



Office Facility Inspection Checklist

1. The office is easily accessed by patients with disabilities Yes No
2. The waiting area is sufficient (one chair per patient) Yes No
3. The office is clean and in good repair Yes No
4. The office layout protects privacy of conversations with patients Yes No
5. Patients' records are protected from unauthorized viewing Yes No
6. Examination rooms have:
 - a. adequate lighting Yes No N/A
 - b. an examination table Yes No N/A
 - c. lighting and space to perform gynecological examinations Yes No N/A
 - d. a sink available in each examining room Yes No N/A
 - e. privacy protected (sound and sight) Yes No N/A
7. Examination rooms can seat _____ persons (including the physician)
8. The clinic has the following equipment readily available:
 - a. Stethoscope Yes No N/A
 - b. sphygmomanometer Yes No N/A
 - c. otoscope with clean tips Yes No N/A
 - d. ophthalmoscope Yes No N/A
 - e. reflex hammer Yes No N/A
 - f. measuring tape Yes No N/A
 - g. vaginal specula Yes No N/A
 - h. disposable gloves Yes No N/A
 - i. lubricant Yes No N/A
9. Sharps and toxic products are properly stored and discarded Yes No N/A
10. Washrooms are easily accessible to patients Yes No

- 11. Emergency equipment is appropriate to the location Yes No
- 12. Adrenaline is available for anaphylactic reactions Yes No N/A
- 13. Drugs are stored appropriately and securely Yes No N/A
- 14. Drugs are dated and within expiry dates Yes No N/A
- 15. Prescription pads are stored securely Yes No N/A
- 16. An autoclave is available Yes No N/A

General comments on any of the above:

Please comment on significant features (including "great ideas):

Practice Visit Number: _____

Practice Visitor: _____

Date: _____