

RIA

Independent Inspection Report

Centre:	Park Lodge Accommodation Centre
Inspector:	Shane Mac Loughlin
Date of Inspection:	7/1/19
Time of Arrival & Departure:	12.00 -2.00

Part 1
General Information on Services

Independent Inspection Report

Centre: *Park Lodge, Killarney*
Accommodation Centre
Date of Inspection: *7/1/19*

1. CENTRE DETAILS

Name and address of Centre	Park Lodge, Killarney Co. Kerry
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Contractor	OFM
Manager	Geradette Milligan
Who deputises for manager in his/her absence?	Give Job Title only Assistant manager / Receptionist

Telephone Number	064 39671
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Current Contracted Capacity	55
Current Occupancy (today)	44
Current Centre Profile (e.g., singles, families etc.)	Single Female (adults)

HSE Area	South West
Public Health Nurse	Mary O Connor
DSP / CWO name	Theresa O Gorman
Environmental Health Officer name	Anne Hussey
Local Fire Officer Name	Padraig Mangan
Local Fire Station	Killarney

Is the Centre certified by any Quality Management System (i.e. Q Mark, ISO)?:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If yes, please give details:		
What was the date of the last certification?		
Have you a copy of the Certification	Yes <input type="checkbox"/>	No <input type="checkbox"/>

2. Please provide a copy of the following

	Check List
Official Register	x
Menu Cycle	x
Staffing Lists as follows:	
1. Full list of staff employed at the centre (indicating Names, Titles, Roles, etc.,)	x
2. Indicate who is on duty at time of inspection (today)	x
3. a separate list of Designated Liaison Persons (child protection)	x

3 GENERAL SECURITY & EMERGENCY DETAILS

Is 24 hour supervision provided? (Y/N)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Give details of roster hours	Night staff 8pm to 8 am
Is security provided by external company? (Y/N)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, give name of company:	Internal OFM Staff
Does the centre have CCTV? (Y/N)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Is a list of emergency numbers available in the Manager's office?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does the list include the following numbers? (Y/N) Local Garda station 24 hr number Local hospital Local fire station Duty Social Work Team Out of hours GP Service RIA out of hours number	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If no, give details:
Are first aid kits available? (Y/N)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Where and how many?	3 between kitchen and reception
Who is responsible for first aid restocking?	<i>Job title <u>only</u> (not name) of person responsible:</i> Manager
Is there a defibrillator in the centre? How many staff been trained to use it?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

4 HEATING ARRANGEMENTS

What type of heating is used in the centre?	Electric
Do residents have control of the heating in their own bedroom?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If no, what arrangements are in place?	
What are the heating 'ON' times?	

5 HOUSE RULES

Are residents provided with a copy of the House Rules on arrival?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
How does centre management explain house rules to residents on arrival?	On arrival induction with Manager and RIA booklet issued

6 ARRANGEMENTS FOR RESIDENTS & VISITORS (keys / storage / toiletries)

Are residents issued with key for their bedroom?(Yes/No)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Are residents issued with key for main door? (Yes/No)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If no, give details	Door is locked in evening time at security on duty (locked at 10pm)
Are there procedures to allow residents to receive visitors? (Give details)	Yes
Outline visiting times :	10am to 10pm
In what areas are visitors allowed in the centre?	Reception lobby and tv lounge
Any other relevant information:	
Is there a facility for storage of residents' valuables*? (Give details.) (* Storage is at resident's own risk)	In own rooms only
What toiletries are provided to residents on arrival?	Soap, shampoo, toothpaste, toilet paper
What arrangements are in place to replenish these items?	Go to manager – checked also monthly

7 ARRANGEMENTS FOR MAINTENANCE

Does the centre have a written procedure in place for residents to report maintenance issues? (Yes/No)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Is there a maintenance day book? (Yes/No)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Describe the maintenance procedure at the centre:	Log in managers office for maintenance to do etc.

