

# Audit Report for Audit ID - AU0099-1

## Housekeeping Audit

Audit Score

82/100

### Details

Audit	AU0099
Scheduled Audit	AU0099-1
Location	Chennai
Hotel	GreenPark Hotel- GPC
Department	House Keeping
Checklist	Housekeeping Audit
Audit Type	Internal
Auditor	Uday Bhasker Reddy
Start Date	01-09-2017
End Date	30-09-2017
Submitted Date	28-02-2018
Status	Completed
Assigned By	Administrator Account
Non-Compliance	0
Chronic Issues	0

## Comparison

### GREENPARK HOTEL- GPC HOUSEKEEPING AUDIT

HOUSEKEEPING AUDIT		Sep 2017	VARIANCE	% of Increase / Decrease (-/ +)
S.No	Sections	SCORE OBTAINED		
1	Public Area	84	-	-
2	Procedures	74	-	-
3	Rest Rooms	82	-	-
4	Gloss Level	76	-	-
5	Linen and Laundry	84	-	-
6	Contractual Service	83	-	-
7	Records	87	-	-
8	Floors - Guest Rooms	82	-	-
Audit Score		● 82	-	-

	80-100 = Green	Good / Excellent
	61-79 = Yellow	Average
	60 below is Red	Poor / Fair

# Non-Compliance

**Section:** Public Area

**Subsection:** LOBBY

1: Accessories. **NC**

☒ No

2: Window panes/Ledges. **NC**

☒ No

**Section:** Public Area

**Subsection:** OUT

1: Doors **NC**

☒ No

2: Dusting. **NC**

☒ No

3: Furniture. **NC**

☒ No

4: Banquet/Tables. **NC**

☒ No

**Section:** Public Area

**Subsection:** TULIPS

1: Ceiling. **NC**

☒ No

2: AC grills/Exhaust. **NC**

☒ No

3: Furniture. **NC**

☒ No

4: Upholstery. **NC**

☒ No

**Section:** Public Area

**Subsection:** MUSTANG BAR

1: Ceiling. **NC**

☒ No

2: Floor. **NC**

☒ No

**Section:** Public Area**Subsection:** PALLAVI1: Panels. **NC**☒ No2: Banquet/Tables. **NC**☒ No**Section:** Public Area**Subsection:** BHARINI1: Upholstery. **NC**☒ No2: Banquet/Tables. **NC**☒ No**Section:** Public Area**Subsection:** VAUHINI1: Carpet. **NC**☒ No2: Banquet/Tables. **NC**☒ No**Section:** Public Area**Subsection:** BOARD ROOM 21: Ceiling. **NC**☒ No2: Panels. **NC**☒ No3: Floor. **NC**☒ No4: Banquet/Tables. **NC**☒ No**Section:** Public Area**Subsection:** SESHMAHAL1: Carpet. **NC**☒ No2: AC grills/Exhaust. **NC**☒ No3: Fabric. **NC**

☒ No

4: Dusting. **NC**

☒ No

5: Skirting. **NC**

☒ No

6: Polishing. **NC**

☒ No

7: Banquet/Tables. **NC**

☒ No

### **Section:** Procedures

#### **Subsection:** GUEST ROOMS

1: Bathroom linen standardization. **NC**

Rating: 4

2: Tea /coffee making facility in the room. **NC**

Rating: 0

3: Housekeeping - Machines. **NC**

Rating: 6

4: Laundry - garment finishing standards. **NC**

Rating: 4

5: Carpets. **NC**

Rating: 0

6: Standardized bed linen / mattress / foundation. **NC**

Rating: 6

7: Standardization of par levels for room linen and table linen. **NC**

Rating: 0

### **Section:** Rest Rooms

#### **Subsection:** GENTS TOILET

1: Tiles. **NC**

☒ No

2: Soap /Supplies **NC**

☒ No

3: Exhaust **NC**

☒ No

**Section: Rest Rooms****Subsection: LADIES LOCKER**1: Taps. **NC**2: Exhaust **NC****Section: Rest Rooms****Subsection: LOBBY GENTS REST ROOM**1: Maintenance. **NC**2: Exhaust **NC**3: Urinal. **NC****Section: Rest Rooms****Subsection: LOBBY LADIES REST ROOM**1: Exhaust **NC**2: Urinal. **NC****Section: Rest Rooms****Subsection: BANQUET GENTS REST ROOM**1: Maintenance. **NC**2: W/C **NC**3: Mirror **NC**4: Urinal. **NC****Section: Rest Rooms****Subsection: EXECUTIVES GENTS LOCKER**1: Exhaust **NC****Section: Rest Rooms**

**Subsection:** EXECUTIVES LADIES LOCKER1: Exhaust **NC****Section:** Rest Rooms**Subsection:** POOL SIDE MENS REST ROOM1: Maintenance. **NC**2: W/C **NC**3: Mirror **NC**4: Urinal. **NC****Section:** Rest Rooms**Subsection:** POOL SIDE LADIES REST ROOM1: Maintenance. **NC**2: Urinal. **NC****Section:** Floors - Guest Rooms**Subsection:** 5141: Walls/ Photo Frames **NC**2: Floor **NC**3: SUPP \ STATIONERY. **NC**4: DUSTING **NC**5: TIDINESS. **NC**6: GUEST BATHROOMS. **NC**7: BATHTUB \ WC. **NC**

☒ No

8: SUPP \ STATIONERY \ BATH LINEN **NC**

☒ No

**Section:** Floors - Guest Rooms

**Subsection:** 241

1: WINDOW PANE \ LEDGES **NC**

☒ No

2: BATHTUB \ WC. **NC**

☒ No

3: MAINTENANCE. **NC**

☒ No

**Section:** Floors - Guest Rooms

**Subsection:** 239

1: Ceiling **NC**

☒ No

2: SUPP \ STATIONERY. **NC**

☒ No

3: WASHBASIN \ COUNTER **NC**

☒ No

4: MAINTENANCE. **NC**

☒ No

**Section:** Floors - Guest Rooms

**Subsection:** 335

1: Ceiling **NC**

☒ No

2: WINDOW PANE \ LEDGES **NC**

☒ No

3: BED LINEN. **NC**

☒ No

4: MAINTENANCE. **NC**

☒ No

5: SUPP \ STATIONERY \ BATH LINEN **NC**

☒ No

**Section:** Floors - Guest Rooms



**Subsection: 338**1: BED LINEN. **NC**☒ No2: MAINTENANCE. **NC**☒ No**Section: Floors - Guest Rooms****Subsection: 339**1: BED LINEN. **NC**☒ No2: BATHTUB \ WC. **NC**☒ No**Section: Floors - Guest Rooms****Subsection: 324****Section: Floors - Guest Rooms****Subsection: 427**1: Floor **NC**☒ No2: BED LINEN. **NC**☒ No3: SUPP \ STATIONERY. **NC**☒ No4: GUEST BATHROOMS. **NC**☒ No5: DUSTING. **NC**☒ No**Section: Floors - Guest Rooms****Subsection: 414**1: Ceiling **NC**☒ No2: BED LINEN. **NC**☒ No3: TV \ TEL \ AC. **NC**☒ No4: BATHTUB \ WC. **NC**☒ No

