

Date		Time		<u>Room #</u>	
Sr. #	Check list (What's required)	Yes	No	N/A	Action (By Supervisor)
1	Table is neat and clean				
2	Bell button is available & working				
3	Water bottles are available & placed appropriately				
4	Chairs are neat & clean & none of them is broken				
5	TV screen is clean & there are no smudges/marks				
6	White board is neat and clean				
7	3 - 4 Markers pens of different color are available				
8	All marker pens are working				
9	White Board Duster is available & works				

Inspector, Name & Signature		Supervisor, Name & Signature	
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Date		Time	<u>Wash Room #</u>		
Se. #	Check List	Yes	No	N/A	Action (By Supervisor)
1	Floors are clean and dry				
2	Water Taps are not leaking				
3	Wash basins are clean & dry				
4	Mirrors are clean				
5	Hot air dryer is working				
6	Tissue box has enough paper towels				
7	Tissue are properly stacked & not stuffed				
8	There is no bad odor/smell in the bathroom				
9	Toilet are clean & dry				
10	Toilet have tissue/paper rolls				
11	Flush Tank is working fine				
12	Hand wash soap is available in dispenser in enough quantity				
Inspector, Name & Signature		Supervisor, Name & Signature			

Date		Time		Kitchen #	
Sr. #	Check list (What's required)	Yes	No	N/A	Action (By Supervisor)
A	Kitchen Items - Utensils, Cutlery etc.				
1	Plates, Cups, Cutlery, Trays etc. are neat, clean & not broken/do not need replacement				
2	Sink is clean and not clogged				
3	Working platform is clean				
4	Cupboards are clean, door handles are firm & fine				
5	Hand gloves are available in enough quantity				
6	Staff is using hand gloves while handling the food items				
7	Hair net/Cap is available in enough quantity				
8	Staff is wearing Hair net/cap while handling food items				

B	Electric Equipment in Kitchen				
1	Electric Kettle is in working condition including electric wire & plug				
2	Microwave oven is in working condition including electric wire and plug				
3	Chiller/Fridge is in working condition including its Temperature gauge is accurate				
4	Toaster-working Chiller/Fridge is in working condition including its Temperature gauge is accurate				
5	Griller-working is in working condition including wire & Plug				
6	Water cooler is in working condition including wire & Plug				
7	Juicer is in working condition including wire & Plug				
8	Water boiler-is in working condition including wire & Plug				
9	Cooker is in working condition including wire & Plug				
10	Washing liquid is available in desired quantity				

C	Consumables in Kitchen				
1	Drinking water is available in desired quantity				
2	Sponge is in good condition				
3	There is no expired food items in the fridge / refrigerator				
4	Sugar is available in desired quantity and is not expired				
5	Tea / Coffee is available in desired quantity and is not expired				
6	Milk is available in desired quantity and is not expired				
7	Washing liquid is available in desired quantity				

Inspector, Name & Signature		Supervisor, Name & Signature	
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