8 CHILD PROTECTION

Are measures in place to inform staff and visitors of RIA's Child Protection Policy? (Give details)	Not applicable to Park Lodge
Are visitors asked to sign a declaration agreeing to adhere to the child protection policy?	n/a
Where is declaration held?	n/a
Is there a sign in book for visitors? Where?	n/a
Are there notices on public display giving name and contact details of Designated Liaison Person? Where?	n/a
Have Designated Liaison Persons received HSE training?	n/a
Are notices prominently displayed regarding parental supervision of children? Where?	n/a

9 FOOD SAFETY

Has a HACCP system been implemented? (Yes/No)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Have the premises been inspected by an Environmental Health Officer? (Yes/No)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Date of last visit:	18/4/18

10 NUTRITION / SCHOOL LUNCHES / BABY FORMULA (general arrangements)

Are residents consulted regarding menu / dietary requests? (Give details.)	Chef openly meets with residents, guest also provide recipes to chef for theme nights
Provide details opposite: Which of the following are provided for school children's packed lunches: <ul style="list-style-type: none"> • Sandwich? What sandwich fillings are available: Cheese? Ham? Chicken? Tuna? Jam? Other? • Drinks? Juice? Water? • Yogurt? • Fruit? • Other 	n/a
Is infant formula kept out of public view?	n/a
What arrangements are in place for distribution of infant formula?	n/a

11 ARRANGEMENTS FOR REFRESHMENTS / MEALS OUTSIDE NORMAL MEAL TIMES

Are tea / coffee / drinking water / Snacks etc. available outside mealtimes?	Yes x No <input type="checkbox"/>
What food/snacks are available after hours or when kitchen is closed?	Fruit, Bread, coffee, tea and milk
Where are the snacks located and how are they accessed?	Dining room
Are meals available for residents who arrive late? (Give details.)	Yes x No <input type="checkbox"/> Meal left covered for re-heating once notified
Are meals available for new arrivals? (Give details)	Yes on arrival if outside main meal times , meals will have been set aside from previous service.
Are packed lunches available for residents travelling to Dublin on official business? (Give details)	Yes x No <input type="checkbox"/> Sandwich, juice/water and fruit
If the inspection takes place during Ramadan this section <u>must</u> be completed. What arrangements are in place to facilitate residents observing a fast during Ramadan?	n/a

12 FACILITIES FOR FEEDING BABIES

Are the following available?	Does not apply to Park Lodge
Access to drinking water (for breastfeeding mothers / for preparation of infant formula)	n/a
Sterilisers	n/a
Kettles	n/a
Fridge (for bottles of EBM* / formula) *Expressed Breast Milk	n/a
Bottle Warmer	n/a
Microwave	n/a

Are these facilities available 24 hours a day	n/a
Is there a dedicated room provided? Where?	n/a

13 INDOOR FACILITIES

Are the following available to residents?	Yes/No		
Computers with Internet access	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
WIFI	***Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
DVD player	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
Computer Games	Yes	<input type="checkbox"/>	No <input checked="" type="checkbox"/>
Snooker Table	Yes	<input type="checkbox"/>	No <input checked="" type="checkbox"/>
Pool Table	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
Table Tennis Table	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
Board Games	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
Newspapers	Yes	<input type="checkbox"/>	No <input checked="" type="checkbox"/>
Books	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
Toys / games for children	Yes		No <input checked="" type="checkbox"/>
Other			
Give details of any other arrangement or other comments:	Gym with cardio equipment, ab machines in building at rear		

14 TRANSPORT ARRANGEMENTS

Is there a bus service provided? (Yes/No):	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Where does the service go to?		
What is the frequency of the service? (List time table opposite)		

15 TV SYSTEM

Is there a specific TV system in place? (give details)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	UPC cable channels – however reception in rooms is poor	
An average, how many TV channels are provided to residents?	30+	
Are residents allowed to erect satellite dishes?	No	

16 LAUNDRY FACILITIES (General Arrangements)

Are Laundry facilities available in the centre? (Y/N)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If No, what service is provided?		
Who launders towels and bedlinen? (e.g., residents, staff, other, etc)	Residents	

What procedures are in place for the exchange of towels and bed linen at the centre?	On request with manger
What procedures are in place for ironing boards and irons?	Available from laundry both irons and ironing boards
How is washing powder / tablets supplied?	Washing machines on automatic dosing
Are there specific arrangements for access to the laundry (give details):	Open from 8am to 10pm

17 CLEANING (General Arrangements)

Are there cleaning materials and equipment provided by management for residents?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
What cleaning equipment is available to residents?	Cif/Toilet cleaner/Vacuum/Mops and brushes
What is the procedure for residents to access vacuum cleaners, brushes & other cleaning equipment?	Request them from managers office
What arrangements are in place if rooms are not cleaned sufficiently by residents?	Manager speaks to resident and if necessary assistance provided

