

Environmental Design Checklist

- (1) Items 1 to 10 are extracted from "Pre-Ops & SA Prep Kit v130918" and have to be met by the operator
- (2) Item 11 includes the good-to-have practices and operator is encouraged to comply wherever possible

S/N	Requirement	Not Met	Fully Met	Remarks (give description if requirement is not met)
1	Good lighting and visibility			
1.1	Adequate lighting level	<input type="checkbox"/>	<input type="checkbox"/>	
1.2	Avoid reflective surfaces and flooring	<input type="checkbox"/>	<input type="checkbox"/>	
1.3	Maximise use of natural light	<input type="checkbox"/>	<input type="checkbox"/>	
1.4	Good colour contrast between furniture/equipment and walls/floor (e.g. Avoid strong pattern)	<input type="checkbox"/>	<input type="checkbox"/>	
2	Barrier-free access and prevention of falls			
2.1	Anti-slip flooring (especially in the toilets)	<input type="checkbox"/>	<input type="checkbox"/>	
2.2	Grab bars and handle bars (where appropriate)	<input type="checkbox"/>	<input type="checkbox"/>	
2.3	Wheelchair accessible (e.g. ramps, door threshold to exterior is level)	<input type="checkbox"/>	<input type="checkbox"/>	
2.4	A good range of furniture suitable for the needs of all. <ul style="list-style-type: none"> • Furniture/equipment that are sturdy and of appropriate height 	<input type="checkbox"/>	<input type="checkbox"/>	
2.5	Avoid the use of carpets	<input type="checkbox"/>	<input type="checkbox"/>	
2.6	Toilet door can be open easily by the clients	<input type="checkbox"/>	<input type="checkbox"/>	
3	Safety and security measures			
3.1	Access restricted on entrances and exit doors	<input type="checkbox"/>	<input type="checkbox"/>	
3.2	Tools, materials and equipment that present a risk (e.g. knives) are stored securely	<input type="checkbox"/>	<input type="checkbox"/>	
3.3	Medications are only accessible by authorised staff	<input type="checkbox"/>	<input type="checkbox"/>	
3.4	Easily accessible call bells in the toilets <ul style="list-style-type: none"> • Call bells shall be located from the front and not the side edges of the water closet 	<input type="checkbox"/>	<input type="checkbox"/>	

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3.5	Measures to protect clients from climbing/falling out of windows (e.g. window grills or limited opening windows)	<input type="checkbox"/>	<input type="checkbox"/>	
3.6	Fire safety provisions are in place <ul style="list-style-type: none"> Fire escape plan must be in place and to clearly indicate the escape route from the centre to the assembly point 	<input type="checkbox"/>	<input type="checkbox"/>	
4	Adequate space for manoeuvring			
4.1	Wide doorways and walkways to permit a Wheelchair or two people assisting a client to pass through	<input type="checkbox"/>	<input type="checkbox"/>	
4.2	Handicapped toilets are large enough for 2 staffs to aid client on wheelchair in transferring to toilet/ shower	<input type="checkbox"/>	<input type="checkbox"/>	
4.3	Uncluttered walkways	<input type="checkbox"/>	<input type="checkbox"/>	
4.4	Furniture and amenities accessible by clients on wheelchairs (e.g. sinks and tables)	<input type="checkbox"/>	<input type="checkbox"/>	
5	Familiar, non-institutional environment			
5.1	Home-like, nostalgic furnishings and décor	<input type="checkbox"/>	<input type="checkbox"/>	
5.2	Use of traditional cutlery including availability of chopsticks	<input type="checkbox"/>	<input type="checkbox"/>	
6	Facilitate awareness of time and place (i.e. wayfinding)			
6.1	Cues for orientation to time (e.g. use of calendars and large face clock)	<input type="checkbox"/>	<input type="checkbox"/>	
6.2	Cues for orientation in space through clear signage and landmarks, indicating different parts of the centre (e.g. use of different wall color)	<input type="checkbox"/>	<input type="checkbox"/>	
6.3	Signs on doors to indicate purpose of rooms at appropriate height. <ul style="list-style-type: none"> Signs shall be positioned closer to the floor as clients with dementia often cast their eyes downwards 	<input type="checkbox"/>	<input type="checkbox"/>	

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6.4	Cues for time and weather (e.g. adequate views of the outside)	<input type="checkbox"/>	<input type="checkbox"/>	
7	<i>Avoidance of unnecessary stimuli</i>			
7.1	Avoid loud noises in the centre (e.g. intercoms, blaring alarms)	<input type="checkbox"/>	<input type="checkbox"/>	
7.2	Avoid distraction (e.g. visual barriers between activity areas)	<input type="checkbox"/>	<input type="checkbox"/>	
7.3	Presence of a quiet room	<input type="checkbox"/>	<input type="checkbox"/>	
8	<i>Opportunities for engagement in various meaningful activities</i>			
8.1	Facilities that support participation in familiar activities (e.g. laundry facilities to participate in household chores)	<input type="checkbox"/>	<input type="checkbox"/>	
8.2	Option of quiet area (e.g. for reading newspapers)	<input type="checkbox"/>	<input type="checkbox"/>	
8.3	Safe wandering path, with opportunities for activities along the way	<input type="checkbox"/>	<input type="checkbox"/>	
9	<i>Infection control</i>			
9.1	Show all items for infection control: <ul style="list-style-type: none"> • Hand rubs • Gloves • Surgical & N95 mask • Gowns 	<input type="checkbox"/>	<input type="checkbox"/>	
10	<i>Management of medication (applicable to both medication administration & assistance)</i>			
10.1	Show storage and labelling of medication.	<input type="checkbox"/>	<input type="checkbox"/>	
10.2	Store medication in accordance to manufacturer's recommendations	<input type="checkbox"/>	<input type="checkbox"/>	
10.3	Arrange medication in a systematic manner and label medication with identifiers	<input type="checkbox"/>	<input type="checkbox"/>	
10.4	Lock in a designated area not accessible to clients or public	<input type="checkbox"/>	<input type="checkbox"/>	
11	<i>Others</i>			
11.1	Good visibility of toilets and rooms of access to elderly	<input type="checkbox"/>	<input type="checkbox"/>	
11.2	Adequate seating areas for committed day places	<input type="checkbox"/>	<input type="checkbox"/>	
11.3	Good colour contrast for items of access to elderly: <ul style="list-style-type: none"> • wall, skirting, & floor • doors and surrounding walls • furniture and surroundings • handrails/switches and surroundings walls • toilet seat with toilet bowl and floor and background wall • toilet roll holder and background wall 	<input type="checkbox"/>	<input type="checkbox"/>	
11.4	Restricted access for staff office <ul style="list-style-type: none"> • Confidential documents to be kept out of clients' reach 	<input type="checkbox"/>	<input type="checkbox"/>	

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11.5	Air-conditioning system and adequate wall mounted / ceiling fans provided	<input type="checkbox"/>	<input type="checkbox"/>	
11.6	Clear visible way back into centre from exterior (<i>refers to external garden, balcony, patio, courtyard, roof garden</i>)	<input type="checkbox"/>	<input type="checkbox"/>	
11.7	Toiletries and toilet roll are available	<input type="checkbox"/>	<input type="checkbox"/>	
11.8	Presence of privacy screen/curtain for OT and nurse room	<input type="checkbox"/>	<input type="checkbox"/>	