<u>Floor</u>	<u>Morethanhalf</u> ofthefloorisdu tyorwet OR <u>Morethan6</u> piecesoflitter	<u>Quartertohalf</u> ofthefloorisdustyorwet OR <u>4-6</u> piecesoflitter	<u>Lessthanquarter</u> ofthefloori sdustyorwet OR <u>1-3</u> piecesoflitter	<u>Flooriscleananddry</u> No lit ter
<u>Windowsandvents(glass_n etandwindowsill)</u>	<u>Morethanhalf</u> thewindow sandventsaredusty	<u>Quartertohalf</u> windowsand ventsaredusty	<u>Lessthanquarter</u> windowsand entsaredusty	<u>Allwindowsandventsareclean</u>
<u>Fans</u>	<u>Morethanhalf</u> ofthefansaredu sty	<u>Quartertohalf</u> fansaredusty	<u>Lessthanone-</u> <u>fourth</u> fansaredusty	<u>Allfansareclean</u>
<u>Furniture(seats/tables/she lves)</u>	<u>Morethanhalf</u> thefurn itureisdusty	<u>Quartertohalf</u> ofthefurnitureisdusty	<u>Lessthanquarter</u> ofthefurnit ureisdusty	<u>Allthefurnitureisclean</u>
<u>Atmosphere</u>	<u>Badsmell</u>	<u>Badsmell</u>	<u>Nosmell</u>	<u>Nosmell</u>
<u>Externalareas</u>		<u>FunctionalRiskCategory</u>	<u>Low</u>	
<u>Hardfloor</u>	<u>Morethanhalf</u> ofthefloorisdu tyorwet OR <u>Morethan6</u> piecesoflitter <u>(inc lud ing cigarettbuttsorbirde xcreta)</u>	<u>Quartertohalf</u> ofthefloorisdustyorwet OR <u>4-6</u> piecesoflitter	<u>Lessthanquarter</u> ofthefloori sdustyorwet OR <u>1-3</u> piecesoflitter	<u>Flooriscleananddry</u> No lit ter
<u>Lawns</u>	<u>Fallentreeleavesarestre wnallaroundthetrees and litter in trees</u>	<u>LitterinFields</u>	<u>Fallentreeleavesarestrewnalla roundthetrees</u>	<u>NoLitterorFallenLeavesinLawn s</u>

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<u>Drains</u>	<u>Two</u> more drains are choked	<u>One</u> drain is choked OR	<u>No</u> drain is choked AND	<u>No</u> drains are choked AND
	ed	<u>Two</u>	<u>D</u>	<u>No</u> drain has leaves gathered inside
	<u>OR</u>	<u>drains</u> have leaves gathered i	<u>One</u> drain has leaves gath	
	<u>More</u> than two open drains have l	<u>inside</u>	<u>ered</u> inside	
	<u>eaves</u> gathered inside			

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Name of designated hospital staff		Date		
	1	2	3	4
CLEANLINESS	Very Dirty	Dirty	Not Dirty	Clean
Isolation Room		Functional Risk Category	High	
Floor	More than quarter of the floor is dusty or wet OR More than 2 pieces of litter	Less than quarter of the floor is dusty or wet AND 1-2 pieces of litter	Less than quarter of the floor is dusty or wet AND No litter	Floor is clean, free of dust and dry AND No litter
Windows and vents (glass, net and window sill)	More than half the windows and vents are dusty	Quarter to half windows and vents are dusty	Less than quarter windows and vents are dusty	All windows and vents are clean
Fans	More than half of the fans are dusty	Quarter to half fans are dusty	Less than one-fourth fans are dusty	All fans are clean
Side tables	More than 2 side tables are dusty	2 side tables are dusty	1 side table is dusty	All side tables are clean
Atmosphere	Bad smell AND Very humid	Bad smell OR Very humid	No smell OR Slightly humid	No smell Not humid
Dialysis Unit		Functional Risk Category	High	
Floor	More than quarter of the floor is dusty or wet OR More than 2 pieces of litter	Less than quarter of the floor is dusty or wet AND 1-2 pieces of litter	Less than quarter of the floor is dusty or wet AND No litter	Floor is clean, free of dust and dry AND No litter
Windows and vents (glass, net and window sill)	More than half the windows and vents are dusty	Quarter to half windows and vents are dusty	Less than quarter windows and vents are dusty	All windows and vents are clean
Fans	More than half of the fans are dusty	Quarter to half fans are dusty	Less than one-fourth fans are dusty	All fans are clean
Side tables	More than 2 side tables are dusty	2 side tables are dusty	1 side table is dusty	All side tables are clean
Atmosphere	Bad smell	Bad smell	No smell	No smell

