

Floor Inspection Sheet

Houseman: _____

Room
Number: _____

Supervisor: _____

Date: _____ Room: _____

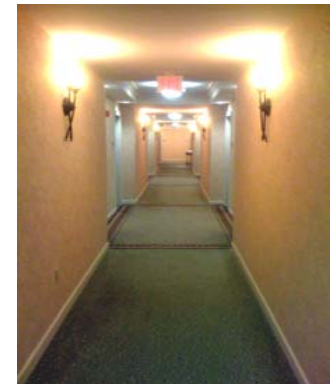
Floor: _____

	Possible	Score		Possible	Score
Corridor	26		Elevator area	12	
Properly Vacuumed	4		Clean and fingerprint free	3	
Air freshener (small)	3		Cleanliness of windows and frames	3	
Cleanliness baseboards	3		Clean and properly placed sofa	3	
Floor Temperature	2		Elevator Tracks	3	
Marks on the walls	3				
Everything in working order	2		Emergency Exits and Stairs	6	
Cleanliness of carpets	3		Clean (Including doors)	2	
Cleanliness of Lamps	3		Dust Free	2	
Dust free A/C Vent	3		Exits and stairwells free of obstructions	2	
Closet	16				
Amount of linen	2		Back closet	18	
Placement of linen	3		Closed door	3	
Overall Presentation	3		Chute door closed and in working order	3	
Extra Toilet Paper	2		Timer and light in working order	3	
Extra tissues	2		No housekeeper's personal items in closet	3	
No housekeeper's personal items in closet	3		Clean and dust free window	3	
No extra storage of amenities in closet	3		No extra storage of amenities in closet	3	
No paddies or chemicals stored in closet	3				
Service landing area	12		Ice machine area	10	
Clean floor	3		Floor cleanliness	3	
Overall Presentation	3		Ice machine cleanliness	2	
Trash can (clean and empty)	3		Soda vending machine cleanliness	2	
Cleanliness of doors	3		Cleanliness of doors	3	

Total Score: _____

No partial points are given for scores, score must either be 0 or the maximum amount

HOUSEKEEPER'S SIGNATURE: _____



Hallway - clean, free of trays, clean carpeting, all lights working including exit signs.



Auto switch - In all storage rooms to activate when people are present.



Chute - Closed and locked with a warning sign. Notice the safe lifting technique warning sign on the chute door. Two made roll-aways ready to go.



Top of cart - Notice the neatness and organization. No over stocking. The door stop, extra privacy signs, and "housekeeper is in room" signs.



Bag on side - Neat and clean. No personal items should be visible on the housekeeping cart.



Wall bins nicely stocked and in the appropriate places.

Housekeeping Cart Inspection Sheet

Room Attendant: _____

Supervisor: _____

Date: _____ Room: _____

	Possible	Score		Possible	Score
On top of cart (20%)	20		Bottom shelf (15%)	15	
Toilet paper (4 to 8 rolls)	2		King sheets	5	
Tissue paper (4 boxes)	2		Striped	5	
Room for two amenity caddies	2		Plain	5	
Privacy signs	2		Comments:		
Breakfast menus	3		3 pocket Caddy bag (20%)	20	
Magazines	2		Laundry bags	3	
Pens	2		Ice bags	3	
Presentation	2		Coffee cups	4	
Hskpg. board not visible on top cart	3		Coffee lids	4	
No personal items on hskpg. cart	(-5)		Coffee sleeves	3	
Comments:			3 Bottles of water	3	
Top shelf (20%)	20		No personal items on hskpg. cart	(-5)	
Bath mats	4		Comments:		
Bath Towels	4		2 Replacement Bags (10%)	10	
Hand towels	4		In working order	5	
Wash cloths	4		Presentation	5	
Pillow cases	4		Comments:		
No personal items on hskpg. cart	(-5)		Total Score		
Comments:					
Middle shelf (15%)	15				
Double sheets	5		Employee Signature		
Striped	5				
Plain	5				
No personal items on hskpg. cart	(-5)				
Comments:					

"No partial points are given for scores, score must either be 0 or the maximum amount"

"5 points will be taken off if personal or alien items are found"