



SITE AUDIT SHEET

SITE NAME

%

INSPECTED BY

DATE

PURPOSE OF VISIT: MONTHLY INSPECTION COMPLAINT FOLLOW UP SPOT CHECK

✓ x	ITEM CHECKED	SCORE 5	GENERAL COMMENT/ATTENTION NEEDED
	Car park rubbish		
	Front entrance/foyer		
	Entry glass/dusting		
	Rubbish bins, pot plants		
	General carpeted area		
	Hard floors - tiles		
	Hard floors - timber		
	Under tables/chairs		
	Skirting, ledges, rails		
	Walls, pillars, ceilings		
	Doors, frames, handles		
	Brass/stainless steel		
	Furniture/fixtures		
	Internal glass/mirrors		
	Blinds/windows sills		
	Ceiling fans/TV		
	Cobwebs/vents		
	Toilet bowls/basins		
	Urinals, partitions, floors		
	Consumables re-stacked		
	Behind bar/bar fronts		
	Children's playroom		
	Smokers courtyard		
	Cleaner's room		
	Communication book		
	Check Chemicals		
	Maximum score 130		Site % score

CLIENT ACCEPTANCE _____ DATE _____

ACTION REQUIRED _____

CLIENT FEEDBACK _____

NEXT VISIT _____