

SELF-ASSESSMENT CHECKLIST & GUIDELINE

Date	
Executed by	
Address	
Contact Number	

Tick the relevant yes/no boxes

		Yes	No
1	Toilet Entrance		
1.1	Signage is clear and well visible from distance. Entrance is clean, uncluttered		
2	General		
2.1	Walls, ceiling are clean, dry, undusted and not littered		
2.2	Floors and Walls are clean, intact, dry		
2.3	There is no bad smell in the toilet		
2.4	Ventilation/ Openings for air circulations are in place and functioning		
2.5	Suggestion Box and Education material are in place		
2.6	Basic amenities are in place (i.e. toilet paper, soap, bins, mirror, tissues etc.)		
2.7	Resource and Water saving measures (sensor taps, natural light, etc.)		
2.8	Waste management and water treatment system approved by local authority		
2.9	Privacy: maze entrance, urinals and cubicle partitions		
3	Wash Area		
3.1	Taps, hand dryers, litter bins are in place and working		
3.2	No leakage, no damage to the fittings, fixture and plumbing		
3.3	Tissue/soap dispensers are in place, working, and filled		
3.4	Wash area is overall clean, dry, tidy, not littered		
4	WC		
4.1	Cubicle door is clean, functioning and latched; lock/latch are intact		
4.2	WC has a toilet seat and lid		
4.3	Coat hanger is in place and intact		
4.4	Toilet bowl/squat and seat are intact and unclogged, not stained		
4.5	Cubicle floor is uncluttered, clean and dry		
4.6	Manual/ Auto flush is clean and functioning		
4.7	Toilet paper dispenser is intact and replenished		
4.8	Sanitary bin (hand-free with foot pedal) with liners is in place, is dry, clean, sanitized, odourless, intact		
4.9	Waste bin (hand-free with foot pedal) with liners is in place, is dry, clean, sanitized, odourless, intact		
5	Urinals		
5.1	Urinals are intact and unclogged, not stained		
5.2	Manual/Auto flush is clean and functioning		
6	Safety		
6.1	Internal and External lighting is in place and functioning		
6.2	There is appropriate CCTV/Patrolling		
6.3	Walls and Ceilings are intact, not cracked		