PART 2

Room by Room Inspection

Independent Inspection

Centre: Park Lodge Killarney

Date of Inspection: 7/1/19

Section A- Administration / Communal areas

17 Have you seen the following?

		Location of display
Up to date House Rules	x	Dining room and lobby
Complaint Forms	x	Reception board
Accident/ Incident procedure	x	Mangers office

HSE Breastfeeding Posters (if applicable)		n/a
Designated Liaison Person details (Child Protection)		n/a
Supervision of children notice		n/a
Gym Notices (Child Safety – if applicable)	x	Gym door
IOM Voluntary Return Posters	x	Lobby outside managers office

18 Staff Awareness

Did you see the RIA Code of Practice*?	x
Are all staff aware of RIA Code & House Rules?	x
How are staff made aware of RIA Code & House Rules? Training session by manager and sign off.	

**A Code of Practice for persons working in accommodation centres*

19 FIRE SAFETY

You should record the last 2 entries on the fire register for each of the following sections:

19a EMERGENCY LIGHTING INSPECTION SCHEDULE

<u>Date</u>	<u>Inspected By</u> (Company Name / Position)	<u>Comments</u>
7/1/19	Internal	Ok
Q3 2018	Em-con	Ok

19b FIRE ALARM & DETECTION SYSTEM INSPECTION SCHEDULE

Date	Inspected By (Company Name / Position)	OK	Defect	Remedial Action Taken (Y/N)	Sign Off Y/N
24/9/18	Chubb	x			
11/7/18	Chubb	x			

19c FIRE FIGHTING EQUIPMENT INSPECTION SCHEDULE

(Include all fire extinguishers, hose reels and fire blankets.)

Date	Inspected By (Company Name / Position)	OK	Defect	Remedial Action Taken (Y/N)	Sign Off Y/N
7/1/19	Internal security	x			
Nov 2018	by M&K Fire – Conformance Certificate	x			

19d FIRE EXIT DOORS / MEANS OF ESCAPE INSPECTION SCHEDULE

Date	Inspected By (Company Name / Position)	OK	Defect	Remedial Action Taken (Y/N)	Sign Off Y/N
7/1/19	Internal security	x			
6/1/9	Internal security	x			

19e FIRE DRILL PROCEDURE INSPECTION SCHEDULE

Date & Time	Numbers of staff involved in drill	No. of residents present / evacuated **	Evacuation Time	Comments
31/10/18 11.30am	3	33/33	5 mins	Went well
12/3/18 8pm	3	42/42	7 mins	No issues

****Both numbers must be recorded.****19f STAFF INSTRUCTION AND TRAINING (Fire Safety)**

Job Description	Course	Instructor	Duration	Date
All staff	Fire Safety	M Morley (M&K Fire)	1 day	30.3.15

19g FIRE ASSEMBLY POINTS

Where are the Fire Assembly Points located?	Front of building
Are they marked?	Yes
Are staff aware of locations?	yes
Comments:	

19h FIRE ALARM SYSTEM

Is there a fire alarm system in place?	Yes
Are there smoke alarms throughout the premises, inc bedrooms?	yes
Are all smoke alarms linked back to a central control panel?	yes
Are there designated 'Smoking' areas? <i>Include locations</i>	No smoking allowed inside building
Comments:	

19i FIRE EXITS, EMERGENCY LIGHTING, SMOKE ALARMS, FIRE NOTICES
(in corridors & common areas)

Are fire exits clear from obstruction?	Yes
Are they unlocked?	yes
Are fire exits clearly posted throughout the building?	yes
Are all fire doors kept closed?	yes
Are fire evacuation instructions clearly displayed in the centre?	yes
Are fire extinguishers clearly visible?	yes
Is there emergency lighting system in place?	yes
Comments:	

Administration Area:

Reception:

Is the area generally clean? <input type="checkbox"/>	Yes x	No
If no please give details:		
<i>Visual Check:</i> Have you noticed any issues requiring attention? (e.g., fire exit signs, hazards, lighting, notices, décor, etc.)	No	x
If yes please detail:		

Have you seen the following?

