

Weekly Housekeeping & Service Audit

Hospitality

DRIVEWAY & PORCH

Driveway clean, no leaves/dirt

☐ Yes☐ No

Grass neatly trimmed

☐ Yes☐ No

Porch clean, no dirt

☐ Yes☐ No

Plant pots clean & arranged

☐ Yes☐ No

Plants healthy & maintained

☐ Yes☐ No

Windows & frames clean

☐ Yes☐ No

All lights working

☐ Yes☐ No

Light shades clean

☐ Yes☐ No

Pebbles clean & arranged

☐ Yes☐ No

Floor clean & dry

☐ Yes☐ No

Entrance mat clean & undamaged

☐ Yes☐ No

Entrance mat placed properly

☐ Yes☐ No

Area free of cobwebs

☐ Yes☐ No

Walls/ceiling free of seepage

☐ Yes☐ No

Photo of driveway & porch

UPLOAD

ENTRANCE & DINING ROOM

Main door & frame clean

☐ Yes☐ No

Main door closes & locks properly

Yes

No

Mat clean & undamaged

Yes

No

Mat placed properly

Yes

No

Windows & frames clean

Yes

No

Furniture clean & arranged

Yes

No

Cabinet clean & placed properly

Yes

No

Cabinet shelves clean & organized

Yes

No

Décor pieces clean & arranged

Yes

No

Mirror clean, no marks/stains

Yes

No

Washbasin & taps clean, no marks

Yes

No

Washbasin counter clean, no dust/marks

Yes

No

Handwash bottle clean & filled

Yes

No

Hand towel clean & folded

Yes

No

All lights working

Yes

No

Light shades clean

Yes

No

Wifi working

Yes

No

Pebbles clean & arranged

Yes

No

Floor clean & dry

Yes

No

Room free of cobwebs

Yes

No

Walls free of seepage

Yes

No

Photo of entrance & dining room

UPLOAD

SIT-OUT

Door & frame clean

Yes

No

Door closes & locks properly

Yes

No

Area clean & cobweb-free

Yes

No

Furniture clean, no dust/stains

Yes

No

Furniture placed properly

Yes

No

Cushions clean, no dust/stains

Yes

No

Plants healthy & maintained

Yes

No

Pebbles clean & arranged

Yes

No

Bonfire pit clean

Yes

No

Railing clean & undamaged

Yes

No

All lights working

Yes

No

Light shades clean

Yes

No

Floor clean & dry

Yes

No

Walls/ceiling free of seepage

Yes

No

Photo of sit-out

UPLOAD