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Name of designated hospital staff		Date		
	1	2	3	4
CLEANLINESS	Very Dirty	Dirty	Not Dirty	Clean
Isolation Room		Functional Risk Category	High	
	AND Very humid	OR Very humid	OR Slightly humid	Not humid
Medical Emergency	-	Functional Risk Category	High	-
Floor	More than half of the floor is dusty or wet OR More than 6 pieces of litter	Quarter to half of the floor is dusty or wet OR 4-6 pieces of litter	Less than quarter of the floor is dusty or wet OR 1-3 pieces of litter	Floor is clean and dry No litter
Windows and vents (glass, net and window sill)	More than half the windows and vents are dusty	Quarter to half windows and vents are dusty	Less than quarter windows and vents are dusty	All windows and vents are clean
Fans	More than half of the fans are dusty	Quarter to half fans are dusty	Less than one-fourth fans are dusty	All fans are clean
Side tables	More than 2 side tables are dusty	2 side tables are dusty	1 side table is dusty	All side tables are clean
Atmosphere	Bad smell AND Very humid	Bad smell OR Very humid	No smell OR Slightly humid	No smell Not humid
Surgical Emergency	-	Functional Risk Category	High	-
Floor	More than half of the floor is dusty or wet OR More than 6 pieces of litter	Quarter to half of the floor is dusty or wet OR 4-6 pieces of litter	Less than quarter of the floor is dusty or wet OR 1-3 pieces of litter	Floor is clean and dry No litter
Windows and vents (glass, net and window sill)	More than half the windows and vents are dusty	Quarter to half windows and vents are dusty	Less than quarter windows and vents are dusty	All windows and vents are clean
Fans	More than half of the fans are dusty	Quarter to half fans are dusty	Less than one-fourth fans are dusty	All fans are clean
Macintosh Sheets	Heavily stained (1 or more big stains or 5 or more small stains)	Lightly stained (3 to 4 small stains)	Very slightly stained (1 to 2 stains)	No stains

Name of designated hospital staff	Date			
	1	2	3	4
CLEANLINESS	Very Dirty	Dirty	Not Dirty	Clean
Isolation Room		Functional Risk Category	High	
Side tables	More than 2 side tables are dusty	2 side tables are dusty	1 side table is dusty	All side tables are clean
Atmosphere	Bad smell	Bad smell	No smell	No smell
Operation Theater	-	Functional Risk Category	High	-
Floor (observe when no operation is underway)	Blood spillage AND Medical waste	Blood spillage OR Medical waste	Only dust	No trace of blood, medical waste or dust
Operation table (observe when no operation is underway)	Heavily stained (1 big stain or 4-5 small stains)	Lightly stained (3 to 4 small stains)	Very slightly stained (1 to 2 stains)	No stains
Atmosphere	Bad smell AND Very humid	Bad smell OR Very humid	No smell OR Slightly humid	No smell Not humid
Labor Room	-	Functional Risk Category	High	-
Floor	Blood spillage AND Medical waste	Blood spillage OR Medical waste	Only dust	No trace of blood, medical waste or dust
Windows and vents (glass, net and window sill)	More than half the windows and vents are dusty	Quarter to half windows and vents are dusty	Less than quarter windows and vents are dusty	All windows and vents are clean
Fans	More than half of the fans are dusty	Quarter to half fans are dusty	Less than one-fourth fans are dusty	All fans are clean
Atmosphere	Bad smell AND Very humid	Bad smell OR Very humid	No smell OR Slightly humid	No smell Not humid

Name of designated hospital staff	Date			
	1	2	3	4
CLEANLINESS	Very Dirty	Dirty	Not Dirty	Clean
Isolation Room		Functional Risk Category	High	
Wards	-	Functional Risk Category	-Moderate	-
Floor	More than half of the floor is dusty or wet OR More than 6 pieces of litter	Quarter to half of the floor is dusty or wet OR 4-6 pieces of litter	Less than quarter of the floor is dusty or wet OR 1-3 pieces of litter	Floor is clean, free of dust and dry AND No litter
Windows and vents (glass, net and window sill)	More than half the windows and vents are dusty	Quarter to half windows and vents are dusty	Less than quarter windows and vents are dusty	All windows and vents are clean
Fans	More than half of the fans are dusty	Quarter to half fans are dusty	Less than one-fourth fans are dusty	All fans are clean
Side tables	More than 2 side tables are dusty	2 side tables are dusty	1 side table is dusty	All side tables are clean
Atmosphere	Bad smell AND Very humid	Bad smell OR Very humid	No smell OR Slightly humid	No smell Not humid
Pharmacy	-	Functional Risk Category	-Moderate	-
Floor	More than half of the floor is dusty or wet OR More than 5 pieces of litter	Quarter to half of the floor is dusty or wet OR 3-5 pieces of litter	Less than quarter of the floor is dusty or wet OR 1-2 pieces of litter	Floor is clean, free of dust and dry AND No litter
Pharmacy counter	More than half the counter is dusty	Quarter of the counter is dusty	Less than quarter of the counter is dusty	Counter is free of dust and dry
Windows and vents (glass, net and window sill)	More than half the windows and vents are dusty	Quarter to half windows and vents are dusty	Less than quarter windows and vents are dusty	All windows and vents are clean