**Section:** Floors - Guest Rooms**Subsection:** 523

1: GUEST BATHROOMS. **NC**  
☒ No

2: MIRRORS. **NC**  
☒ No

**Section:** Floors - Guest Rooms**Subsection:** 529

1: BED LINEN. **NC**  
☒ No

2: TV \ TEL \ AC. **NC**  
☒ No

**Section:** Floors - Guest Rooms**Subsection:** 625

1: BED LINEN. **NC**  
☒ No

2: SUPP \ STATIONERY. **NC**  
☒ No

3: GUEST BATHROOMS. **NC**  
☒ No

4: SUPP \ STATIONERY \ BATH LINEN **NC**  
☒ No

**Section:** Floors - Guest Rooms**Subsection:** 628

1: Walls/ Photo Frames **NC**  
☒ No

2: FURNITURE. **NC**  
☒ No

3: GUEST BATHROOMS. **NC**  
☒ No

**Section:** Floors - Guest Rooms**Subsection:** 608

1: Floor **NC**  
☒ No

2: TV \ TEL \ AC. **NC**

☐ No

3: GUEST BATHROOMS. **NC**

☐ No

4: WASHBASIN \ COUNTER **NC**

☐ No

**Section:** Floors - Guest Rooms

**Subsection:** 331

1: Floor **NC**

☐ No

2: GUEST BATHROOMS. **NC**

☐ No

3: MAINTENANCE. **NC**

☐ No

**Section:** Floors - Guest Rooms

**Subsection:** 527

1: Floor **NC**

☐ No

2: SUPP \ STATIONERY. **NC**

☐ No

3: GUEST BATHROOMS. **NC**

☐ No

4: BATHTUB \ WC. **NC**

☐ No

5: WASHBASIN \ COUNTER **NC**

☐ No

**Section:** Floors - Guest Rooms

**Subsection:** 526

1: Walls/ Photo Frames **NC**

☐ No

2: TV \ TEL \ AC. **NC**

☐ No

3: MAINTENANCE **NC**

☐ No

4: BATHTUB \ WC. **NC**

☒ No

5: MAINTENANCE. **NC**

☒ No

**Section:** Floors - Guest Rooms

**Subsection:** 440

1: Ceiling **NC**

☒ No

2: WASHBASIN \ COUNTER **NC**

☒ No

3: SUPP \ STATIONERY \ BATH LINEN **NC**

☒ No

**Section:** Floors - Guest Rooms

**Subsection:** 229

1: BED LINEN. **NC**

☒ No

2: FURNITURE. **NC**

☒ No

3: GUEST BATHROOMS. **NC**

☒ No

4: MIRRORS. **NC**

☒ No

**Section:** Floors - Guest Rooms

**Subsection:** 222

1: Walls/ Photo Frames **NC**

☒ No

2: TIDINESS. **NC**

☒ No

3: BATHTUB \ WC. **NC**

☒ No

**Section:** Gloss Level

**Subsection:** Marble Floor

1: Reception. **NC**

Rating: 7

2: OUT Entrance. **NC**

Rating: 7

3: Lobby lounge **NC**

Rating: 7

4: Lobby Entrance **NC**

Rating: 7

5: Lobby Ladies rest room **NC**

Rating: 7

### **Section:** Linen and Laundry

#### **Subsection:** Linen, Laundry & Guest Laundry

1: Discards **NC**

Rating: 0

2: Quality of uniforms **NC**

Rating: 0

3: Quality of linen **NC**

Rating: 0

4: Finishing standards **NC**

Rating: 0

5: Safe work practices **NC**

Rating: 0

### **Section:** Contractual Service

#### **Subsection:** Contractual Service

1: Staff uniform and grooming **NC**

Rating: 5

2: Costing **NC**

Rating: 0

3: Maintenance of plants **NC**

Rating: 5

### **Section:** Records

#### **Subsection:** Records & Reports

1: L&F storage **NC**

Rating: 0

2: L&F Disposals **NC**

Rating: 7

3: Monthly meeting reports **NC**

Rating: 0

## Chronic

No chronic issues found

# Audit Questionnaire

**Section:** Public Area

**Subsection:** LOBBY

1: Doors

☒ Yes

2: Signage's

☒ Yes

3: Carpet.

☒ Yes

4: Ceiling.

☒ Yes

5: Lights / TV

☒ Yes

6: AC grills/Exhaust.

☒ Yes

7: Walls.

☒ Yes

8: Paintings.

☒ Yes

9: Panels.

☒ Yes

10: Fabric.

☒ Yes

11: Floor.

☒ Yes

12: Dusting.

☒ Yes

13: Skirting.

☒ Yes

14: Furniture.

☒ Yes

15: Upholstery.

☒ Yes



16: Polishing.

☒ Yes

17: Accessories. **NC**

☐ No

18: Banquet/Tables.

☒ Yes

19: Brass/Copper.

☒ Yes

20: Window panes/Ledges. **NC**

☐ No

**Section:** Public Area

**Subsection:** OUT

1: Doors **NC**

☐ No

2: Signage's

☒ Yes

3: Carpet.

☒ Yes

4: Ceiling.

☒ Yes

5: Lights / TV

☒ Yes

6: AC grills/Exhaust.

☒ Yes

7: Walls.

☒ Yes

8: Paintings.

☒ Yes

9: Panels.

☒ Yes

10: Fabric.

☒ Yes

11: Floor.

☒ Yes

- 12: Dusting. **NC**  
☐ No
- 13: Skirting.  
☐ Yes
- 14: Furniture. **NC**  
☐ No
- 15: Upholstery.  
☐ Yes
- 16: Polishing.  
☐ Yes
- 17: Accessories.  
☐ Yes
- 18: Banquet/Tables. **NC**  
☐ No
- 19: Brass/Copper.  
☐ Yes
- 20: Window panes/Ledges.  
☐ Yes

**Section:** Public Area**Subsection:** TULIPS

- 1: Doors  
☐ Yes
- 2: Signage's  
☐ Yes
- 3: Carpet. ☒ Not Applicable
- 4: Ceiling. **NC**  
☐ No
- 5: Lights / TV  
☐ Yes
- 6: AC grills/Exhaust. **NC**  
☐ No
- 7: Walls.  
☐ Yes

8: Paintings.

☒ Yes

9: Panels.

☒ Yes

10: Fabric.

☒ Yes

11: Floor.

☒ Yes

12: Dusting.

☒ Yes

13: Skirting.

☒ Yes

14: Furniture. **NC**

☒ No

15: Upholstery. **NC**

☒ No

16: Polishing.

☒ Yes

17: Accessories.

☒ Yes

18: Banquet/Tables.

☒ Yes

19: Brass/Copper.

☒ Yes

20: Window panes/Ledges.

