

# Hotel Environment Checklist

Hotel

## AUDIT VERIFICATION

Inspector's name

Inspector's signature

SIGNATURE

## EXTERIOR PREMISES

Is the exterior signage clean?

Yes

No

NA

Is the signage well lit, not obstructed and well-maintained?

Yes

No

NA

Is the car park area and grounds well lit? (7 pm to 5 am)

Yes

No

NA

Are the grounds, gardens, fences, garden furniture and related equipment clean and damage free?

Yes

No

NA

Is the car park and route to the entrance clean and well maintained?

Yes

No

NA

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

Are woodwork and skirting clean and damage free?

Yes

No

NA

Are table and chairs clean and damage free?

Yes

No

NA

Is the phone/pc dust and damage free?

Yes

No

NA

Are public toilets are clean and well stocked?

Yes

No

NA

Do public toilets need any repair?

Yes

No

NA

Door entry system buzzer and desk buzzer are present, in working order and linked to pager

Yes

No

NA

Is the music played at a comfortable volume? (no radio being played)

Yes

No

NA

Is the Tv being played and maintained up to standards?

Yes

No

NA

Did you find any vending machine, if yes, is it well stocked and maintained?

Yes

No

NA

Select which of them follows the most recent merchandising guide?

☐ Entrance ☐ Foyer ☐ Reception ☐ 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