Name of designated hospital staff		Date		
	1	2	3	4
CLEANLINESS	Very Dirty	Dirty	Not Dirty	Clean
Isolation Room		Functional Risk Category	High	
Fans	More than half of the fans are dusty	Quarter to half fans are dusty	Less than one fourth fans are dusty	All fans are clean
Atmosphere	Bad smell AND Very humid	Bad smell OR Very humid	No smell OR Slightly humid	No smell Not humid
Pathology Lab	-	Functional Risk Category	Moderate	-
Floor	More than a one third of the floor is dusty or wet OR More than 3 pieces of litter	Quarter to one third of the floor is dusty or wet OR 1-2 pieces of litter	Less than quarter of the floor is dusty or wet OR No litter	Floor is clean, free of dust and dry AND No litter
Work counter	More than a quarter of the counter is dusty OR Materials spilled over more than a quarter of the counter	1 square foot on the counter is dusty OR Materials spilled over 1 square foot of the counter	Dust is visible in small patches but less than 1 square foot area OR Materials are spilled at 1-2 places leaving very small marks	Counter is free of dust and dry AND No materials are spilled
Equipment	More than 3 pieces of equipment are dusty or have grime settled on them	2-3 pieces of equipment are dusty or has grime settled on it	1 piece of equipment is dusty AND No piece has grime settled on it	No piece of equipment is dusty AND No piece has grime settled on it
Windows and vents (glass, net and window sill)	More than half the windows and vents are dusty	Quarter to half windows and vents are dusty	Less than quarter windows and vents are dusty	All windows and vents are clean
Fans	More than half of the fans are dusty	Quarter to half fans are dusty	Less than one fourth fans are dusty	All fans are clean

Name of designated hospital staff		Date		
	1	2	3	4
CLEANLINESS	Very Dirty	Dirty	Not Dirty	Clean
Isolation Room		Functional Risk Category	High	
Air conditioners	More than half of the vents and the outside shell of one AC is dusty	One quarter of the vents and the outside shell of one AC is dusty	Some dust on one AC	No dust on the AC
Atmosphere	Bad smell AND Very humid	Bad smell OR Very humid	No smell OR Slightly humid	No smell Not humid
Radiology Lab	-	Functional Risk Category	Moderate	-
Floor	More than a one third of the floor is dusty or wet OR More than 3 pieces of litter	Quarter to one third of the floor is dusty or wet OR 1-2 pieces of litter	Less than quarter of the floor is dusty or wet OR No litter	Floor is clean, free of dust and dry AND No litter
Work counter	More than a quarter of the counter is dusty OR Materials spilled over more than a quarter of the counter	1 square foot on the counter is dusty OR Materials spilled over 1 square foot of the counter	Dust is visible in small patches but less than 1 square foot area OR Materials are spilled at 1-2 places leaving very small marks	Counter is free of dust and dry AND No materials are spilled
X-ray machine	Looks overall dusty OR Has old layers of dust settled on it	Has some dust OR Has some areas of gathered dust	Appears clean and dust free AND Has some areas of gathered dust	Appears clean and dust free AND No layers of old dust
Equipment	More than 3 pieces of equipment are dusty or have grime settled on them	2-3 pieces of equipment are dusty or has grime settled on it	1 piece of equipment is dusty AND No piece has grime settled on it	No piece of equipment is dusty AND No piece has grime settled on it

Name of designated hospital staff	Date			
	1	2	3	4
CLEANLINESS	Very Dirty	Dirty	Not-Dirty	Clean
Isolation Room		Functional Risk Category	High	
Windows and vents (glass, net and window sill)	More than half the windows and vents are dusty	Quarter to half windows and vents are dusty	Less than quarter windows and vents are dusty	All windows and vents are clean
Fans	More than half of the fans are dusty	Quarter to half fans are dusty	Less than one fourth fans are dusty	All fans are clean
Air conditioners	More than half of the vents and the outside shell of one AC is dusty	One quarter of the vents and the outside shell of one AC is dusty	Some dust on one AC	No dust on the AC
Atmosphere	Bad smell AND Very humid	Bad smell OR Very humid	No smell OR Slightly humid	No smell Not humid
Patient washroom	-	Functional Risk Category	Moderate	-
Floor (cubicle)	More than half of the floor is wet, dusty or littered	Quarter to half of the floor is wet, dusty or littered	Less than quarter of the floor is wet, dusty or littered	Floor is clean and dry (no sign of wetness, dust or litter)
Toilet (cubicle)	Feet place/commode dirty AND Inside of toilet dirty	Feet place/commode dirty OR Inside of toilet dirty	Feet place/commode clean AND Inside of toilet clean AND Flush (tanky) is dirty	Feet place/commode clean Inside of toilet clean Flush (tanky) clean
Wash basin (washroom)	Sink is dirty (drainage blocked) AND No soap	Sink is dirty (spots) OR No soap	Sink is dirty (spots) AND Soap present	Sink is clean AND Soap present
Windows and vents (glass, net and window sill)	More than half the windows and vents are dusty	Quarter to half windows and vents are dusty	Less than quarter windows and vents are dusty	All windows and vents are clean

