

Date _____
 Time _____
 Location _____

Guest Corridor		Points		STANDARD MET		Comments/ Follow-up Action
		Max	Actual	Y	N	
1	Criteria					
1	Guest room doors clean, free of marks					
2	Floor and carpets not worn or damaged					
3	Floor and carpets free of debris					
4	Floor and carpets free of stain and soil					
5	Walls and ceilings not worn or damaged					
6	Walls and ceilings clean					
7	Fire exits clearly marked					
8	Directional signage clean					
9	Directional signage clear and adequate					
10	Window frames and sills not worn or damaged					
11	Window frames and sills clean					
12	Windows clean, free of streaks and smudges					
13	Service and emergency doors not worn or damaged					
14	Service doors clean, free of marks					
15	Light fixtures and lamps not worn or damaged					
16	Light fixtures and lamps clean, dust free					
17	No burned out light bulbs observed					
18	Furniture upholstery/fabrics not worn or damaged					
19	Furniture upholstery clean					
20	Furniture wood/metal surfaces not worn or damaged					
21	Furniture wood/metal surfaces clean					
22	Ashtrays not worn or damaged					
23	Ashtrays clean and not overfilled					
24	Elevator car interiors not worn or damaged					
25	Elevator cars clean					
26	Advertisements, posters, promotions in good condition and current					
27	Plants, flowers and containers clean and healthy					

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TOTAL Points reached in this Area:	0	0	0	0	Minimum to be reached:
Performance in % in this Area	100%		#DIV/0!	#DIV/0!	80%