☒ Yes

**Section:** Public Area

**Subsection:** MUSTANG BAR

1: Doors

☒ Yes

2: Signage's

☒ Yes

3: Carpet. ☒ Not Applicable

- 4: Ceiling. **NC**  
☐ No
- 5: Lights / TV  
☒ Yes
- 6: AC grills/Exhaust.  
☒ Yes
- 7: Walls.  
☒ Yes
- 8: Paintings.  
☒ Yes
- 9: Panels.  
☒ Yes
- 10: Fabric.  
☒ Yes
- 11: Floor. **NC**  
☒ No
- 12: Dusting.  
☒ Yes
- 13: Skirting.  
☒ Yes
- 14: Furniture.  
☒ Yes
- 15: Upholstery.  
☒ Yes
- 16: Polishing.  
☒ Yes
- 17: Accessories.  
☒ Yes
- 18: Banquet/Tables.  
☒ Yes
- 19: Brass/Copper.  
☒ Yes
- 20: Window panes/Ledges.  
☒ Yes

**Section: Public Area****Subsection: VIJAYA**

- 1: Doors ☒ Not Applicable
- 2: Signage's ☒ Not Applicable
- 3: Carpet. ☒ Not Applicable
- 4: Ceiling. ☒ Not Applicable
- 5: Lights / TV ☒ Not Applicable
- 6: AC grills/Exhaust. ☒ Not Applicable
- 7: Walls. ☒ Not Applicable
- 8: Paintings. ☒ Not Applicable
- 9: Panels. ☒ Not Applicable
- 10: Fabric. ☒ Not Applicable
- 11: Floor. ☒ Not Applicable
- 12: Dusting. ☒ Not Applicable
- 13: Skirting. ☒ Not Applicable
- 14: Furniture. ☒ Not Applicable
- 15: Upholstery. ☒ Not Applicable
- 16: Polishing. ☒ Not Applicable
- 17: Accessories. ☒ Not Applicable
- 18: Banquet/Tables. ☒ Not Applicable
- 19: Brass/Copper. ☒ Not Applicable
- 20: Window panes/Ledges. ☒ Not Applicable

**Section: Public Area****Subsection: PALLAVI**

- 1: Doors  
☒ Yes
- 2: Signage's  
☒ Yes

- 3: Carpet.  
☒ Yes
- 4: Ceiling.  
☒ Yes
- 5: Lights / TV  
☒ Yes
- 6: AC grills/Exhaust.  
☒ Yes
- 7: Walls.  
☒ Yes
- 8: Paintings.  
☒ Yes
- 9: Panels. **NC**  
☒ No
- 10: Fabric.  
☒ Yes
- 11: Floor.  
☒ Yes
- 12: Dusting.  
☒ Yes
- 13: Skirting.  
☒ Yes
- 14: Furniture.  
☒ Yes
- 15: Upholstery.  
☒ Yes
- 16: Polishing.  
☒ Yes
- 17: Accessories.  
☒ Yes
- 18: Banquet/Tables. **NC**  
☒ No
- 19: Brass/Copper.  
☒ Yes

20: Window panes/Ledges.

☒ Yes

**Section:** Public Area

**Subsection:** BHARINI

1: Doors

☒ Yes

2: Signage's

☒ Yes

3: Carpet.

☒ Yes

4: Ceiling.

☒ Yes

5: Lights / TV

☒ Yes

6: AC grills/Exhaust.

☒ Yes

7: Walls.

☒ Yes

8: Paintings.

☒ Yes

9: Panels.

☒ Yes

10: Fabric.

☒ Yes

11: Floor.

☒ Yes

12: Dusting.

☒ Yes

13: Skirting.

☒ Yes

14: Furniture.

☒ Yes

15: Upholstery. **NC**

☒ No

16: Polishing.

☒ Yes

17: Accessories.

☒ Yes

18: Banquet/Tables. **NC**

☒ No

19: Brass/Copper.

☒ Yes

20: Window panes/Ledges.

☒ Yes

**Section:** Public Area

**Subsection:** BOARD ROOM 1

1: Doors ☒ Not Applicable

2: Signage's ☒ Not Applicable

3: Carpet. ☒ Not Applicable

4: Ceiling. ☒ Not Applicable

5: Lights / TV ☒ Not Applicable

6: AC grills/Exhaust. ☒ Not Applicable

7: Walls. ☒ Not Applicable

8: Paintings. ☒ Not Applicable

9: Panels. ☒ Not Applicable

10: Fabric. ☒ Not Applicable

11: Floor. ☒ Not Applicable

12: Dusting. ☒ Not Applicable

13: Skirting. ☒ Not Applicable

14: Furniture. ☒ Not Applicable

15: Upholstery. ☒ Not Applicable

16: Polishing. ☒ Not Applicable



- 17: Accessories. ☒ Not Applicable
- 18: Banquet/Tables. ☒ Not Applicable
- 19: Brass/Copper. ☒ Not Applicable
- 20: Window panes/Ledges. ☒ Not Applicable

**Section: Public Area****Subsection: VAUHINI**

- 1: Doors  
☒ Yes
- 2: Signage's  
☒ Yes
- 3: Carpet. **NC**  
☒ No
- 4: Ceiling.  
☒ Yes
- 5: Lights / TV  
☒ Yes
- 6: AC grills/Exhaust.  
☒ Yes
- 7: Walls.  
☒ Yes
- 8: Paintings.  
☒ Yes
- 9: Panels.  
☒ Yes
- 10: Fabric.  
☒ Yes
- 11: Floor.  
☒ Yes
- 12: Dusting.  
☒ Yes
- 13: Skirting.  
☒ Yes

14: Furniture.

☒ Yes

15: Upholstery.

☒ Yes

16: Polishing.

☒ Yes

17: Accessories.

☒ Yes

18: Banquet/Tables. **NC**

☒ No

19: Brass/Copper.

☒ Yes

20: Window panes/Ledges.

☒ Yes

**Section:** Public Area

**Subsection:** BOARD ROOM 2

1: Doors

☒ Yes

2: Signage's

☒ Yes

3: Carpet. ☒ Not Applicable

4: Ceiling. **NC**

☒ No

5: Lights / TV

☒ Yes

6: AC grills/Exhaust.

☒ Yes

7: Walls.

☒ Yes

8: Paintings.

☒ Yes

9: Panels. **NC**

☒ No

10: Fabric.

☒ Yes

11: Floor. **NC**

☒ No

12: Dusting.

☒ Yes

13: Skirting.

☒ Yes

14: Furniture.

☒ Yes

15: Upholstery.

☒ Yes

16: Polishing.

☒ Yes

17: Accessories.

☒ Yes

18: Banquet/Tables. **NC**

☒ No

19: Brass/Copper.

☒ Yes

20: Window panes/Ledges.

☒ Yes

**Section:** Public Area

**Subsection:** CONVENTION HALL

1: Doors ☒ Not Applicable

2: Signage's ☒ Not Applicable

3: Carpet. ☒ Not Applicable

4: Ceiling. ☒ Not Applicable

5: Lights / TV ☒ Not Applicable

6: AC grills/Exhaust. ☒ Not Applicable

7: Walls. ☒ Not Applicable

- 8: Paintings. ☒ Not Applicable
- 9: Panels. ☒ Not Applicable
- 10: Fabric. ☒ Not Applicable
- 11: Floor. ☒ Not Applicable
- 12: Dusting. ☒ Not Applicable
- 13: Skirting. ☒ Not Applicable
- 14: Furniture. ☒ Not Applicable
- 15: Upholstery. ☒ Not Applicable
- 16: Polishing. ☒ Not Applicable
- 17: Accessories. ☒ Not Applicable
- 18: Banquet/Tables. ☒ Not Applicable
- 19: Brass/Copper. ☒ Not Applicable
- 20: Window panes/Ledges. ☒ Not Applicable

**Section:** Public Area

**Subsection:** SESHMAHAL

- 1: Doors  
☒ Yes
- 2: Signage's  
☒ Yes
- 3: Carpet. **NC**  
☒ No
- 4: Ceiling.  
☒ Yes
- 5: Lights / TV  
☒ Yes
- 6: AC grills/Exhaust. **NC**  
☒ No
- 7: Walls.  
☒ Yes

8: Paintings.

☒ Yes

9: Panels.

☒ Yes

10: Fabric. **NC**

☒ No

11: Floor.

☒ Yes

12: Dusting. **NC**

☒ No

13: Skirting. **NC**

☒ No

14: Furniture.

☒ Yes

15: Upholstery.

