



ACTIVITY SITE	Due date	Responsible person	Status
Clinic			
Place sign board with clinic name and opening hours at the entrance			
Paint inside and outside of clinic			
Repair leaking roof			
Install partitions			
Install curtains			
Renovate toilets			
Landscape front of clinic			
Notice boards on the clinic walls (at least 2 in each facility)			
Ensure source of running water either tap or plastic bucket with tap			
Ensure infection prevention measures are in place			
Equipment and Supplies			
Assemble all equipment and test run where necessary			
Develop commodities/contraceptives availability chart			
Develop consumables availability chart			
Contraceptive Logistic Management System (CLMS) tools (e.g., registers, tracking sheets, bin cards, etc.)			
Family planning service registers			
Family planning clinic cards			
Referral boxes			
Referral forms			



ACTIVITY SITE	Due date	Responsible person	Status
IEC Materials			
Models for demonstration			
Samples of family planning methods for demonstration in at least 2 sets in trays on each provider's table			
Flip charts on family planning methods			
Family planning methods posters (at least 5 in each facility)			
Brochures, leaflets			
Job Aids			
Medical eligibility criteria charts (at least 2 in each clinic)			
Medical eligibility criteria (at least 1 for each provider)			
Family planning standards of practice (at least 2 in each facility) on the table			
Family planning service protocols (at least 2 in each facility) on the table			
Family planning performance standards (at least 2 in each facility) on the table			
Other job aids, on display			
On the Notice Boards			
Draw charts of service utilization and post on the board			
Post outreach calendar			
Post list of community health workers and their contact numbers			



ACTIVITY SITE	Due date	Responsible person	Status
Post list of providers by cadre and their contact numbers			
Post names and contact numbers for Community Advisory Committee			
Grand Opening			
Promote the event in advance among the general community			
Invite community leaders			
Invite a prominent leader to be the chief guest			
Prepare the program: emcee, speeches, seating, entertainment			
Promote the event on the day of the event			
Create a festive atmosphere: music, decorations			
Arrange for large ribbons to be cut			
Arrange for radio, TV and newspaper coverage of event			

This tool was adapted from the Nigerian Urban Reproductive Health Initiative's approach to conducting a [72-Hour Clinic Makeover](#).