

#### IV. SAFETY.

No.	ITEMS TO BE CONSIDERED:	Facility #1			Facility #2			Facility #3			Facility #4			Facility #5		
		Y	N	NI	Y	N	NI	Y	N	NI	Y	N	NI	Y	N	NI
1.	Twenty four hour security is provided															
2.	Doors to the building are locked after dark and accessible only through a call button															
3.	All residents must sign in and out at the front desk															
4.	All visitors must sign in and out at the front desk															
5.	Residents are informed when visitors arrive for them															
6.	Salespeople are not allowed in the building															
7.	All outside doors are alarmed															
8.	Night shift personnel are awake and alert throughout their shift															
9.	There is adequate lighting in the parking lot and at building entrances															
10.	There is adequate lighting in the building															
11.	There are hand rails on all stair ways both inside and outside the building															
12.	Entranceways are kept free of litter and clutter															
13.	Entranceways are swept or shoveled promptly when needed															
14.	Wellness checks are made on residents throughout the night time hours															
15.	An emergency evacuation plan is prominently displayed in each apartment															
16.	Each apartment is equipped with a smoke alarm															
17.	The building is equipped with a sprinkler system															
18.	There is a back up generator in case of loss of electricity															
19.	Emergency Exits are well marked															
20.	Fire extinguishers are available and are inspected regularly															
21.	Fire Drills are conducted on a scheduled basis															
22.	All staff members have been trained in emergency procedures in case of fire, flood, accident, hurricane, tornado, burglary, etc.															
23.	All staff members have been trained in evacuation procedures															

**V. STAFF.**

No.	ITEMS TO BE CONSIDERED:	Facility #1			Facility #2			Facility #3			Facility #4			Facility #5		
		Y	N	NI	Y	N	NI	Y	N	NI	Y	N	NI	Y	N	NI
1.	The facility is adequately staffed															
2.	All staff members are positive and cheerful															
3.	The ratio of staff member to resident is within acceptable limits (be sure to inquire about the ratio of caregiving staff, not administration staff)															
4.	The ratio of evening staff member to resident is within acceptable limits															
5.	Staff members are not overworked, rushed, or harried															
6.	All caregiving staff members are state licensed															
7.	All caregiving staff members are required to attend ongoing educational seminars and workshops															
8.	The caregiving staff is employed by the facility, not from an outside agency															
9.	The caregiving staff turnover is low															
10.	All staff members are clean, neat, and well groomed															
11.	All caregiving staff members wear uniforms															
12.	All staff members wear name tags															
13.	Staff members respect resident's privacy															
14.	All staff members knock before entering resident rooms or apartments															
15.	Staff members are available to answer family questions															
16.	The wait staff is courteous, friendly, and helpful															
17.	The wait staff is patient with accidents and spills															
18.	A nurse practitioner is on staff															
19.	A registered nurse is on staff															
20.	A Social Worker is on staff															
21.	A chaplain is on staff															
22.	A maintenance man is on staff															
23.	A chef is on staff															
24.	A nutritionist is on staff															
25.	A friendly, helpful, receptionist is at the front desk															
26.	The facility director is approachable and will act when problems are presented															

**V. Staff Continued .....**

No.	ITEMS TO BE CONSIDERED:	Facility #1			Facility #2			Facility #3			Facility #4			Facility #5		
		Y	N	NI	Y	N	NI	Y	N	NI	Y	N	NI	Y	N	NI
27.	The activity program is adequately staffed															
28.	Activity staff members are high energy, enthusiastic people															
29.	Staff members enjoy and appreciate elderly people															
30.	Staff members treat residents respectfully at all times															
31.	Staff members know each resident by name															
32.	Staff members have time to visit with residents															
33.	Staff members know residents likes and dislikes															
34.	Staff members display exceptional customer service attitudes															
35.	All staff members are friendly															
36.	All staff members are patient															
37.	All staff members are gentle when assisting residents															
38.	All staff members are accommodating to residents needs															