☒ Yes

16: Polishing. **NC**

☒ No

17: Accessories.

☒ Yes

18: Banquet/Tables. **NC**

☒ No

19: Brass/Copper.

☒ Yes

20: Window panes/Ledges.

☒ Yes

**Section:** Public Area

**Subsection:** RNG

1: Doors ☒ Not Applicable

2: Signage's ☒ Not Applicable

3: Carpet. ☒ Not Applicable

4: Ceiling. ☒ Not Applicable

- 5: Lights / TV ☒ Not Applicable
- 6: AC grills/Exhaust. ☒ Not Applicable
- 7: Walls. ☒ Not Applicable
- 8: Paintings. ☒ Not Applicable
- 9: Panels. ☒ Not Applicable
- 10: Fabric. ☒ Not Applicable
- 11: Floor. ☒ Not Applicable
- 12: Dusting. ☒ Not Applicable
- 13: Skirting. ☒ Not Applicable
- 14: Furniture. ☒ Not Applicable
- 15: Upholstery. ☒ Not Applicable
- 16: Polishing. ☒ Not Applicable
- 17: Accessories. ☒ Not Applicable
- 18: Banquet/Tables. ☒ Not Applicable
- 19: Brass/Copper. ☒ Not Applicable
- 20: Window panes/Ledges. ☒ Not Applicable

**Section:** Procedures

**Subsection:** GUEST ROOMS

- 1: Bathroom linen standardization. **NC**  
Rating: 4
- 2: Tea /coffee making facility in the room. **NC**  
Rating: 0
- 3: Room history maintenance.  
Rating: 10
- 4: Table / wardrobe drawers in guest rooms.  
Rating: 10
- 5: Housekeeping - Machines. **NC**  
Rating: 6

- 6: Housekeeping - Turndown service.  
Rating: 10
- 7: Bathroom amenities for double occupancy rooms.  
Rating: 10
- 8: Suite bathroom amenities .  
Rating: 10
- 9: Magazines provided to guest rooms.  
Rating: 10
- 10: Laundry - garment finishing standards. **NC**  
Rating: 4
- 11: Carpets. **NC**  
Rating: 0
- 12: Care and maintenance of runners.  
Rating: 10
- 13: Standardized in room items.  
Rating: 10
- 14: Sleep quality comfort.  
Rating: 10
- 15: Specification of cleaning chemicals.  
Rating: 10
- 16: Standardized bed linen / mattress / foundation. **NC**  
Rating: 6
- 17: Standardization of par levels for room linen and table linen. **NC**  
Rating: 0
- 18: Measurable instruments for quality / standards measurements.  
Rating: 10
- 19: Guest-laundry pickup.  
Rating: 10

**Section: Rest Rooms****Subsection: GENTS TOILET**

- 1: Taps.  
☒ Yes
- 2: Maintenance.  
☒ Yes

- 3: Smell.  
☐ Yes
- 4: Floor.  
☐ Yes
- 5: Tiles. **NC**  
☐ No
- 6: W/C  
☐ Yes
- 7: Basin.  
☐ Yes
- 8: Mirror  
☐ Yes
- 9: Soap /Supplies **NC**  
☐ No
- 10: Door /Walls / Ceiling  
☐ Yes
- 11: Exhaust **NC**  
☐ No
- 12: Urinal.  
☐ Yes
- 13: Mattress / Other yhings ☒ Not Applicable

**Section:** Rest Rooms**Subsection:** LADIES LOCKER

- 1: Taps. **NC**  
☐ No
- 2: Maintenance.  
☐ Yes
- 3: Smell.  
☐ Yes
- 4: Floor.  
☐ Yes
- 5: Tiles.  
☐ Yes



- 6: W/C  
☒ Yes
- 7: Basin.  
☒ Yes
- 8: Mirror  
☒ Yes
- 9: Soap /Supplies  
☒ Yes
- 10: Door /Walls / Ceiling  
☒ Yes
- 11: Exhaust **NC**  
☒ No
- 12: Urinal.  
☒ Yes
- 13: Mattress / Other yhings ☒ Not Applicable

**Section:** Rest Rooms**Subsection:** LOBBY GENTS REST ROOM

- 1: Taps.  
☒ Yes
- 2: Maintenance. **NC**  
☒ No
- 3: Smell.  
☒ Yes
- 4: Floor.  
☒ Yes
- 5: Tiles.  
☒ Yes
- 6: W/C  
☒ Yes
- 7: Basin.  
☒ Yes
- 8: Mirror  
☒ Yes

9: Soap /Supplies

☒ Yes

10: Door /Walls / Ceiling

☒ Yes

11: Exhaust **NC**

☒ No

12: Urinal. **NC**

☒ No

13: Mattress / Other yhings ☒ Not Applicable

**Section:** Rest Rooms

**Subsection:** LOBBY LADIES REST ROOM

1: Taps.

☒ Yes

2: Maintenance.

☒ Yes

3: Smell.

☒ Yes

4: Floor.

☒ Yes

5: Tiles.

☒ Yes

6: W/C

☒ Yes

7: Basin.

☒ Yes

8: Mirror

☒ Yes

9: Soap /Supplies

☒ Yes

10: Door /Walls / Ceiling

☒ Yes

11: Exhaust **NC**

☒ No

12: Urinal. **NC**

☐ No

13: Mattress / Other yhings ☒ Not Applicable

**Section:** Rest Rooms

**Subsection:** BANQUET GENTS REST ROOM

1: Taps.

☐ Yes

2: Maintenance. **NC**

☐ No

3: Smell.

☐ Yes

4: Floor.

☐ Yes

5: Tiles.

☐ Yes

6: W/C **NC**

☐ No

7: Basin.

☐ Yes

8: Mirror **NC**

☐ No

9: Soap /Supplies

☐ Yes

10: Door /Walls / Ceiling

☐ Yes

11: Exhaust

☐ Yes

12: Urinal. **NC**

☐ No

13: Mattress / Other yhings ☒ Not Applicable

**Section:** Rest Rooms

**Subsection:** BANQUET LADIES REST ROOM

1: Taps.

☒ Yes

2: Maintenance.

☒ Yes

3: Smell.

☒ Yes

4: Floor.

☒ Yes

5: Tiles.

☒ Yes

6: W/C

☒ Yes

7: Basin.

☒ Yes

8: Mirror

☒ Yes

9: Soap /Supplies

☒ Yes

10: Door /Walls / Ceiling

☒ Yes

11: Exhaust

☒ Yes

12: Urinal.

☒ Yes

13: Mattress / Other yhings ☒ Not Applicable

**Section:** Rest Rooms

**Subsection:** EXECUTIVES GENTS LOCKER

1: Taps.

☒ Yes

2: Maintenance.

☒ Yes

3: Smell.

☒ Yes

4: Floor.

☒ Yes

5: Tiles.

☒ Yes

6: W/C

☒ Yes

7: Basin.

☒ Yes

8: Mirror

☒ Yes

9: Soap /Supplies

☒ Yes

10: Door /Walls / Ceiling

☒ Yes

11: Exhaust **NC**

☒ No

12: Urinal.

☒ Yes

13: Mattress / Other yhings ☒ Not Applicable

**Section:** Rest Rooms

**Subsection:** EXECUTIVES LADIES LOCKER

1: Taps.

☒ Yes

2: Maintenance.

☒ Yes

3: Smell.

☒ Yes

4: Floor.

☒ Yes

5: Tiles.

☒ Yes

6: W/C

☒ Yes

7: Basin.

