# Discrepancy Review — Checklist

## Compare Incoming vs Outgoing Manager Reports

- Restroom/café stock-on-arrival vs Outgoing claims.
- Missed zones vs claimed coverage (by area type).
- Timing conflicts (scan timestamps vs reported service).
- Equipment status: broken/missing vs reported.

## Evidence & Action

- Attach photos/logs for any disputes.
- Assign owner and timeline for corrective action.
- Escalate repeat patterns to director/RVP per policy.