		Location of display
Up to date House Rules	x	Dining room and lobby
Complaint Forms	x	Dining room and lobby
Accident/ Incident procedure	x	Managers office

HSE Breastfeeding Posters (if applicable)		n/a
Designated Liaison Person details (Child Protection)		n/a
Supervision of children notice		n/a
Gym Notices (Child Safety – if applicable)	x	Gym door notice (no children onsite)

IOM Voluntary Return Posters	x	Dining room and lobby
Anti Human-Trafficking Posters	x	Dining room and lobby
'NO to Violence & Harassment' Posters	x	Dining room and lobby

Social Room / Tea Station (State Location):

What facilities are provided? Dining room, tv lounge and upstairs kitchenette		
Is the area generally clean? <input type="checkbox"/>	Yes	x No <input type="checkbox"/>
If no please give details:		
<i>Visual Check:</i> Have you noticed any issues requiring attention?	Yes <input type="checkbox"/>	No x
If yes please detail:		

Pre-school Room:

Is the area generally clean?	Not applicable to Park Lodge
If no please give details:	
<i>Visual Check:</i> Have you noticed any issues requiring attention?	n/a (observe whether the area is colourful, has sufficient toys, changing areas, toilets in working order, etc)
Other comments:	

DINING AREA:

Please outline the meal times:

	From	To
Breakfast	7.30	9.30
Lunch	12.30	14.00
Dinner	17.30	19.00

Which is the main meal of the day:	Lunch <input type="checkbox"/>	Dinner <input checked="" type="checkbox"/>
Is menu cycle available?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

If no, give details of all menu options on day of inspection:

Breakfast	
Lunch	
Dinner	

Is menu cycle on display?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Does menu cycle correspond with options available?	Yes	
If no, ask manager for explanation and provide details:		
Which meal was sampled?	Lunch <input checked="" type="checkbox"/>	
Please describe the meal in detail (e.g. was it hot / cold, bland / spicy etc.) Chicken Burger and potato croquets – food was tasty and perfect temperature		
Was there a vegetarian option? (note salad and vegetables <u>alone</u> are not considered as vegetarian option)	No - no vegetarians in centre	
Give details of this option:		
Were there ethnic dishes available?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Give details of this option:	Savoury Rice	
Was fresh foods available for Infants? (as per HSE Infant Feeding Guidelines)	n/a	
In your opinion, does the food on offer appear to provide a good variety?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Did inspection take place during Ramadan?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If yes, please outline arrangements for provision of meals outside of normal mealtimes, (medical or other appointments, etc.):		
Is there any damaged seating or tables in dining room?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Is there enough seating for residents present to sit down and eat their lunch?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Comments: Food and service of a high standard.		

KITCHEN AREA: Food Safety Critical Requirements

FOOD SAFETY

Has the premises been inspected by an Environmental Health Officer?	Yes
Date of Visit?	18/4/18
Comments:	No major issues – improvements noted have all been implemented

Has a HACCP system been implemented?	Yes
Who designed the HACCP system?	OFM
Who is responsible for reviewing the system?	Chef
How frequently is the system reviewed?	Not determined

HACCP Records:

Pest Control: Alphasan Pest Control last visit 12/11/18 no activity noted All in order.
Induction and Ongoing Staff Training: HACCP training has been provided to all kitchen staff, training records viewed in employee file.
Time & Temperature Records: Cooking, re-heating, service temperatures are taken at each service. Food server temperature taken also. Fridge & Freezer temperatures taken twice daily as food delivery and food storage.
Hygiene Audits: Hygiene and cleaning tracking complete
List of Approved Suppliers: Detailed list of approved suppliers in place.
Cleaning Schedules: Daily/weekly cleaning registers in place, checked by Head Chef on a daily/weekly basis, separate server and kitchen cleaning registers.
Procedures for accepting deliveries: 12 point HACCP control point system and acceptance of delivery process in place.
General Comments: Very clean kitchen and well maintained. Excellent HACCP system in place.

HACCP and Kitchen Evaluation

General

Is the kitchen commercial or domestic?	Commercial.
What equipment is in place? 2 Freezers, 4 fridges , Oven, gas burner, deep fryer, commercial microwave, commercial mixer, milk dispenser, commercial dishwasher, separate metal worktops for cooked meat, raw meat and vegetables.	
In what condition is the equipment?	Equipment is clean and well maintained.
Comments:	Separate room for dish washing. Area well ventilated, clean and well maintained

Structural Hygiene

Kitchen:

Is the refuse area suitably located?	Yes, located outside kitchen area.
Is the area tidy?	Yes
Are all bins covered?	Yes
Are signs displayed at all entrances in relation to access to kitchen for non kitchen staff?	Yes.
Are white coats, shoe covers and hats available for non kitchen staff?	Yes
Comment of the structural hygiene of the kitchen (i.e. floors/walls/ceilings/doors/windows/work surfaces/ventilation, etc): Good standard of hygiene maintained within the kitchen.	
Are suitable hand washing and drying facilities provided?	Yes
General Comments: Generally good habits being practised by staff.	