☒ Yes

8: Mirror

☒ Yes

9: Soap /Supplies

☒ Yes

10: Door /Walls / Ceiling

☒ Yes

11: Exhaust **NC**

☒ No

12: Urinal.

☒ Yes

13: Mattress / Other yhings ☒ Not Applicable

**Section:** Rest Rooms

**Subsection:** STAFF GENTS LOCKER

1: Taps. ☒ Not Applicable

2: Maintenance. ☒ Not Applicable

3: Smell. ☒ Not Applicable

4: Floor. ☒ Not Applicable

5: Tiles. ☒ Not Applicable

6: W/C ☒ Not Applicable

7: Basin. ☒ Not Applicable

8: Mirror ☒ Not Applicable

9: Soap /Supplies ☒ Not Applicable

10: Door /Walls / Ceiling ☒ Not Applicable

11: Exhaust ☒ Not Applicable

12: Urinal. ☒ Not Applicable

13: Mattress / Other yhings ☒ Not Applicable

**Section:** Rest Rooms

**Subsection:** POOL SIDE MENS REST ROOM

- 1: Taps.  
☒ Yes
- 2: Maintenance. **NC**  
☒ No
- 3: Smell.  
☒ Yes
- 4: Floor.  
☒ Yes
- 5: Tiles.  
☒ Yes
- 6: W/C **NC**  
☒ No
- 7: Basin.  
☒ Yes
- 8: Mirror **NC**  
☒ No
- 9: Soap /Supplies  
☒ Yes
- 10: Door /Walls / Ceiling  
☒ Yes
- 11: Exhaust  
☒ Yes
- 12: Urinal. **NC**  
☒ No
- 13: Mattress / Other yhings ☒ Not Applicable

**Section:** Rest Rooms**Subsection:** POOL SIDE LADIES REST ROOM

- 1: Taps.  
☒ Yes
- 2: Maintenance. **NC**  
☒ No
- 3: Smell.  
☒ Yes

4: Floor.

☒ Yes

5: Tiles.

☒ Yes

6: W/C

☒ Yes

7: Basin.

☒ Yes

8: Mirror

☒ Yes

9: Soap /Supplies

☒ Yes

10: Door /Walls / Ceiling

☒ Yes

11: Exhaust

☒ Yes12: Urinal. **NC**☒ No13: Mattress / Other yhings ☒ Not Applicable**Section:** Rest Rooms**Subsection:** BAR LADIES1: Taps. ☒ Not Applicable2: Maintenance. ☒ Not Applicable3: Smell. ☒ Not Applicable4: Floor. ☒ Not Applicable5: Tiles. ☒ Not Applicable6: W/C ☒ Not Applicable7: Basin. ☒ Not Applicable8: Mirror ☒ Not Applicable9: Soap /Supplies ☒ Not Applicable



10: Door /Walls / Ceiling ☒ Not Applicable

11: Exhaust ☒ Not Applicable

12: Urinal. ☒ Not Applicable

13: Mattress / Other yhings ☒ Not Applicable

**Section:** Rest Rooms

**Subsection:** BAR GENTS

1: Taps. ☒ Not Applicable

2: Maintenance. ☒ Not Applicable

3: Smell. ☒ Not Applicable

4: Floor. ☒ Not Applicable

5: Tiles. ☒ Not Applicable

6: W/C ☒ Not Applicable

7: Basin. ☒ Not Applicable

8: Mirror ☒ Not Applicable

9: Soap /Supplies ☒ Not Applicable

10: Door /Walls / Ceiling ☒ Not Applicable

11: Exhaust ☒ Not Applicable

12: Urinal. ☒ Not Applicable

13: Mattress / Other yhings ☒ Not Applicable

**Section:** Floors - Guest Rooms

**Subsection:** 514

1: Ceiling  
☒ Yes

2: Walls/ Photo Frames **NC**  
☒ No

3: Floor **NC**  
☒ No

4: WINDOW PANE \ LEDGES  
☒ Yes

5: BED LINEN.

☒ Yes

6: UPHOLSTRY \ CURTAINS

☒ Yes

7: TV \ TEL \ AC.

☒ Yes

8: SUPP \ STATIONERY. **NC**

☒ No

9: MAINTENANCE

☒ Yes

10: DUSTING **NC**

☒ No

11: TIDINESS. **NC**

☒ No

12: FURNITURE.

☒ Yes

13: GUEST BATHROOMS. **NC**

☒ No

14: FLOORS.

☒ Yes

15: BATHTUB \ WC. **NC**

☒ No

16: WASHBASIN \ COUNTER

☒ Yes

17: MIRRORS.

☒ Yes

18: DUSTING.

☒ Yes

19: MAINTENANCE.

☒ Yes

20: SUPP \ STATIONERY \ BATH LINEN **NC**

☒ No

**Section:** Floors - Guest Rooms

**Subsection:** 241

- 1: Ceiling  
☒ Yes
- 2: Walls/ Photo Frames  
☒ Yes
- 3: Floor  
☒ Yes
- 4: WINDOW PANE \ LEDGES **NC**  
☒ No
- 5: BED LINEN.  
☒ Yes
- 6: UPHOLSTRY \ CURTAINS  
☒ Yes
- 7: TV \ TEL \ AC.  
☒ Yes
- 8: SUPP \ STATIONERY.  
☒ Yes
- 9: MAINTENANCE  
☒ Yes
- 10: DUSTING  
☒ Yes
- 11: TIDINESS.  
☒ Yes
- 12: FURNITURE.  
☒ Yes
- 13: GUEST BATHROOMS.  
☒ Yes
- 14: FLOORS.  
☒ Yes
- 15: BATHTUB \ WC. **NC**  
☒ No
- 16: WASHBASIN \ COUNTER  
☒ Yes
- 17: MIRRORS.  
☒ Yes

18: DUSTING.

☒ Yes

19: MAINTENANCE. **NC**

☐ No

20: SUPP \ STATIONERY \ BATH LINEN

☒ Yes

**Section:** Floors - Guest Rooms

**Subsection:** 239

1: Ceiling **NC**

☐ No

2: Walls/ Photo Frames

☒ Yes

3: Floor

☒ Yes

4: WINDOW PANE \ LEDGES

☒ Yes

5: BED LINEN.

☒ Yes

6: UPHOLSTRY \ CURTAINS

☒ Yes

7: TV \ TEL \ AC.

☒ Yes

8: SUPP \ STATIONERY. **NC**

☐ No

9: MAINTENANCE

☒ Yes

10: DUSTING

☒ Yes

11: TIDINESS.

☒ Yes

12: FURNITURE.

☒ Yes

13: GUEST BATHROOMS.

☒ Yes

14: FLOORS.

☒ Yes

15: BATHTUB \ WC.

☒ Yes

16: WASHBASIN \ COUNTER **NC**

☒ No

17: MIRRORS.

☒ Yes

18: DUSTING.

☒ Yes

19: MAINTENANCE. **NC**

☒ No

20: SUPP \ STATIONERY \ BATH LINEN

☒ Yes

**Section:** Floors - Guest Rooms

**Subsection:** 335

1: Ceiling **NC**

☒ No

2: Walls/ Photo Frames

☒ Yes

3: Floor

☒ Yes

4: WINDOW PANE \ LEDGES **NC**

☒ No

5: BED LINEN. **NC**

☒ No

6: UPHOLSTRY \ CURTAINS

☒ Yes

7: TV \ TEL \ AC.

