|  |  |  |
| --- | --- | --- |
| **FACILITY AUDIT** | ***YES*** | ***NO*** |
| ***Staff and Staff Areas*** |  |  |
| The staff work areas are tidy. |  |  |
| The offices are free of clutter. |  |  |
| All boxes and items are stored in appropriate places. |  |  |
| All staff members wear name tags. |  | |
| ***Atmosphere*** | | |
| The facility has a comfortable temperature. |  |  |
| The bathrooms are clean and well supplied. | |  |
| Walkways are clear. | |  |
| ***Waiting Area*** | | |
| The floor in the waiting area is in good condition (free of spots, stains, and scuffs). |  |  |
| The windows are clean and in good condition. |  |  |
| The walls are clean (free of scuffs, fingerprints, and tape). |  |  |
| The color of paint on the walls reflects a professional environment. |  |  |
| The paint on the walls is in good condition. |  |  |
| The decorations on the walls are appropriate for a professional healthcare environment. |  |  |
| The ceilings and light fixtures are clean (free of grime and cobwebs). |  |  |
| The indoor plants and containers are healthy and attractive. |  |  |
| The furniture is clean. |  |  |
| The furniture style is appropriate for a professional healthcare environment. |  |  |
| The chairs and couches are comfortable. |  |  |
| Patient educational material is available, tidy and well supplied. |  |  |
| The magazines offered are appropriate for clients. |  |  |
| The reading material offered is in good condition (free of tears and stains). |  |  |
| The magazines available are up to date (less than a year old). |  |  |
| The programming that is on the TV is appropriate for all audiences. |  |  |
| The volume of the TV or radio is at an appropriate level. |  |  |
| The comment box is stocked with paper and pens. |  |  |
| The reception area is positioned so that staff members can quickly see patients when they enter. |  |  |
| There is no-glare lighting. |  |  |
| There are special play areas with toys for children. |  |  |
| ***Signage*** | | |
| Building signs are easy to read from the road. |  |  |
| The way to get to the exam rooms is clearly labeled. |  |  |
| The way to get to the restrooms is clearly labeled. |  |  |
| The way to get to the check-out counter is clearly labeled. |  |  |
| ***Exam Rooms*** | | |
| The floors in exam rooms are in good condition (free of spots, stains, and scuffs). |  |  |
| The walls are clean (free of scuffs, fingerprints, and tape). |  |  |
| The color of paint on the walls reflects a professional environment. |  |  |
| The paint on the walls is in good condition. |  |  |
| The decorations on the walls are appropriate for a professional healthcare environment. |  |  |
| The ceilings and light fixtures are clean (free of grime and cobwebs). |  |  |
| The reading material offered is in good condition (free of tears and stains). |  |  |
| The magazines available are up to date (less than a year old). |  |  |
| The exam and treatment rooms are sound proof and afford patients privacy. |  |  |
| There is an extra chair in the exam room for a family member/companion. |  |  |
| *Parking* | | |
| Parking area is clean and well-lighted. |  |  |
| It is easy and safe to drop off a patient. |  |  |
| There are enough parking spaces. |  |  |
| Public transportation and taxis are easily available. |  |  |
| There is easy access from the parking area to the building. |  |  |