



Audit Tool

Department

Ward

Office cleanliness Audit

* - Mandatory

1. Person responsible

–

2. Desks

☐ Clean ☐ Dusty

3. Phones

–

4. Ethernet wiring

☐ Cables tied ☐ Cables loose ☐ tripping hazard

5. Time of audit

☐ Morning ☐ Afternoon

6. Door locked

–