☒ Yes

8: SUPP \ STATIONERY.

☒ Yes

9: MAINTENANCE

☒ Yes

10: DUSTING

☒ Yes

11: TIDINESS.

☒ Yes

12: FURNITURE.

☒ Yes

13: GUEST BATHROOMS.

☒ Yes

14: FLOORS.

☒ Yes

15: BATHTUB \ WC.

☒ Yes

16: WASHBASIN \ COUNTER

☒ Yes

17: MIRRORS.

☒ Yes

18: DUSTING.

☒ Yes

19: MAINTENANCE. **NC**

☐ No

20: SUPP \ STATIONERY \ BATH LINEN **NC**

☐ No

**Section:** Floors - Guest Rooms

**Subsection:** 338

1: Ceiling

☒ Yes

2: Walls/ Photo Frames

☒ Yes

3: Floor

☒ Yes

4: WINDOW PANE \ LEDGES

☒ Yes

5: BED LINEN. **NC**

☐ No

6: UPHOLSTRY \ CURTAINS

☒ Yes

7: TV \ TEL \ AC.

☒ Yes

8: SUPP \ STATIONERY.

☒ Yes

9: MAINTENANCE

☒ Yes

10: DUSTING

☒ Yes

11: TIDINESS.

☒ Yes

12: FURNITURE.

☒ Yes

13: GUEST BATHROOMS.

☒ Yes

14: FLOORS.

☒ Yes

15: BATHTUB \ WC.

☒ Yes

16: WASHBASIN \ COUNTER

☒ Yes

17: MIRRORS.

☒ Yes

18: DUSTING.

☒ Yes

19: MAINTENANCE. **NC**

☒ No

20: SUPP \ STATIONERY \ BATH LINEN

☒ Yes

**Section:** Floors - Guest Rooms

**Subsection:** 339

1: Ceiling

☒ Yes

2: Walls/ Photo Frames

☒ Yes

3: Floor

☒ Yes

4: WINDOW PANE \ LEDGES

☒ Yes

5: BED LINEN. **NC**

☐ No

6: UPHOLSTRY \ CURTAINS

☒ Yes

7: TV \ TEL \ AC.

☒ Yes

8: SUPP \ STATIONERY.

☒ Yes

9: MAINTENANCE

☒ Yes

10: DUSTING

☒ Yes

11: TIDINESS.

☒ Yes

12: FURNITURE.

☒ Yes

13: GUEST BATHROOMS.

☒ Yes

14: FLOORS.

☒ Yes

15: BATHTUB \ WC. **NC**

☐ No

16: WASHBASIN \ COUNTER

☒ Yes

17: MIRRORS.

☒ Yes

18: DUSTING.

☒ Yes



19: MAINTENANCE.

☒ Yes

20: SUPP \ STATIONERY \ BATH LINEN

☒ Yes

**Section:** Floors - Guest Rooms

**Subsection:** 324

1: Ceiling

☒ Yes

2: Walls/ Photo Frames

☒ Yes

3: Floor

☒ Yes

4: WINDOW PANE \ LEDGES

☒ Yes

5: BED LINEN.

☒ Yes

6: UPHOLSTRY \ CURTAINS

☒ Yes

7: TV \ TEL \ AC.

☒ Yes

8: SUPP \ STATIONERY.

☒ Yes

9: MAINTENANCE

☒ Yes

10: DUSTING

☒ Yes

11: TIDINESS.

☒ Yes

12: FURNITURE.

☒ Yes

13: GUEST BATHROOMS.

☒ Yes

14: FLOORS.

☒ Yes

15: BATHTUB \ WC.

☒ Yes

16: WASHBASIN \ COUNTER

☒ Yes

17: MIRRORS.

☒ Yes

18: DUSTING.

☒ Yes

19: MAINTENANCE.

☒ Yes

20: SUPP \ STATIONERY \ BATH LINEN

☒ Yes

**Section:** Floors - Guest Rooms

**Subsection:** 427

1: Ceiling

☒ Yes

2: Walls/ Photo Frames

☒ Yes

3: Floor **NC**

☐ No

4: WINDOW PANE \ LEDGES

☒ Yes

5: BED LINEN. **NC**

☐ No

6: UPHOLSTRY \ CURTAINS

☒ Yes

7: TV \ TEL \ AC.

☒ Yes

8: SUPP \ STATIONERY. **NC**

☐ No

9: MAINTENANCE

☒ Yes

10: DUSTING

☒ Yes

11: TIDINESS.

☒ Yes

12: FURNITURE.

☒ Yes

13: GUEST BATHROOMS. **NC**

☒ No

14: FLOORS.

☒ Yes

15: BATHTUB \ WC.

☒ Yes

16: WASHBASIN \ COUNTER

☒ Yes

17: MIRRORS.

☒ Yes

18: DUSTING. **NC**

☒ No

19: MAINTENANCE.

☒ Yes

20: SUPP \ STATIONERY \ BATH LINEN

☒ Yes

**Section:** Floors - Guest Rooms

**Subsection:** 414

1: Ceiling **NC**

☒ No

2: Walls/ Photo Frames

☒ Yes

3: Floor

☒ Yes

4: WINDOW PANE \ LEDGES

☒ Yes

5: BED LINEN. **NC**

☒ No

6: UPHOLSTRY \ CURTAINS

☒ Yes

7: TV \ TEL \ AC. **NC**

☐ No

8: SUPP \ STATIONERY.

☐ Yes

9: MAINTENANCE

☐ Yes

10: DUSTING

☐ Yes

11: TIDINESS.

☐ Yes

12: FURNITURE.

☐ Yes

13: GUEST BATHROOMS.

☐ Yes

14: FLOORS.

☐ Yes

15: BATHTUB \ WC. **NC**

☐ No

16: WASHBASIN \ COUNTER

☐ Yes

17: MIRRORS.

☐ Yes

18: DUSTING.

☐ Yes

19: MAINTENANCE.

☐ Yes

20: SUPP \ STATIONERY \ BATH LINEN ☒ Not Applicable

**Section:** Floors - Guest Rooms

**Subsection:** 523

1: Ceiling

☐ Yes

2: Walls/ Photo Frames

☐ Yes

- 3: Floor  
☒ Yes
- 4: WINDOW PANE \ LEDGES  
☒ Yes
- 5: BED LINEN.  
☒ Yes
- 6: UPHOLSTRY \ CURTAINS  
☒ Yes
- 7: TV \ TEL \ AC.  
☒ Yes
- 8: SUPP \ STATIONERY.  
☒ Yes
- 9: MAINTENANCE  
☒ Yes
- 10: DUSTING  
☒ Yes
- 11: TIDINESS.  
☒ Yes
- 12: FURNITURE.  
☒ Yes
- 13: GUEST BATHROOMS. **NC**  
☒ No
- 14: FLOORS.  
☒ Yes
- 15: BATHTUB \ WC.  
☒ Yes
- 16: WASHBASIN \ COUNTER  
☒ Yes
- 17: MIRRORS. **NC**  
☒ No
- 18: DUSTING.  
☒ Yes
- 19: MAINTENANCE.  
☒ Yes

20: SUPP \ STATIONERY \ BATH LINEN

☒ Yes

**Section:** Floors - Guest Rooms

**Subsection:** 529

1: Ceiling

☒ Yes

2: Walls/ Photo Frames

☒ Yes

3: Floor

☒ Yes

4: WINDOW PANE \ LEDGES

☒ Yes

5: BED LINEN. **NC**

☐ No

6: UPHOLSTRY \ CURTAINS

☒ Yes

7: TV \ TEL \ AC. **NC**

☐ No

8: SUPP \ STATIONERY.