Name of designated hospital staff		Date		
	1	2	3	4
CLEANLINESS	Very Dirty	Dirty	Not Dirty	Clean
Isolation Room		Functional Risk Category	High	
Atmosphere (washroom)	Bad smell OR No bulb installed	Bad smell AND Bulbs installed	No smell OR Bulbs installed	Pleasant smell AND Bulbs installed
Waiting area	-	Functional Risk Category	Moderate	-
Floor	More than half of the floor is dusty or wet OR More than 6 pieces of litter (including cigarette butts or bird excreta)	Quarter to half of the floor is dusty or wet OR 4-6 pieces of litter	Less than quarter of the floor is dusty or wet OR 1-3 pieces of litter	Floor is clean and dry No litter
Windows and vents (glass, net and window sill)	More than half the windows and vents are dusty	Quarter to half windows and vents are dusty	Less than quarter windows and vents are dusty	All windows and vents are clean
Fans	More than half of the fans are dusty	Quarter to half fans are dusty	Less than one-fourth fans are dusty	All fans are clean
Furniture	More than half the seats are dusty	Quarter to half of the seats are dusty	Less than quarter seats are dusty	All seats are clean
Atmosphere	Bad smell AND Mosquitoes or houseflies flying around	Bad smell OR Mosquitoes or houseflies	No smell AND No mosquitoes or houseflies	Pleasant smell AND No mosquitoes and houseflies
Corridor	-	Functional Risk Category	Moderate	-
Floor	More than half of the floor is dusty or wet AND Spit marks OR More than 6 pieces of litter (including cigarette butts or bird excreta)	Quarter to half of the floor is dusty or wet OR 4-6 pieces of litter	Less than quarter of the floor is dusty or wet OR 1-3 pieces of litter	Floor is clean and dry No litter

Name of designated hospital staff	Date			
	1	2	3	4
CLEANLINESS	Very Dirty	Dirty	Not Dirty	Clean
Isolation Room		Functional Risk Category	High	
Windows and vents (glass, net and window sill)	More than half the windows and vents are dusty	Quarter to half windows and vents are dusty	Less than quarter windows and vents are dusty	All windows and vents are clean
Fans	More than half of the fans are dusty	Quarter to half fans are dusty	Less than one-fourth fans are dusty	All fans are clean
Atmosphere	Bad smell AND Mosquitoes or houseflies flying around	Bad smell OR Mosquitoes or houseflies	No smell AND No mosquitoes or houseflies	Pleasant smell AND No mosquitoes and houseflies
Stairs/Ramp	-	Functional Risk Category	-Moderate	-
Stairs	Floor is dusty AND Spit marks OR More than 6 pieces of litter (including cigarette butts or bird excreta)	Floor is dusty OR 4-6 pieces of litter	Floor is not dusty AND 1-3 pieces of litter	Floor is clean and dry No litter
Handrails of stairwells	More than half of the handrail is dusty	Quarter to half of the handrail is dusty	Less than quarter of the handrail is dusty	Handrail is free of dust
Ramp	Floor is dusty AND Spit marks OR More than 6 pieces of litter (including cigarette butts or bird excreta)	Floor is dusty OR 4-6 pieces of litter	Floor is not dusty AND 1-3 pieces of litter	Floor is clean and dry No litter
Mortuary	-	Functional Risk Category	-Moderate	-

