Minimum set-up checklist

Form | FLD-FRM-001

Document type	Form
Title	Minimum set-up checklist
Document ID	{{facility.code}}-FLD-FRM-001
Version and status	1.0 | Issued for use. Pending ASF Expert Committee ratification
Prepared by	{{roles.quality_lead.name}}, Quality lead
Reviewed by	{{roles.clinical_director.name}}, Clinical director Date: _____
Approver and signature	{{roles.clinical_director.name}}, Clinical director Signature: _____ Date: _____
Effective date	{{document.effective_date}}
Next review	{{document.review_date}} (12 months, or sooner after any incident or change)
Replaces	None (new document)
Standards and criteria supported	Standard 9 (Field Hospital), criterion 9.1
Evidence basis	E-006, E-009
Status of this document	Recommended best-practice model. A hospital may adopt, adapt or replace it with an equivalent that meets the same criteria.

Use this form when

Records that the field unit meets the minimum set-up before any patient is admitted.

1. How to complete

- Walk through every item before admission.
- Record any item that fails and its fix.
- Sign before the first admission.

2. Items to check

#	Item	Standard or evidence	Yes	No	N/A	Action if No
1	Structure safe and weather-protected	Yes	[ ]	[ ]	[ ]	Action and who to tell
2	Separate triage, treatment and isolation areas	Yes	[ ]	[ ]	[ ]	Action and who to tell
3	Safe water supply tested	Yes	[ ]	[ ]	[ ]	Action and who to tell
4	Sanitation and waste disposal in place	Yes	[ ]	[ ]	[ ]	Action and who to tell
5	Power and oxygen checked	Yes	[ ]	[ ]	[ ]	Action and who to tell
6	Signed by the field unit lead, with date	Yes	[ ]	[ ]	[ ]	Action and who to tell

Completed by (name and role): _____ Date/time: _____ Signature: _____

3. Evidence

ID	Source and status
E-009	Based on the Sphere Handbook, Humanitarian Charter and Minimum Standards in Humanitarian Response (2018).
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

EC = ASF Expert Committee consensus.

4. Change history

Version	Date	What changed	Approver and signature
1.0	{{document.effective_date}}	First version	Pending Expert Committee approval