City and County of San Francisco

Shelter Monitoring Committee

Announced ☐   Unannounced ☐

MNRC Site Inspection Form

Date:_____

Committee Members conducting the site visit: 1:_____ **2:**_____ **3.**_____

Areas to Inspect:

S.O.C. #	**Main Staff Station:**	Yes	No
6	Stocked First Aid Kit available to staff	☐	☐
6	Gloves, in various sizes	☐	☐
6	CPR masks available to staff	☐	☐
6	AED * *sites are required to have one AED per site *	☐	☐
	*Consider turning on to test the battery		
4	Incontinence supplies	☐	☐
4	Feminine hygiene products	☐	☐
30	Personal protective equipment available to staff.	☐	☐
	i.e., gloves and gowns in various sizes, and masks		
7	Is fresh drinking water available to clients?	☐	☐
25	Identification badges worn by all staff	☐	☐

If NO, staff witnessed without identification badges: _____

2 Ask the site manager if the **video recording system** has been checked in the last three months.

(Some sites, e.g., most Nav Centers, get assistance with this from HSH Building Operations' team)

Date of last verification that the system is working as intended _____

S.O.C. #		Yes	No
1-31	Is the **comment/complaint box** located where guests will not be intimidated to use it?	☐	☐
	Is the comment/complaint box secure/locked?	☐	☐

Who has the key? _____

	Yes	No
Are English and Spanish SMC flyers located near this box?	☐	☐

Notes Regarding Main Station:

S.O.C. #	**Womens' Bathroom:**	Yes	No
3	Soap or hand sanitizer provided in bathroom	☐	☐
3	Hand dryer or paper towels present in bathroom	☐	☐
3	Toilet paper provided in each bathroom stall	☐	☐
3	Bathroom Clean	☐	☐
3	Bath Towel (24" x48")	☐	☐
3	Bathroom facilities are in working order	☐	☐
17	Is signage up noting any facility problem?	☐	☐
8	ADA toilet/shower/sink	☐	☐

Notes Regarding Womens' Bathroom:

440 Turk Street, Second Floor
San Francisco, CA 94102
www.sfgov.org/sheltermonitoing

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(628) 652-8080 (phone)

shelter.monitoring@sfgov.org

S.O.C.#	**Mens' Bathroom:**	**Yes**	**No**
3	Soap or hand sanitizer provided in bathroom	☐	☐
3	Hand dryer or paper towels present in bathroom	☐	☐
3	Toilet paper provided in each bathroom stall	☐	☐
3	Bathroom Clean	☐	☐
3	Bath Towel (24" x48")	☐	☐
3	Bathroom facilities are in working order	☐	☐
17	Is signage up noting any facility problem?	☐	☐
8	ADA toilet/shower/sink	☐	☐

Notes Regarding Mens' Bathroom:

S.O.C.#	**General Drop In Area:**	**Yes**	**No**
8	Is there signage posted, in English AND Spanish, about services offered at the site, including:		
	Meal Times / Coffee Hours?	☐	☐
	Bed Sign Up / Check In Times?	☐	☐
	Hours of Operation?	☐	☐
	Laundry Services?	☐	☐
	Shower Times?	☐	☐
	Case Management availability & accessibility?	☐	☐
20	Are **All** city & shelter printed materials in English AND Spanish	☐	☐
7	Is fresh drinking water is available to clients?	☐	☐
3	Is hand sanitizer throughout center?	☐	☐
3	Are floors clean/clear of debris; areas free of dust & dirt?	☐	☐
3	Vents clear of dust/debris	☐	☐
23	Are Emergency Exit plans posted in the center?	☐	☐
16	Are electric outlets available to clients?	☐	☐

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