Name of designated hospital staff		Date		
	1	2	3	4
CLEANLINESS	Very Dirty	Dirty	Not Dirty	Clean
Isolation Room		Functional Risk Category	High	
Floor	Blood spillage AND Medical waste	Blood spillage OR Medical waste	Only dust	No trace of blood, medical waste or dust
Table	Heavily stained (1 or more big stains or 5 or more small stains)	Lightly stained (3 to 4 small stains)	Very slightly stained (1 to 2 stains)	No stains
Windows and vents (glass, net and window sill)	More than half the windows and vents are dusty	Quarter to half windows and vents are dusty	Less than quarter windows and vents are dusty	All windows and vents are clean
Fans	More than half of the fans are dusty	Quarter to half fans are dusty	Less than one-fourth fans are dusty	All fans are clean
Atmosphere	Bad smell AND Very humid	Bad smell OR Very humid	No smell OR Slightly humid	No smell Not humid
Administrative Areas		Functional Risk Category	Low	
Floor	More than half of the floor is dusty or wet OR More than 6 pieces of litter (including cigarette butts or bird excreta)	Quarter to half of the floor is dusty or wet OR 4-6 pieces of litter	Less than quarter of the floor is dusty or wet OR 1-3 pieces of litter	Floor is clean and dry No litter
Windows and vents (glass, net and window sill)	More than half the windows and vents are dusty	Quarter to half windows and vents are dusty	Less than quarter windows and vents are dusty	All windows and vents are clean
Fans	More than half of the fans are dusty	Quarter to half fans are dusty	Less than one-fourth fans are dusty	All fans are clean
Furniture (seats/tables/shelves)	More than half the furniture is dusty	Quarter to half of the furniture is dusty	Less than quarter of the furniture is dusty	All the furniture is clean
Atmosphere	Bad smell	Bad smell	No smell	No smell

Name of designated hospital staff		Date		
	1	2	3	4
CLEANLINESS	Very Dirty	Dirty	Not Dirty	Clean
Isolation Room		Functional Risk Category	High	
	AND Very humid	OR Very humid	OR Slightly humid	Not humid
Record Room		Functional Risk Category	Low	
Floor	More than half of the floor is dusty or wet OR More than 6 pieces of litter	Quarter to half of the floor is dusty or wet OR 4-6 pieces of litter	Less than quarter of the floor is dusty or wet OR 1-3 pieces of litter	Floor is clean and dry No litter
Windows and vents (glass, net and window sill)	More than half the windows and vents are dusty	Quarter to half windows and vents are dusty	Less than quarter windows and vents are dusty	All windows and vents are clean
Fans	More than half of the fans are dusty	Quarter to half fans are dusty	Less than one-fourth fans are dusty	All fans are clean
Furniture (seats/tables/shelves)	More than half the furniture is dusty	Quarter to half of the furniture is dusty	Less than quarter of the furniture is dusty	All the furniture is clean
Atmosphere	Bad smell AND Very humid	Bad smell OR Very humid	No smell OR Slightly humid	No smell Not humid
Storage Room		Functional Risk Category	Low	
Floor	More than half of the floor is dusty or wet OR More than 6 pieces of litter	Quarter to half of the floor is dusty or wet OR 4-6 pieces of litter	Less than quarter of the floor is dusty or wet OR 1-3 pieces of litter	Floor is clean and dry No litter
Windows and vents (glass, net and window sill)	More than half the windows and vents are dusty	Quarter to half windows and vents are dusty	Less than quarter windows and vents are dusty	All windows and vents are clean
Fans	More than half of the fans are dusty	Quarter to half fans are dusty	Less than one-fourth fans are dusty	All fans are clean
Furniture (seats/tables/shelves)	More than half the furniture is dusty	Quarter to half of the furniture is dusty	Less than quarter of the furniture is dusty	All the furniture is clean

Name of designated hospital staff	Date			
	1	2	3	4
CLEANLINESS	Very Dirty	Dirty	Not Dirty	Clean
Isolation Room		Functional Risk Category	High	
Atmosphere	Bad-smell AND Very humid	Bad-smell OR Very humid	No-smell OR Slightly humid	No-smell Not humid
Record Room		Functional Risk Category	Low	
Floor	More than half of the floor is dusty or wet OR More than 6 pieces of litter	Quarter to half of the floor is dusty or wet OR 4-6 pieces of litter	Less than quarter of the floor is dusty or wet OR 1-3 pieces of litter	Floor is clean and dry No litter
Windows and vents (glass, net and window sill)	More than half the windows and vents are dusty	Quarter to half windows and vents are dusty	Less than quarter windows and vents are dusty	All windows and vents are clean
Fans	More than half of the fans are dusty	Quarter to half fans are dusty	Less than one-fourth fans are dusty	All fans are clean
Furniture (seats/tables/shelves)	More than half the furniture is dusty	Quarter to half of the furniture is dusty	Less than quarter of the furniture is dusty	All the furniture is clean
Atmosphere	Bad-smell AND Very humid	Bad-smell OR Very humid	No-smell OR Slightly humid	No-smell Not humid
Staff changing room		Functional Risk Category	Low	
Floor	More than half of the floor is dusty or wet OR More than 6 pieces of litter	Quarter to half of the floor is dusty or wet OR 4-6 pieces of litter	Less than quarter of the floor is dusty or wet OR 1-3 pieces of litter	Floor is clean and dry No litter
Windows and vents (glass, net and window sill)	More than half the windows and vents are dusty	Quarter to half windows and vents are dusty	Less than quarter windows and vents are dusty	All windows and vents are clean
Fans	More than half of the fans are dusty	Quarter to half fans are dusty	Less than one-fourth fans are dusty	All fans are clean
Furniture	More than half the furniture	Quarter to half of the furniture	Less than quarter of the	All the furniture is clean