Structural Hygiene cont

Dry Goods

Suitably equipped? <i>Shelving/containers etc</i>	Yes, separate dry goods storage room.
Condition and suitability of facilities: Suitable shelving area is provided. All items clearly displayed and shelving kept in a clean state.	
What evidence is there of stock rotation?	All stock within expiry dates.

Refrigerated Storage

What type of refrigerated storage is provided?	Free standing commercial refrigerators and free standing and commercial chest freezers.
Comment on the condition and suitability of the refrigerated storage: 2 freezers and 4 fridges all spotless and very well maintained with everything appropriately labelled.	
Are thermostats provided and in working order?	Yes, all in good working order.
Are food items date stamped?	Yes.
Are samples of dishes being kept?	Yes, kept in refrigerated display unit in service area.

Other

Is there appropriate storage for cleaning agents and chemicals?	Yes, separate locked room facility in place. Appropriate shelving provided.
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Operational Hygiene

Do residents use the main kitchen?	No
Is that use supervised to ensure safe & hygienic practices are observed?	N/A
By whom is it supervised?	N/A

Is the correct equipment provided? e.g. colour coded chopping boards
Yes, colour coded chopping boards and knives are used for separate food preparation areas. Colour notices on display advising of which equipment to use.

Is the necessary holding equipment provided? e.g. bain maries, refrigerated units
Bain marie and refrigerated display unit provided in service area. Both units are clean and well maintained.

Condition and suitability of serving equipment and utensils:
All serving equipment and utensils are clean and well maintained.

What procedures are in place for unused/unserved food at the end of service?
Foods are disposed of after every service.

Comments:

Staff Facilities and Hygiene

Are designated staff facilities provided?	Yes.
What facilities are in place?	staff locker room facilities and toilets in place.

Are all areas clean and well maintained?	Yes. All areas are regularly cleaned and are in a good condition.
Are suitable hand washing & drying facilities provided?	Yes.
Is storage provided for personal belongings?	Yes, lockers are provided.
Are showers provided? <i>indicate cleanliness & suitability</i>	No.

Is a designated area provided for staff breaks? <i>If yes, is it clean/suitable/well maintained</i> <i>If no, outline arrangements for breaks</i>	No, dining room used for staff breaks also.
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Are uniforms provided for:	
Kitchen Staff?	Yes, uniforms, hats and aprons are provided.
Serving Staff?	Yes, uniforms, hats and aprons are provided.

Are uniforms clean and in good condition? <i>(to include caps/hairnets/closed heel/toe shoes etc)</i>	Appropriate uniforms, hats, hairnets are provided. Appropriate shoes are also worn.
Is personal grooming satisfactory?	Yes.
Are safe habits practiced?	Yes, use of serving equipment, and use of gloves are practiced.
General Comments on staff facilities:	

23 PUBLIC TOILET (State Location):

	Number	Soap	Toilet Paper	Hand Towels / Dryers	Hot Water	Sanitary Bins
Unisex:	1	x	x	x	x	<input type="checkbox"/>
Ladies:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gents:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a cleaning schedule displayed?						Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Record the last time entry.						
Is the area clean? (provide comment)						
Are all facilities working?						Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<i>Visual Check:</i> Have you noticed any issues requiring attention?						Yes* <input type="checkbox"/> No <input checked="" type="checkbox"/>
If No, give details:						

24 COMMUNAL ROOM (State Location): down from reception on right hand side

Storage area:			
Is the walkway through the area clear?	Yes X	No	<input type="checkbox"/>
Are the exit signs clearly marked?	Yes X	No	<input type="checkbox"/>
General Seating Area			
Is the seating in good condition?	Yes X	No	<input type="checkbox"/>
What is the area generally used for?	Socialising and visitors		
Computer room:			
Is the area generally clean?	Yes X	No	<input type="checkbox"/>
<i>Visual Check:</i> Have you noticed any issues requiring attention?	Yes <input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If yes please detail:			
Any other comments? If yes please detail:			

