

Alternative Care Site – Site Visit Checklist

DRAFT

Last revised: April 2006

Sample Alternative Care Site Checklist

Facility / Location: Wilson Street Recreation Centre, Port Coquitlam, BC

Date: _____

Facility contact: Steve or Cheryl

Contact's phone #: _____

Assessed by: Dave Burgess and Denise McKay

FACILITY REQUIREMENTS	CONSIDERATIONS	SUITABILITY (0 = not suitable, 3 = very suitable)		COMMENTS	
		YES	NO		
LOCATION ASSETS	Easy to access by public transportation	x		3	Multiple bus routes, W.Coast Express
	Parking lot and paved exterior area	x		3	
	Number of parking spaces (<i>comments only</i>)	Lots of parking space			
	Transit access	x		3	
	Transportation hindrances for any vehicle		x	2	
	Traffic patterns (>1 way in and out?)		x	2	
EXTERNAL STRUCTURE	Appears to be structurally sound	x		3	
	Condition of exterior (<i>comments only</i>)	Good condition			
	Facility is currently occupied	x		1	
	Wheelchair accessible (<i>ramps, not stairs</i>)		x	1	Upper level is not accessible
	Any obstacles from parking lot?	x		2	
	Condition of grounds (<i>comments only</i>)	Good condition			
	Loading dock (<i>based on largest vehicle</i>)		x	1	
	Status of roof (<i>e.g., leaks - comments only</i>)	Good condition			
	Sensitive neighbours and/or abutters	x		3	
	Dumpsters	x		1	
Storm drains	x		0	Flood plain	

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FACILITY REQUIREMENTS	CONSIDERATIONS	SUITABILITY (0 = not suitable, 3 = very suitable)		WORK REQUIRED/COMMENTS	
		YES	NO		
INTERNAL STRUCTURE AND SYSTEMS	General condition of interior	x		2	Good condition
	Is facility clean and mold-free?	x		2	
	Licensure of safety systems (<i>such as fire alarm systems, elevators, inspection certificates, etc.</i>)	x		3	Systems are inspected and up-to-date
	Fire alarm/suppression system adequate for clinical facility use	x		3	
	Check hydro, fuel, and back-up generator system needs		x	1	Natural Gas for heat, no generator
	HVAC - type/fuel system <i>usable and sufficient</i> <i>Air handlers in place and functional</i>	x		2 2	
	Facility-wide paging/alarm system		x	3	
	Internal telephone/intercom system	x		1	In some rooms
	Communications links need to be re-established <i>telephone, computer network and internet</i>		x	2 3	Distributed in offices and computer lab
	Phone/Data ports- <i>how many in which rooms?</i>				In some rooms
	Adequate Lighting	x		2	
	Check electrical systems/outlets for operations and safety	x		2	
	Is water hooked-up?	x		1	Not available in all rooms
	Water heating systems operational?	x		3	
	Elevators, and are they working?		x	0	No elevator
	Much equipment/furniture to be removed?	x		1	Some furniture
	Waste Disposal and Management systems?	x		1	Bins only
	Is there a kitchen? If so- <i>general condition and amenities - fridge/stove/sinks</i>	x		2	Commercial kitchen
	If no kitchen - <i>other area that could be used for food service?</i>			0	

NOTE: This document is an **incomplete work-in-progress**, intended for the use of Fraser Health professional health care providers during an influenza pandemic. Please contact Fraser Health at pandemic@fraserhealth.ca if you have suggestions or for permission to use these proprietary documents.

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FACILITY REQUIREMENTS	CONSIDERATIONS	SUITABILITY SCALE (0 = not suitable, 3 = very suitable)		WORK REQUIRED/COMMENTS	
		YES	NO		
INTERIOR SPACE	Number of floor levels/square footage <i>(comments only)</i>	2 levels, 2nd floor not accessible by elevator.			
	No. of rooms and their approx. dimensions <i>(comments only)</i>	6 rooms of various sizes. Capacity for 125 patients (Does not include Hockey Rink)			
	No. of washrooms (<i>male, female, and cubicles - comments only</i>)	Male: Urinals 8, Toilets 8; Female: Toilets 25			
	No. of shower facilities and locations <i>(comments only)</i>	Hockey rink change rooms - Many			
	Flooring (<i>smooth, washable, and tiles sealed</i>)	x		3	
	Doors/corridors wide enough for stretchers	x		1	A little narrow
	Clean and mold/pest-free rooms	x		3	
TOTAL SUITABILITY =				68	

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