



Face-to-Face Home Visit Checklist

面對面家訪清單

Client's First Name/客戶名:

Client's Last Name/客戶姓氏:

Mobile #/手機號碼:

Date of Checklist Completed/家訪清單完成日期:

Client Condition/客戶狀況:

Normal/Falls/Balance/Gait (how they walk)/Pain (pain location)/Confusion/Wandering/Smoking/Alcoholic

常/跌倒/平衡/步態 (如何行走)/疼痛 (疼痛位置)/混亂/徘徊/吸煙/酗酒/other notes about the client/客戶狀況其他資料補充:

Service Request For/服務請求:

➤ For Light Housekeeping/對於簡單長者家居清潔打掃:

● Cleaning Tools/清潔工具

1. S.O.S Steel Wool Soap Pads/ S.O.S 鋼絲皂墊
2. Garbage Bag/垃圾袋
3. Toilet Bowl Brush/馬桶刷
4. Spin Mop with spin bucket/帶旋轉桶的旋轉拖把
5. Vacuum/吸塵機
6. Cleaning / Dust Towel/清潔/除塵毛巾

7. Scotch-Brite Dish washing Handy Sponges/洗碗海綿
8. Broom & Dustpan Set/掃帚簸箕套裝
9. Others/其他

- Cleaning Supplies/清潔用品

1. Pine-Sol Multi-Surface Cleaner/多表面清潔劑
2. Dishing Liquid/洗碗精
3. All Purpose Cleaner(Spray)/多用途清潔劑 (噴霧)
4. Concentrated Bleach/濃縮漂白劑
5. Laundry Detergent/洗衣液
6. Toilet Bowl Cleaner (Liquid)/
7. Comet with Bleach Cleaning Powder/馬桶清潔劑 (液體)
8. Vim with Bleach Multi-purpose Cleaner/彗星漂白清潔粉
9. Others/其他

➤ **For Meal Prep (Cook-At-Home Service)/準備餐點 (在家煮飯服務):**

- Kitchen Equipment's Condition/廚房設備狀況

1. Well Working Stove/運作良好的爐子
2. Well Working Microwave/運作良好的微波爐
3. Well Working Exhaust/排氣良好
4. Well Functioned Cooler/Fridge/功能良好的冷卻器/冰箱
5. Others/其他

- General Condiment/一般調味品

1. Sugar/糖
2. Salt/鹽
3. Soy sauce/醬油
4. White pepper/白胡椒

5. Black pepper/黑胡椒
6. Cooking oil/食用油
7. Oyster sauce/蠔油
8. Potato starch/馬鈴薯澱粉
9. Cooking wine/料酒
10. Vinegar/醋
11. Ketchup/番茄醬
12. Others/其他

➤ **For Grocery Shopping/簡單的雜貨購物服務：**

- Products To Be Purchased & Other Requests/需採購的產品及其他要求

Emergency Contact Person (ECP)/Caregiver's Mobile & email address:

緊急聯絡人 (ECP)/護理人員的手機和電子郵件地址：

- Name of the ECP/ ECP 名稱: _____
- Mobile #/手機號碼: _____
- Email/電子郵件: _____

Relationship with the Client/與客戶的關係: _____

Clients carefully read & understand all “**IMPORTANT INFORMATION**”: **Yes / No**

客戶仔細閱讀並理解所有「**重要資訊**」: 是/否

Post Face-To-Face Home Visit’s observations/findings which the client/ECP needs to follow up:

客戶緊急聯絡人需要跟進的面對面家訪觀察/發現 :

Follow-up items/details below/後續項目/詳細資訊如下

END/完