

EVALUATION CRITERIA

Please note that this document is for reference for filling the online self- assessment. The online form will ask the following questions and require photo uploads. Please be sure to have all the answers and photographs ready before filling the online application.

DO NOT send a hard copy of the form to any MCGM ward office. Only self-assessment forms duly filled and submitted online at the link mentioned below will be considered for evaluation. Any self- assessment forms submitted in other forms will not be considered for evaluation.

Find the survey- <http://www.unitedwaymumbai.org/mcgmsurvekshan>

Step 1.

Participants of the respective categories, qualifying as per the criteria mentioned hereinabove are invited to submit a self-nomination for the ranking exercise. For this, they must fill up the separate online forms available for each of the categories on this website, along with suitable supporting documents as mentioned in the form, in relevant places. **(Last date for online form submission: 27th November, 2020)**

Note: Applications with incomplete information will be rejected without intimation to the participant. Also, any false information and claim made in the application form will lead to disqualification.

Note: The self-nomination forms for some of the categories are long and require the upload of relevant supporting documents / photographs to substantiate the filled responses. Therefore, we recommend that the participants first download and print the PDF form **(The form is available on the next page of this document)**, fill it up by hand, while gathering all the relevant supporting documents/ photographs. Once ready with complete information, the participants are recommended to return to this webpage and fill in the relevant online application form, to submit their self-nomination.

Step 2.

The applications will be shortlisted based on the scores earned through the self-nomination. These shortlisted nominations will be further assessed by a team of field investigators appointed by United Way Mumbai. The shortlisted participants may be intimated by the United Way Mumbai team on the day of the assessment itself.

Step 3.

The MCGM will announce the final rankings based on the on-field evaluation and validation of the self-nominations. The rewards for the category is as given below;

Swachh Hotels (Restaurants) Rs.50,000/- cash and a certificate of appreciation
 (More than 50 seating capacity)

1.Name of Hotel:*

2.Name of the applicant:*

3.Address of the hotel:*

Name of the building, Road, locality, Landmark, Pincode,

Name Municipal Ward*

4.Landline No / Mobile No:*

5.Manager Name and Contact number*

SR. No.	Criteria				
6.	Sanitation : Cleaning				
6.a	Sanitation : Cleaning Schedule (Sweeping and mopping)	3 Times/ Day	2 Times/ Day	1 Time/day	
6.b	Availability of Toilets	Separate toilet for Male & Female	Common toilet for male and female	No Toilet	
6.c	Cleanliness of toilets	Daily	Alternate Day	No fixed Schedule	
7	is the toilet accessible to General Public	Yes	No		
8	Is there a signage put up outside the hotel stating that the toilet facilities are available for Public	Yes	No		
	Hand-washing liquid soap available	Yes	No		
9	Worker hygiene Upkeep	Regular medical check-up of staff uniform and Apron for Staff	Checkbox type		

		Face mask, Hair mask, Hand gloves				
10	Do you check the body temperature of your staff at the start of the day and at the end of their duty	Yes	No			
11	Do you check the body temperature of all your visitors/customers?	Yes	No			
11	How often do you wash hotel kitchen	Twice a day	Once a day	Not on daily basis		
12	How often all the cooking utensils and apparatus are washed and sterilized	Twice in a day	Once in a day	Not on a daily basis		
13	Food Safety and Standards Authority of India (FSSAI) & Trade License	Have both licenses trade and FSSAI license	Have Trade License	Have FSSAI license	Neither Trade License nor FSSAI license	Upload copy of FSSAI license and trade license
15	Type of water facility					
15a	Type of water used for drinking purpose	Purified / Mineral Water / Boiled Water	Untreated Tap water	Bore water		
15b	Type of water used for cooking purpose	Purified / Mineral Water / Boiled Water	Untreated Tap water	Bore water		
16	Other Signages available inside the hotel	Toilet Hand wash, No Smoking. Lift COVID 19 related precautionary guidelines				
16a	Do you segregate your waste	Yes	No			
16b	Separate labelled bins for Dry and Wet waste	Yes	No			

16c	Do you have a separate dustbin for COVID related waste i.e.(Facemasks, gloves etc)	Yes	No		
17	Do you compost your Wet Waste	Yes	No		
17a.	How do you compost you Wet Waste	100% Wet Waste managed in-house	Partly waste processed in-house composting and partly outsourced	100% Outsourced the wet waste	
18	Drainage/Sewage cleaning	cleaned once in a month	cleaned once in a quarter	cleaned once in a year	Only when the drain is clogged. No fixed frequency
19	Display of relevant license/ permission certificates (Annexure)	Yes	No		
	Please tell us what other precautions and steps you take to maintain the better cleanliness and hygiene in your hotel. Long answer (50 to 200 characters)				