☒ Yes

9: MAINTENANCE

☒ Yes

10: DUSTING

☒ Yes

11: TIDINESS.

☒ Yes

12: FURNITURE.

☒ Yes

13: GUEST BATHROOMS.

☒ Yes

14: FLOORS.

☒ Yes

15: BATHTUB \ WC.

☒ Yes

16: WASHBASIN \ COUNTER

☒ Yes

17: MIRRORS.

☒ Yes

18: DUSTING.

☒ Yes

19: MAINTENANCE.

☒ Yes

20: SUPP \ STATIONERY \ BATH LINEN

☒ Yes

**Section:** Floors - Guest Rooms

**Subsection:** 625

1: Ceiling

☒ Yes

2: Walls/ Photo Frames

☒ Yes

3: Floor

☒ Yes

4: WINDOW PANE \ LEDGES

☒ Yes

5: BED LINEN. **NC**

☐ No

6: UPHOLSTRY \ CURTAINS

☒ Yes

7: TV \ TEL \ AC.

☒ Yes

8: SUPP \ STATIONERY. **NC**

☐ No

9: MAINTENANCE

☒ Yes

10: DUSTING

☒ Yes

11: TIDINESS.

☒ Yes

12: FURNITURE.

☒ Yes

13: GUEST BATHROOMS. **NC**

☐ No

14: FLOORS.

☒ Yes

15: BATHTUB \ WC.

☒ Yes

16: WASHBASIN \ COUNTER

☒ Yes

17: MIRRORS.

☒ Yes

18: DUSTING.

☒ Yes

19: MAINTENANCE.

☒ Yes

20: SUPP \ STATIONERY \ BATH LINEN **NC**

☐ No

**Section:** Floors - Guest Rooms

**Subsection:** 628

1: Ceiling

☒ Yes

2: Walls/ Photo Frames **NC**

☐ No

3: Floor

☒ Yes

4: WINDOW PANE \ LEDGES

☒ Yes

5: BED LINEN.

☒ Yes

6: UPHOLSTRY \ CURTAINS

☒ Yes

7: TV \ TEL \ AC.

☒ Yes



8: SUPP \ STATIONERY.

☒ Yes

9: MAINTENANCE

☒ Yes

10: DUSTING

☒ Yes

11: TIDINESS.

☒ Yes

12: FURNITURE. **NC**

☐ No

13: GUEST BATHROOMS. **NC**

☐ No

14: FLOORS.

☒ Yes

15: BATHTUB \ WC.

☒ Yes

16: WASHBASIN \ COUNTER

☒ Yes

17: MIRRORS.

☒ Yes

18: DUSTING.

☒ Yes

19: MAINTENANCE.

☒ Yes

20: SUPP \ STATIONERY \ BATH LINEN

☒ Yes

**Section:** Floors - Guest Rooms

**Subsection:** 608

1: Ceiling

☒ Yes

2: Walls/ Photo Frames

☒ Yes

3: Floor **NC**

☐ No

- 4: WINDOW PANE \ LEDGES  
☒ Yes
- 5: BED LINEN.  
☒ Yes
- 6: UPHOLSTRY \ CURTAINS  
☒ Yes
- 7: TV \ TEL \ AC. **NC**  
☒ No
- 8: SUPP \ STATIONERY.  
☒ Yes
- 9: MAINTENANCE  
☒ Yes
- 10: DUSTING  
☒ Yes
- 11: TIDINESS.  
☒ Yes
- 12: FURNITURE.  
☒ Yes
- 13: GUEST BATHROOMS. **NC**  
☒ No
- 14: FLOORS.  
☒ Yes
- 15: BATHTUB \ WC.  
☒ Yes
- 16: WASHBASIN \ COUNTER **NC**  
☒ No
- 17: MIRRORS.  
☒ Yes
- 18: DUSTING.  
☒ Yes
- 19: MAINTENANCE.  
☒ Yes
- 20: SUPP \ STATIONERY \ BATH LINEN  
☒ Yes

**Section:** Floors - Guest Rooms**Subsection:** 331

- 1: Ceiling  
☒ Yes
- 2: Walls/ Photo Frames  
☒ Yes
- 3: Floor **NC**  
☒ No
- 4: WINDOW PANE \ LEDGES  
☒ Yes
- 5: BED LINEN.  
☒ Yes
- 6: UPHOLSTRY \ CURTAINS  
☒ Yes
- 7: TV \ TEL \ AC.  
☒ Yes
- 8: SUPP \ STATIONERY.  
☒ Yes
- 9: MAINTENANCE  
☒ Yes
- 10: DUSTING  
☒ Yes
- 11: TIDINESS.  
☒ Yes
- 12: FURNITURE.  
☒ Yes
- 13: GUEST BATHROOMS. **NC**  
☒ No
- 14: FLOORS.  
☒ Yes
- 15: BATHTUB \ WC.  
☒ Yes
- 16: WASHBASIN \ COUNTER  
☒ Yes

17: MIRRORS.

☒ Yes

18: DUSTING.

☒ Yes

19: MAINTENANCE. **NC**

☒ No

20: SUPP \ STATIONERY \ BATH LINEN

☒ Yes

**Section:** Floors - Guest Rooms

**Subsection:** 527

1: Ceiling

☒ Yes

2: Walls/ Photo Frames

☒ Yes

3: Floor **NC**

☒ No

4: WINDOW PANE \ LEDGES

☒ Yes

5: BED LINEN.

☒ Yes

6: UPHOLSTRY \ CURTAINS

☒ Yes

7: TV \ TEL \ AC.

☒ Yes

8: SUPP \ STATIONERY. **NC**

☒ No

9: MAINTENANCE

☒ Yes

10: DUSTING

☒ Yes

11: TIDINESS.

☒ Yes

12: FURNITURE.

☒ Yes

- 13: GUEST BATHROOMS. **NC**  
☐ No
- 14: FLOORS.  
☐ Yes
- 15: BATHTUB \ WC. **NC**  
☐ No
- 16: WASHBASIN \ COUNTER **NC**  
☐ No
- 17: MIRRORS.  
☐ Yes
- 18: DUSTING.  
☐ Yes
- 19: MAINTENANCE.  
☐ Yes
- 20: SUPP \ STATIONERY \ BATH LINEN  
☐ Yes

**Section:** Floors - Guest Rooms

**Subsection:** 526

- 1: Ceiling  
☐ Yes
- 2: Walls/ Photo Frames **NC**  
☐ No
- 3: Floor  
☐ Yes
- 4: WINDOW PANE \ LEDGES  
☐ Yes
- 5: BED LINEN.  
☐ Yes
- 6: UPHOLSTRY \ CURTAINS  
☐ Yes
- 7: TV \ TEL \ AC. **NC**  
☐ No
- 8: SUPP \ STATIONERY.  
☐ Yes

9: MAINTENANCE **NC**

☐ No

10: DUSTING

☐ Yes

11: TIDINESS.

☐ Yes

12: FURNITURE.

☐ Yes

13: GUEST BATHROOMS.

☐ Yes

14: FLOORS.

☐ Yes

15: BATHTUB \ WC. **NC**

☐ No

16: WASHBASIN \ COUNTER

☐ Yes

17: MIRRORS.

☐ Yes

18: DUSTING.

