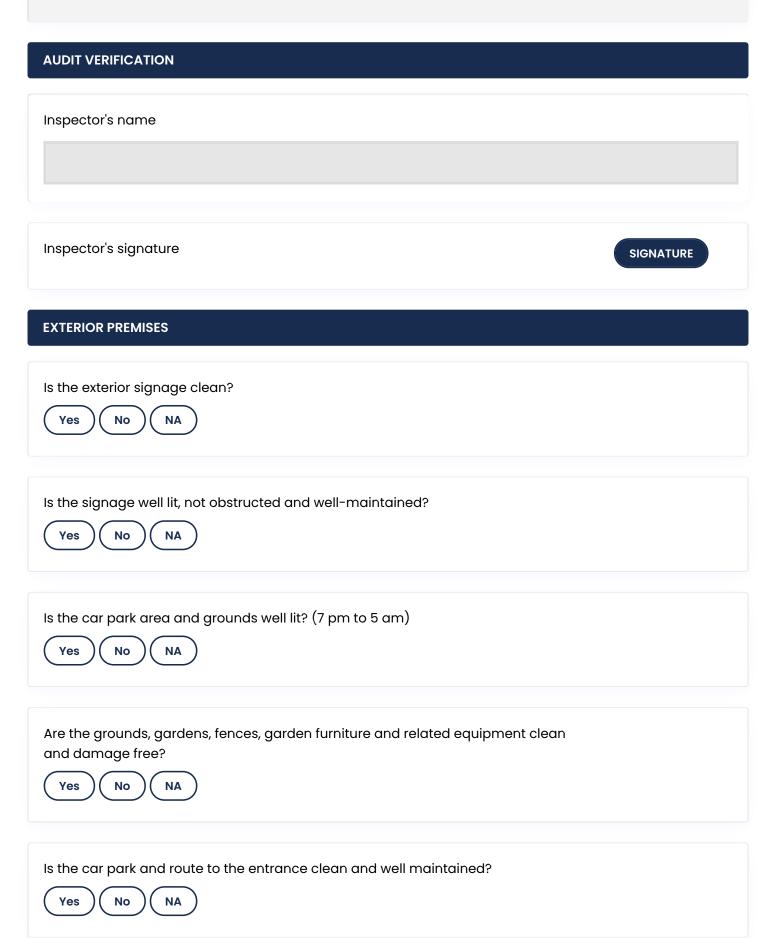
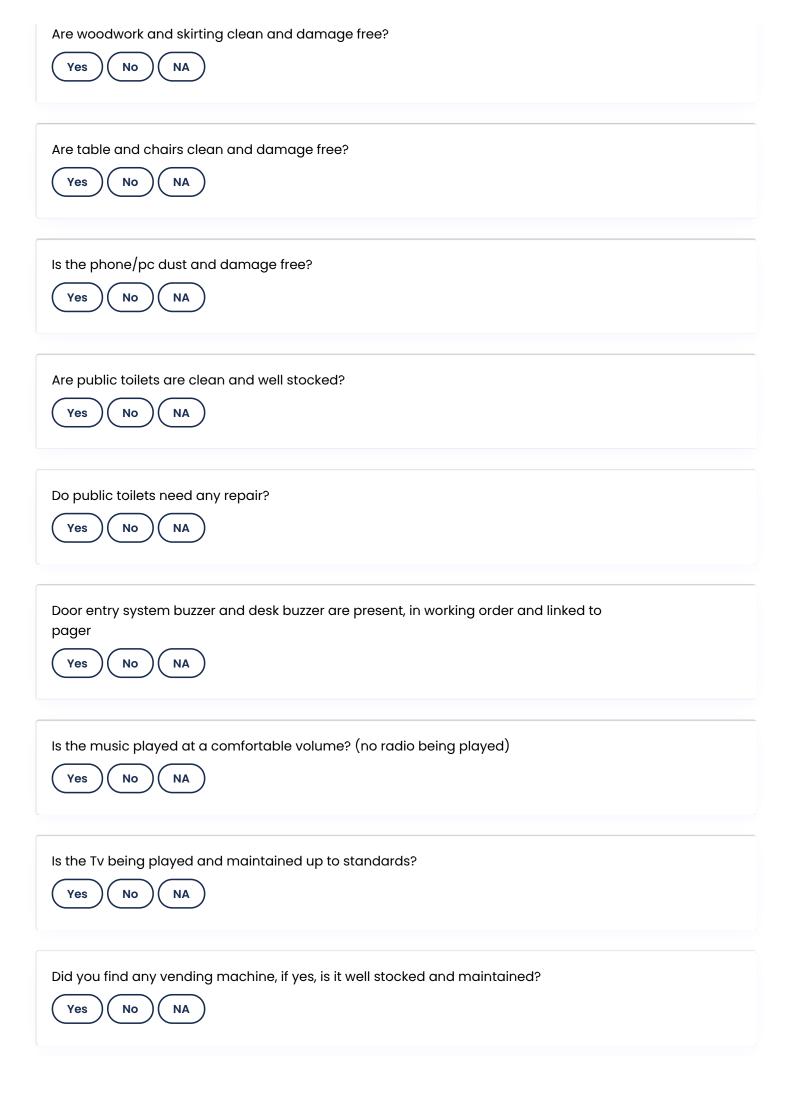
Hotel Environment Checklist

Hotel



Are the bins and ash bins provided and in good condition? Yes No NA
Is the exterior of the building clean and damage free? Yes No NA
Are all the building lights working and illuminated from 7 pm to 5 am? Yes No NA
RECEPTION CHECKS
Do you find any bad odour at the reception? Yes No NA
Are all the furnishings, fixtures and fittings in good condition? Yes No NA
Select which of the reception areas were clean? Ceilings Walls Carpet Floor tiles Lights Curtains Blinds Nets Curtain Rails
Select which of the reception areas needs repair? Ceilings Walls Carpet Floor tiles Lights Curtains Blinds Nets Curtain Rails
Are doors/handles/poster frames clean and damage free? Yes No NA



Select which of them follows the most recent merchandising guide? Entrance Foyer Desk Welcome board Lift lobby/corridor
Select which of them are clean and well maintained? Entrance Foyer Reception Desk Welcome board Lift lobby/corridor
Are notices internally generated? Yes No NA
Are POS up to the standards? Yes No NA
Are company documents (memos etc) secured and out of reach of guests? Yes No NA
Are doors/Flaps from public area to offices locked properly? Yes No NA
Are back office doors secured from inside and is a telephone available in the office? Yes No NA