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# Facility Round Report Format

## Facility Round Report

### Name of the Hospital Facility Round Report

Date:

Areas Covered:

Round Conducted by:

Team Lead:

Members:

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

No debris/dust/garbage				
Toilets – Floor/ Grab Bars Intact, etc.				
Plumbing works – Fixtures, Drainage, Hands free taps in OT, etc.				
Leakages and Drainages – Intactness, no leakages				
Availability of lined dustbins at common places in the hospital				
Medical Gas and Pipe line Systems – functioning of pressure gauges, connections, colour coding of pipelines, compliance to maintenance plan, etc.				
Oxygen Manifold – storage of cylinders, availability of fire extinguishers, etc.				
Waste furniture and other junk not dumped on hospital terraces / in the way of emergency exits, etc.				
Storage of any hazardous material – appropriate, and safe manner; MSDS available; Staff aware; spill kit available				
Rodents and Pest control – compliance to the hospital plan				
All entry ways secured from unauthorized access				

Surveillance video cameras in working order				
<b>Waste Management</b>				
Availability of bins: Appropriate colours, & Lining - Patient rooms, Nursing station, Common Areas				
PPE for waste collectors/Housekeeping staff				
BMW - Hospital collection area and disposal				
Waste disposed in timely manner including e-waste				
<b>Electrical Safety</b>				
Adequate lighting in all the areas of the hospital				
Electrical wires and connections: bare wires, unfixed, etc.				
UPS – Batteries maintained				
Insulation at the vulnerable points: e.g., rubber mats near the main electrical panel, generator etc.				
Elevators – maintained, functioning smoothly, not stopping with jerky movements, do's and don'ts placed in the lift				

<b>Biomedical Equipment</b>				
Critical equipment – calibrated, cleaned, maintained, and stored.				
Other equipment - calibrated, cleaned, maintained, and stored.				
<b>Signages in the hospital</b>				
Statutory Signages (e.g., Scope of services, hospital registration, radiation hazard sign outside X-ray room, etc.)				
Identification signages (e.g., Male / female toilets, pictograms, pregnant women in radiation areas, etc.)				
<b>Fire Safety</b>				
The emergency exit is seamlessly approachable and not blocked				
Fire safety devices (fire extinguishers, sand etc.) are available in the hospital				
Fire extinguishers refilled, checked and available				
Smoke detectors are available and functioning				
Staff is trained and able to display the rescue methods in case of a fire				
Emergency illumination				
<b>Water Safety</b>				

Cleaning of tanks (date displayed, next date due)				
Condition of water storage tank (intact, condition of plumbing lines etc.)				
<b>Additional Points / Observations</b>				

Signature of the Team Lead:

Name:

Date:

Time:

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