Name of designated hospital staff	Date			
	1	2	3	4
CLEANLINESS	Very Dirty	Dirty	Not Dirty	Clean
Isolation Room	Functional Risk Category		High	
(seats/tables/shelves)	is dusty	is dusty	furniture is dusty	
Atmosphere	Bad smell AND Very humid	Bad smell OR Very humid	No smell OR Slightly humid	No smell Not humid
External areas	Functional Risk Category		Low	
Hard floor	More than half of the floor is dusty or wet OR More than 6 pieces of litter (including cigarette butts or bird excreta)	Quarter to half of the floor is dusty or wet OR 4-6 pieces of litter	Less than quarter of the floor is dusty or wet OR 1-3 pieces of litter	Floor is clean and dry No litter
Lawns	Fallen tree leaves are strewn all around the trees	Quarter to half windows and vents are dusty	Less than quarter windows and vents are dusty	All windows and vents are clean
Drains	Two or more drains are choked OR More than two open drains have leaves gathered inside	One drain is choked OR Two drains have leaves gathered inside	No drain is choked AND One drain has leaves gathered inside	No drains are choked AND No drain has leaves gathered inside

ANNEXURE-III

Required Equipment

1	Floor cleaning and polishing machine	03
2	Ride on sweeping machine	02
3	Scrubber machine with brushes / Walk behind scrubber	06
4	Window glass cleaning kit	02
5	Waste Buckets as per requirements of the HWM rules 2014 system	30
6	Mope Cleaning Trolley	30

Note:

- **Firm have sufficient stock of machinery and euqopment in warehouse with ownership proof**

ANNEXURE-IV

FINANCIAL EVALUATION I

Sr.	Description	Offer – in PKR Inlc. of all taxes & Contingencies
1	Monthly quoted amount per meter sq.	
2	Yearly quoted amount per meter sq.	
3	Total Monthly quoted amount for hospital	
4	Total Yearly quoted amount for hospital	
5	Total Janitors proposed	
6	Total Supervisors proposed	
7	2% Earnest Money of Estimated Price (Estimate Price: Rs. 40,476,000/-)	

Number of Janitors proposed for the mentioned amount per sq. meter	1 Janitor for 1000 sq. meter
Number of Supervisors proposed for the mentioned amount per sq. meter	1 Supervisor for 10,000 sq. meter

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ANNEXURE-V

TECHNICAL EVALUATION

Sr.#	Description	Max Marks
1	<p>Experience Record</p> <p>Three projects of similar nature (<u>mechanized services offered in</u> hospitals/ public access buildings with covered area of 20,000 sq meters or more) and having financial value of at least Rs. 5 million each. 10 marks for each project</p>	30
2	<p>Financial Capabilities</p> <ul style="list-style-type: none"> 20 Marks will be given in case average annual turnover for the last year is Rs.30 Million or more. For Average Annual Turnover for the last year of less than Rs. 30 Million, but not less than Rs. 15 Million, following weightage shall be used: 20x (B /30) <p>B= Average annual turnover for the last year.</p>	20
3.	<p>Human Resource (Proposed Team)</p> <ul style="list-style-type: none"> Project Manager with experience in HR management/ Project management of at least 10 years or above (5 Marks). Two supervisors with minimum experience of 5 years each in similar capacity (5 marks for each supervisor) Minimum of 200 Janitors with the firm (10 Marks) -10 Marks for 200 janitors - For Janitors less than 200 but not less than 100, following weightage shall be used 10.2x (C /100) <p>C= Number of the Janitors</p>	30
4.	<p>Methodology / Management Plan</p> <p>The Bidder shall provide the details about how to plan and manage the services specific to the proposal (according to Annexure VII)</p>	20
Total Marks		100

Kommentar [AM4]: Najam sb said to remove this and add score for equipment

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+ 14,29 cm

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To:

The Executive Director,

Rawalpindi Institute of Cardiology

Rawal Road, Rawalpindi

PERFORMANCE SECURITY NO. (the **Guarantee**)

We, [●]³, being the Guarantee issuing bank (the **Issuing Bank**) understand that [●] a company incorporated under the laws of [●] having its registered office located at [●] (the **Service Provider**) has been selected as the successful bidder following a tendering process for the Outsourcing of Janitorial Services for Rawalpindi Institute of Cardiology, Rawalpindi.