OUTDOOR GROUNDS / FACILITIES

Please rate the following

	Very Good	Adequate	Poor*	Needs urgent attention*
Condition of exterior of centre	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paintwork of the centre	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance standard of the grounds (e.g. grass cut, walkways clear etc.)	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cleanliness of the grounds (ie., evidence of rubbish etc.)	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where you have rated * please provide details and comments:				
Are there any facilities available for children outdoors? no				
Comments No children reside in Park Lodge				

LAUNDRY ROOM

	Washing Machines	Dryers
Number	2	2
Do they appear to be in working order? yes		

CORRIDOR all corridors are maintained exceptionally well

Is the area generally clean?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
If no please give details:				
<i>Visual Check:</i> Have you noticed any issues requiring attention?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If yes please detail: +				

STAIRWAY all stairwells are clean and kept clear

Is the area generally clean?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
If no please give details:				
<i>Visual Check:</i> Have you noticed any issues requiring attention? <i>(e.g., fire exit signs, hazards, lighting, notices, décor, etc.)</i>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If yes please detail:				

Bedrooms:

CLEANING (General Arrangements)

How often are bedrooms inspected?	twice weekly <input type="checkbox"/>	Weekly <input checked="" type="checkbox"/>
Who cleans the bedrooms?	Staff <input type="checkbox"/>	Residents <input checked="" type="checkbox"/>
How often do staff clean the bedrooms?	Weekly <input type="checkbox"/>	fortnightly <input type="checkbox"/>
	Monthly <input type="checkbox"/>	Other <input type="checkbox"/>
Are there cleaning materials and equipment provided by management for residents?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
What cleaning equipment is available to residents?	Mops, brushes, toilet cleaner, vacuum etc	
What arrangements are in place if rooms are not cleaned sufficiently by residents?	Management will work with resident and if necessary get housekeeping to assist in cleaning.	

ROOM 1				
Room Profile: single female		Room Capacity:		Room Occupancy:
		2		2
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
x	x	n/a	X	x
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is everything in working order?			Yes X	No * <input type="checkbox"/>
If *, please give details:				

ROOM 2				
Room Profile: single female		Room Capacity:		Room Occupancy:
		2		2
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
x	x	n/a	X	x
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is everything in working order?			Yes X	No * <input type="checkbox"/>
If *, please give details:				

ROOM 3				
Room Profile: single female		Room Capacity:		Room Occupancy:
		2		2
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
x	x	n/a	X	x

Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is everything in working order?			Yes x	No * <input type="checkbox"/>
If *, please give details:				

ROOM 4				
Room Profile: single female		Room Capacity:		Room Occupancy:
		2		1
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
x	x	n/a	X	x
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is everything in working order?			Yes x	No * <input type="checkbox"/>
If *, please give details:				

ROOM 5				
Room Profile: single female		Room Capacity:		Room Occupancy:
		2		2
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
x	x	n/a	X	x
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is everything in working order?			Yes x	No * <input type="checkbox"/>
If *, please give details:				

ROOM 6				
Room Profile: single female		Room Capacity:		Room Occupancy:
		2		2
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
x	x	n/a	X	x
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is everything in working order?			Yes x	No * <input type="checkbox"/>
If *, please give details:				

ROOM 7				
Room Profile: single female		Room Capacity:		Room Occupancy:
		2		2
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
x	x	n/a	X	x
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Is everything in working order?	Yes <input checked="" type="checkbox"/>	No * <input type="checkbox"/>
If *, please give details:		

ROOM 8				
Room Profile: single female		Room Capacity:		Room Occupancy:
		3		3
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
x	x	n/a	X	x
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is everything in working order?			Yes <input checked="" type="checkbox"/>	No * <input type="checkbox"/>
If *, please give details:				

ROOM 9				
Room Profile: single female		Room Capacity:		Room Occupancy:
		2		2
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
x	x	n/a	X	x
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is everything in working order?			Yes <input checked="" type="checkbox"/>	No * <input type="checkbox"/>
If *, please give details:				

ROOM 10				
Room Profile: single female		Room Capacity:		Room Occupancy:
		2		2
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
x	x	n/a	X	x
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is everything in working order?			Yes <input checked="" type="checkbox"/>	No * <input type="checkbox"/>
If *, please give details:				

ROOM 11				
Room Profile: single female		Room Capacity:		Room Occupancy:
		2		2
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
x	x	n/a	X	x
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is everything in working order?			Yes <input checked="" type="checkbox"/>	No * <input type="checkbox"/>
If *, please give details:				