☐ Yes

19: MAINTENANCE. **NC**

☐ No

20: SUPP \ STATIONERY \ BATH LINEN

☐ Yes

**Section:** Floors - Guest Rooms

**Subsection:** 440

1: Ceiling **NC**

☐ No

2: Walls/ Photo Frames

☐ Yes

3: Floor

☐ Yes

4: WINDOW PANE \ LEDGES

☐ Yes

5: BED LINEN.

☒ Yes

6: UPHOLSTRY \ CURTAINS

☒ Yes

7: TV \ TEL \ AC.

☒ Yes

8: SUPP \ STATIONERY.

☒ Yes

9: MAINTENANCE

☒ Yes

10: DUSTING

☒ Yes

11: TIDINESS.

☒ Yes

12: FURNITURE.

☒ Yes

13: GUEST BATHROOMS.

☒ Yes

14: FLOORS.

☒ Yes

15: BATHTUB \ WC.

☒ Yes

16: WASHBASIN \ COUNTER **NC**

☒ No

17: MIRRORS.

☒ Yes

18: DUSTING.

☒ Yes

19: MAINTENANCE.

☒ Yes

20: SUPP \ STATIONERY \ BATH LINEN **NC**

☒ No

**Section:** Floors - Guest Rooms

**Subsection:** 229

- 1: Ceiling  
☒ Yes
- 2: Walls/ Photo Frames  
☒ Yes
- 3: Floor  
☒ Yes
- 4: WINDOW PANE \ LEDGES  
☒ Yes
- 5: BED LINEN. **NC**  
☒ No
- 6: UPHOLSTRY \ CURTAINS  
☒ Yes
- 7: TV \ TEL \ AC.  
☒ Yes
- 8: SUPP \ STATIONERY.  
☒ Yes
- 9: MAINTENANCE  
☒ Yes
- 10: DUSTING  
☒ Yes
- 11: TIDINESS.  
☒ Yes
- 12: FURNITURE. **NC**  
☒ No
- 13: GUEST BATHROOMS. **NC**  
☒ No
- 14: FLOORS.  
☒ Yes
- 15: BATHTUB \ WC.  
☒ Yes
- 16: WASHBASIN \ COUNTER  
☒ Yes
- 17: MIRRORS. **NC**  
☒ No



18: DUSTING.

☒ Yes

19: MAINTENANCE.

☒ Yes

20: SUPP \ STATIONERY \ BATH LINEN

☒ Yes

**Section: Floors - Guest Rooms**

**Subsection: 222**

1: Ceiling

☒ Yes

2: Walls/ Photo Frames **NC**

☒ No

3: Floor

☒ Yes

4: WINDOW PANE \ LEDGES

☒ Yes

5: BED LINEN.

☒ Yes

6: UPHOLSTRY \ CURTAINS

☒ Yes

7: TV \ TEL \ AC.

☒ Yes

8: SUPP \ STATIONERY.

☒ Yes

9: MAINTENANCE

☒ Yes

10: DUSTING

☒ Yes

11: TIDINESS. **NC**

☒ No

12: FURNITURE.

☒ Yes

13: GUEST BATHROOMS.

☒ Yes

14: FLOORS.

☒ Yes

15: BATHTUB \ WC. **NC**

☒ No

16: WASHBASIN \ COUNTER

☒ Yes

17: MIRRORS.

☒ Yes

18: DUSTING.

☒ Yes

19: MAINTENANCE.

☒ Yes

20: SUPP \ STATIONERY \ BATH LINEN

☒ Yes

**Section:** Gloss Level

**Subsection:** Marble Floor

1: Lobby ☒ Not Applicable

2: Reception. **NC**

Rating: 7

3: Travel desk. ☒ Not Applicable

4: OUT Entrance. **NC**

Rating: 7

5: Bell Desk ☒ Not Applicable

6: Lobby lounge **NC**

Rating: 7

7: Lobby Entrance **NC**

Rating: 7

8: Guest elevator opposite

Rating: 9

9: Opposite to banquet office ☒ Not Applicable

10: Gardenia entrance ☒ Not Applicable

11: Senate ☒ Not Applicable

12: Prefunction of Residency ☒ Not Applicable

13: Gardenia entrance ☒ Not Applicable

14: Tulips ☒ Not Applicable

15: Lobby Gents rest room  
Rating: 9

16: Lobby Ladies rest room **NC**  
Rating: 7

17: Banquets Gents rest room ☒ Not Applicable

18: Banquets Ladies rest room ☒ Not Applicable

19: Gardenia entrance ☒ Not Applicable

**Section:** Linen and Laundry

**Subsection:** Linen, Laundry & Guest Laundry

1: Linen room stacking  
Rating: 10

2: Par stocks  
Rating: 10

3: Annual indent  
Rating: 10

4: Discards **NC**  
Rating: 0

5: Quality of uniforms **NC**  
Rating: 0

6: Quality of linen **NC**  
Rating: 0

7: Uniform calendar  
Rating: 10

8: Exchange timing  
Rating: 10

9: Uniform exchange system  
Rating: 10

10: Inventory of F&B Linen

Rating: 10

11: Inventory of Room linen

Rating: 10

12: Inventory of uniforms

Rating: 10

13: Pick up collection standards

Rating: 10

14: Sorting & Checking

Rating: 10

15: Marking & Tagging

Rating: 10

16: Processing

Rating: 10

17: Finishing

Rating: 10

18: Packing

Rating: 10

19: Billing

Rating: 10

20: Delivery

Rating: 10

21: Condition of machines

Rating: 10

22: Equipment, Preventive maintenance

Rating: 10

23: Standardized chemicals

Rating: 10

24: Sorting standards

Rating: 10

25: Washing standards

Rating: 10

26: Finishing standards **NC**

Rating: 0

27: Stacking standards

Rating: 10

28: Awareness of snow white initiatives

Rating: 10

29: Comfortable temperature in laundry

Rating: 10

30: Safe work practices **NC**

Rating: 0

31: Use of safety equipment

Rating: 10

32: Quality of processed articles

Rating: 10

**Section:** Contractual Service

**Subsection:** Contractual Service

1: Schedule of treatment for rooms

Rating: 10

2: Schedule of treatment for kitchen

Rating: 10

3: Schedule of treatment for F&B outlets

Rating: 10

4: Standards of chemicals

Rating: 10

5: Staff uniform and grooming **NC**

Rating: 5

6: Effectiveness

Rating: 10

7: Quality of flowers & flower vase

Rating: 10

8: Costing **NC**

Rating: 0

9: Skill knowledge

Rating: 10

10: Maintenance of plants **NC**

Rating: 5

11: Quality of landscaping

Rating: 10

12: Overall impression

Rating: 10

13: Periphery of the hotel ☒ Not Applicable

### **Section:** Records

#### **Subsection:** Records & Reports

1: Guest supplies

Rating: 10

2: Cleaning supplies

Rating: 10

3: Linen

Rating: 10

4: Uniforms

Rating: 10

5: Lost and found records

Rating: 10

6: L&F issues to the claimant

Rating: 10

7: L&F storage **NC**

Rating: 0

8: L&F Letters to guests

Rating: 10

9: L&F Disposals **NC**

Rating: 7

10: Room history

Rating: 10

11: Duty roaster & allocation register

Rating: 10

12: Attendance record

Rating: 10

13: Log book messages and follow up

Rating: 10

14: Occupancy report (Twice a day)

Rating: 10

15: Under repair status

Rating: 10

16: DND List

Rating: 10

17: Property upkeep Report

Rating: 10

18: Monthly meeting reports **NC**

Rating: 0