

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 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 form will be not considered for evaluation.

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:15th November, 2019)**

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 basis 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 Municipal Hospital - Rs. 1,00,000/- cash and a certificate of appreciation

1. Name of the applicant:					
2. Name of Hospital :					
3. How many patients does the hospital cater to in a day ?					
4. Address:					
5. Contact details of the applicant					
6. Manager Name & No:					
7. INFRASTRUCTURE OF THE HOSPITAL					
7a.	Hospital infrastructure is well maintained (No major cracks, seepage, chipping, plaster, chipped floors in hospital)	Safe condition	Fair condition	Poor condition	7b. Upload photos
7c	Entrance / Exit Gate	The gate is safe, strong structure, not rusted / painted/ no damage	The gate is a cement structure with a grill, not painted/ and rusted	No entrance and exit gate but a concrete structure present	7d. Upload photos
7e.	Cleanliness in Corridors (Floors, Walls, lights)	Cleaned once in a day	Cleaned Twice a week	Cleaned once in a week	Cleaned once/ twice in a month
7f	Separate Dustbins (Refer 'Cleaning Equipment' section)With colour coding	Available as per requirement in good condition Clean separate bins with colour coding provided	Available as per requirement but in poor condition Separate bins provided/no colour coding for bins	Not available No Separate bins	7g. Upload photos
7h	Waste collection equipment (wheeled trolleys/handcart)	Available in usable condition	Not equipment Available		7i. Upload photos
8	Composting waste				
8a	Composting wet waste	The hospital canteen has the mechanism in place for composting	The hospital canteen outsources wet waste for composting	The hospital does not have mechanism in place for composting	

8b.	The hospital canteen has the equipment and place for carrying out composting			Yes	No
8c.	Type of composting system used at hospital	Aerobic	Anaerobic	Vermicomposting	
8d.	Shredder machine	Required and Available	Required but not Available	Not Required	
8e.	Composting is carried out by	Canteen staff	Hired labourers	Hired Swachha Mumbai Prabodhan Abhiyan (SMPA)	
8f.	Please upload the photos of composting wet waste set up				
8g.	Bio medical waste	Given to MCGM – Solid waste Management – bio medical waste department	Outsourced to an NGO handling biomedical waste	8h. Please upload contract, record	
9	Toilet and bathroom facility				
9a.	Toilets and bathrooms for In-Patient Dept's patients and general public are cleaned (cleaned with water, broom, and phenol)	Once every day	Twice a day	Once a week	
9b.	Toilets and bathrooms for clinical and non-clinical staff	Once every day	Twice a day	Once a week	
9c.	The toilet seat (Indian toilet/ western toilet) is	Usable condition			Not in a usable condition
9d.	Water logging in the toilet	There is water logging in the toilet, atleast once a month			There is no water logging at all as the drains are cleaned
9e.	Cleaning equipment / brooms/ broomstick/ mops/ buckets	Adequately available in usable condition	Adequately available in not in a usable condition	Inadequately available but in good condition.	Inadequately available and in poor condition
10	Drainage maintenance				
10a.	Drainage cleaning	Ensured drains are cleaned once in a month	Ensured drains are cleaned once in a quarter		Not a priority
					10b. Upload monitoring record,

					checklist if any
11	Life facility at the hospital				
11a	Lift facility	There is no need of lift	Most of the time the lift is non-functional	There is lift in the hospital but it has not been serviced for the last 1-2 years	There are two lifts and is serviced once in a year
11b	Cleanliness in the lift	I see cleanliness in the lift every day, as it is cleaned daily.	I see cleanliness in the lift, as it cleaned once in a week	There is no cleanliness in the lift and the place smells	
11c.	Please upload the photos of the lift				
12	Water facility at the hospital				
12a	Drinking water availability at all the floor	Water tank available at all floor	Water cooler and purifier dispenser available at all floor	No water facility available at all the floor	
12b	Cleaning of water tank	Once in day	Once in a week	Twice a week	
12c	Water stagnation near the hospital	There is water accumulation because of leakage of water tank hence there is water stagnation	There is no water accumulation or leakage in any of the surrounding area of the hospital		
13	Facility for parking of vehicles				
13a	Availability of parking space for hospital vehicles	Yes, available	Not available, Hospital vehicle are parked in nearby parking lots	13c. Please upload parking record document picture, area of the parking area	
13b.	If yes, How often the parking lot is cleaned (swept)	Once in a day	Twice a week	Once a week	Not required
14	Garden/ lawn area/ Recreation room				
14a	Recreation Rooms for IPD patients	Once in a day	Twice a week	Once in a month	No recreation room
14b	Garden/ Lawn is cleaned	Once in a day	Twice a week	Once in a month	No garden

14c	Please upload the picture of the garden, recreation room, lawn separately. Also, upload the cleaning schedule,						
15	Infrastructure cleanliness						
15a	Infrastructure like special care rooms, operation theaters, labour rooms, ICUs, laboratories etc cleaning (swept and mopped)	cleaned once in a day	Cleaned twice a week		Cleaned once a week	Attach photos of monitoring document	
15b	Collecting waste from dustbins	Daily	Fortnightly		Once in a week	15c. Attach checklist sheet	
15d.	Segregating waste collected in colour coded bins	At the point of waste generation into colour coded waste bins	Daily but not in colour coded bins		Not segregated as there is no colour coded bins	15e. Attach photos of colour coded bins	
15f.	Equipment availability	Adequately available and in usable condition	Inadequately available but in usable condition	Adequately available but in damaged condition	Inadequately available and in broken condition	15g. Upload the picture of the equipment and checklist, monitoring record	
15h.	Availability of dustbins at all the floor.	Yes, there is trolley dustbin at all floor in the hospital/ and in the ward		There is no dustbin on the floor but available in the ward		There is no dustbin on the floor but available on the ground floor (for common use)	
16	Whether Hospital has Feedback Mechanism			Yes		No	Attach photo of feedback box