Further, we understand that pursuant to such tender process, the Service Provider is required to provide Rawalpindi Institute of Cardiology, Rawalpindi with a performance bond equal to PKR _____ (10% of annual quoted price of contract).

The above premised, We (the Issuing Bank) hereby undertake irrevocably and unconditionally to pay to Rawalpindi Institute of Cardiology, Rawalpindi. without any notice, reference or recourse to the Service Provider or to any other entity or without any recourse or reference to the Contract, any sum or sums (or any part thereof) equivalent in aggregate up to but not exceeding a maximum amount of:

PKR _____

(The **Guaranteed Amount**)

³Insert name of Issuing Bank;

at sight and immediately, however not later than within five (5) business days from the date of receipt of the Rawalpindi Institute of Cardiology, Rawalpindi first written demand (the **Demand**) at the Issuing Bank's offices located at [●], such Demand shall state that the Service Provider is entitled to make a demand under the Guarantee and shall set out the total amounts demanded.

The Demand shall only be honoured by us, if it is made by and bears the signature of the Executive Director of Rawalpindi Institute of Cardiology, Rawalpindi.

We, the Issuing Bank, shall unconditionally honour a Demand hereunder made in compliance with this Guarantee at sight and immediately on the date of receipt of your Demand, as stated earlier, and shall transfer the amount specified in the Demand to the bank account, as notified in the Demand, in immediately available and freely transferable funds in the currency of this Guarantee, free and clear of and without any set-off or deduction for or on account of any present or future taxes, levies, imposts, duties, charges, fees, deductions or withholdings of any nature whatsoever and by whomsoever imposed.

This Guarantee shall come into force and shall become automatically effective upon the signing of the contract between Rawalpindi Institute of Cardiology, Rawalpindi and Service Provider.

After having come into force, this Guarantee and our obligations hereunder will expire on [*Insert date and time*] (the **Guarantee Expiry Hard Date**) (6-months after the expiry of the contract) provided that, in the event that the Hospital issues a Demand to the Issuing Bank on or immediately prior to the Guarantee Expiry Hard Date, the Issuing Bank shall honour that Demand.

Upon expiry, this Guarantee shall be returned to the Service Provider without undue delay. Multiple Demands may be made by Rawalpindi Institute of Cardiology, Rawalpindi under this Guarantee but our aggregate liability will be restricted up to the Guaranteed Amount.

We hereby agree that any part of the Contract may be amended, renewed, extended, modified, compromised, released or discharged by mutual agreement between Rawalpindi Institute of Cardiology, Rawalpindi and the Service Provider without in any way impairing or affecting our liabilities hereunder without notice to us and without the necessity for any additional endorsement, consent or guarantee by us.

This Guarantee for its validity period shall not be affected in any manner by any change in our constitution or of the Service Provider's constitution or of their successors and assignees and this Guarantee shall be legally valid, enforceable and binding on each of their successors and permitted assignees.

All references to any contract or other instruments are by way of reference only and shall not affect our obligations to make payment under the terms of this Guarantee.

Rawalpindi Institute of Cardiology, Rawalpindi may not assign / transfer or cause or permit to be assigned or transferred any of its rights, title, interests and benefits of this Guarantee without our prior written consent, which consent shall not be unreasonably withheld or delayed.

If one or more of the provisions of this Guarantee are held or found to be invalid, illegal, or unenforceable for any reason whatsoever, in any respect, any such invalidity, illegality, or unenforceability of any provision shall not affect the validity of the remaining provisions of this Guarantee.

We hereby declare and confirm that under our constitution and applicable laws and regulations, we have the necessary power and authority, and all necessary authorizations, approvals and consents thereunder to enter into, execute, deliver and perform the obligations we have undertaken under this Guarantee, which obligations are valid and legally binding on and enforceable against us under the applicable laws and under the laws of the jurisdiction where this Guarantee is issued. Further, that the signatory (ies) to this Guarantee is/are our duly authorized officer(s) to execute this Guarantee.

****Signed by authorized signatory****

ANNEXURE-VII

DESCRIPTION OF APPROACH AND METHODOLOGY FOR PERFORMING THE SERVICES IN RIC, RAWALPINDI

The bidder shall explain the approach and methodology for performing the services in RIC under the following head

- Deployment of the Janitors along with their Job Description (10% of Marks)(as per Anex IX)
- Detail of shifts to be given along with complete placement of workers (20 % of Marks)(as per Anex IX)
- Available Equipment and Deployment Plan (20 % of Marks)(as per Anex III)
- Proposed quantities and brands of Material to be used (10% of Marks)(as per Anex I)
- Performance Monitoring System of the Janitors (40% of the Marks)

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Kommentar [AM5]: Who will make this?