ROOM 12				
Room Profile: single female		Room Capacity:		Room Occupancy:
		2		2
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
x	x	n/a	X	x
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is everything in working order?			Yes X	No * <input type="checkbox"/>
If *, please give details:				

ROOM 14				
Room Profile: single female		Room Capacity:		Room Occupancy:
		2		2
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
x	x	n/a	X	x
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is everything in working order?			Yes X	No * <input type="checkbox"/>
If *, please give details:				

ROOM 15				
Room Profile: single female		Room Capacity:		Room Occupancy:
		2		2
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
x	x	n/a	X	x
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is everything in working order?			Yes X	No * <input type="checkbox"/>
If *, please give details:				

ROOM 16				
Room Profile: single female		Room Capacity:		Room Occupancy:
		2		2
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
x	x	n/a	X	x
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is everything in working order?			Yes X	No * <input type="checkbox"/>
If *, please give details:				

ROOM 17				
Room Profile: single female		Room Capacity:		Room Occupancy:
		2		2
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
x	x	n/a	X	x
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is everything in working order?			Yes x	No * <input type="checkbox"/>
If *, please give details:				

ROOM 18				
Room Profile: single female		Room Capacity:		Room Occupancy:
		2		2
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
x	x	n/a	X	x
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is everything in working order?			Yes x	No * <input type="checkbox"/>
If *, please give details:				

ROOM 19				
Room Profile: single female		Room Capacity:		Room Occupancy:
		2		2
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
x	X	n/a	X	x
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is everything in working order?			Yes x	No * <input type="checkbox"/>
If *, please give details:				

ROOM 20				
Room Profile: single female		Room Capacity:		Room Occupancy:
		2		2
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
x	X	n/a	X	x
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is everything in working order?			Yes x	No * <input type="checkbox"/>
If *, please give details:				

ROOM 21				
Room Profile: vacant		Room Capacity:		Room Occupancy:
		2		2
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
x	x	n/a	X	x
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is everything in working order?			Yes x	No * <input type="checkbox"/>
If *, please give details:				

ROOM 22				
Room Profile: single female		Room Capacity:		Room Occupancy:
		2		2
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
x	x	n/a	X	x
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is everything in working order?			Yes x	No * <input type="checkbox"/>
If *, please give details:				

ROOM 23				
Room Profile: single female		Room Capacity:		Room Occupancy:
		2		2
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
x	x	n/a	X	x
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is everything in working order?			Yes x	No * <input type="checkbox"/>
If *, please give details:				

General Representations

If you were approached by any residents regarding general issues while in the centre please outline the details below:

N/a

If you were approached by any members of staff regarding general issues while in the centre please outline the details below:

N/A

If you were approached by any other persons regarding general issues while in the centre please outline the details below:

N/A

Please ensure that no personal information or information that could lead to the identification of an individual is recorded in this section.

Personal representations should be recorded in Part 3.

Summary Sheet

Name of Centre:	Park Lodge
Address:	Killarney
Contractor :	OFM
Manager:	Gerardette Milligan
Contact Name:	Gerardette Milligan
Capacity Per MOA (Current Occupancy):	55 (44)
Date of Inspection:	7/1/19

Fire Safety:

No issues

Food Safety:

No safety issue

Bedrooms:

No issues.

Other:

Wifi in left wing of centre is very weak and intermittent.

TV reception is very poor in bedrooms.



Áisneacht Fháilte agus Comhtháite
Reception and Integration Agency

Mr. Jamie Carnegie
OFM
Laccamore
Abbeydorney
Tralee
Co. Kerry

24th January, 2019

Dear Mr. Carnegie,

QTS Limited, on behalf of the Reception and Integration Agency carried out an inspection at the Park Lodge **7th January, 2019**. A copy of the report is enclosed for your attention.

There are no issues highlighted on the report.

In relation to the Other: Section, I have forwarded the report onto my colleague Ms Sarah Ni Ruairc who is dealing with these issues.

Yours sincerely,

Marie Walker
Higher Executive Officer.
Reception and Integration Agency

Marie G. Walker

From: jamie.carnegie@ofm.ie
Sent: 29 January 2019 09:59
To: Atlas House
Cc: Marie G. Walker; catherine.leen
Subject: QTS audit park lodge

Hi Gerardette,

The recent QTS audit (07/01/2019) was excellent with no issues highlighted on the report.

Please pass on my thanks to all of the team and keep up the good work, well done.

regards,

Jamie