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Kommentar [AM6]: This should be much more than 10%

Kommentar [AM7]: My suggestions

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ANNEXURE-VIII

Sr.#	Description	Total Marks	Marks Obtained (to be filled by procuring agency)
1	Experience Record	30	
	Project 1 Description: Financial Value / Soundness:		
	Project 2 Description: Financial Value / Soundness:		
	Project 3 Description: Financial Value / Soundness:		
2	<p style="text-align: center;">Financial Capabilities Plan of Deployment to be given as Anex IX</p> Average Annual Turnover	20	

	Human Resource (Proposed Team)		
	Project Manager - Experience in years:		
3.	All Supervisor 1 – Experience in years in Similar Capacity will be seen and submitted: Supervisor 2 – Experience in years in Similar Capacity:	30	
	Number of Janitors already with the Firm(List of worker, Employment place Tel no. etc):		
4.	Methodology / Management Plan The Bidder shall provide the details about how to plan and manage the services specific to the proposal (according to Annexure VII)	20	

ANNEXURE-IX

ANNUAL DEMAND FOR JANITORIAL SERVICES FOR FY 2021-22

Sr.	Hospital Department name	Department area – Square meters	Department Timings
1	RIC Covered Area according to Floor (Basement, Grand Floor, 1 st Floor)	20,903	24/7
2	RIC Open Area	16,184	24/7
3	Doctor & Nursing Covered Area (Grand Floor, 1 st Floor)	5,147	24/7
4	Doctor & Nursing Open Area	5,509	24/7
5	VIP Guest Room Covered Area (Grand Floor, 1 st Floor)	372	24/7
6	General Parking Area	5,505	24/7
TOTAL AREA IN SQUARE METERS		53,620	

Total Janitors proposed	128
Total Supervisors proposed	03
Senior House Keeper	01
TOTAL	132

Note:

1. Firm responsible for Collection and disposal of all waste (paper, hospital, OT and Lab waste etc) and proper destroy.
2. Firm responsible for Transfer of garbage from “Rawalpindi Institute of Cardiology” to outside the dump point / Incinerator in their own vehicle / Transport.
3. Any other job assigned by the hospital
4. Supervisors / Janitors will be provided to RIC strictly as per above working / details.
5. Janitors to be paid salary as per labor law /Govt. of Pakistan directions.
6. Supervisors (Retired Subedar / Naib Subedar from Army) and they should give salary as per direction of Management Committee Rs.25,000/-
 - a. 1 x Senior Housekeeping Officer@ 70,000/- p.m
 - b. 3 x Hospital [Supervisor@25000/-p.m](#)
 - c. 128 x Janitors will be paid as per labor law /Govt. of Pakistan directions.
7. Salary of employees to be given before 5th of every month. It will not be linked with bill / payment / cheque from hospital
8. Labor to be given as per labor law, however relievers will be provided by the vendors without compromising daily strength.

9. Hospital will check attendance strictly on daily basis and their attendance bill will be submitted at the end of the month to concern department in RIC.
10. Fines on attendance / poor performance will be imposed as per bidding documents.
 - a. On absentees of janitors, concern contractor / company will provide substitute immediately.
 - b. In-case of non-provision of substitute pay of absent janitors will be deducted and in addition to that at the end of month if absentees is more than 100 days then fine will be imposed on contractor / firm @1% of the total bill claimed in the month.
 - c. In-case absentees of janitors more than 200 days than fine will be imposed @3% of the total bill.
 - d. In-case of continuously non provision of substitutes contract will be cancelled as well as case of blacklisting will also be initiated against the contractor / firm.
11. Leaves will be given to janitors / labor as per labor laws / rules.

TENDER CHECKLIST

S. #	DESCRIPTION	Tick Yes / No		Documents Attached at Annexure
1	Copies of Purchase / Work Orders (if any)			
2	Copy of the Proprietor's CNIC			
3	Copy of Valid Tax Clearance Certificate			
4	Affidavit regarding non-involvement in any arbitration/ litigation with any government agency / department and not blacklisted / corrupt or fraudulent practices as well.			
5	List of satisfied customers along with their contact numbers			
6	Detailed specification / brochure by the Manufacturer			
7	Copy of Income Tax Registration certificate			
8	Copy of Sales Tax Registrations certificate			
9	Registration copy of EOBI & Social Security Institution			

Note: Bidders must fill-up above mentioned checklist / table and attach copies of required documents with proper annexure along with tender document.

BIDDERS INFORMATION

Name of Firm/Company	
Complete Postal Address	
Phone	
Contact Person / Designation	
Cell Number	
E-Mail	
Fax Number	

Date of Submission / opening:

Receipt of Documents: 15-07-2021 at 11:00am

Opening Date / Time : 15-07-2021 at 11:30 am in Purchase Office of
Rawalpindi Institute of Cardiology, Rawalpindi