<table>
<thead>
<tr>
<th>Item inspected</th>
<th>Room # for Items that are Done Correctly! GREAT JOB</th>
<th>Room # for Items that Need Improvement</th>
<th>Additional Comments or Action Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrived and checked out on time</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Main Hall**

- Pick up large pieces of trash
- Sweep Hallways
- remove black marks
- remove gum
- Mop edges
- Scrub Hallways
- Buff Hallways
- Clean equipment

**Another Hall**

- Pick up large pieces of trash
- Sweep Hallways
- remove black marks
- remove gum
- Mop edges
- Scrub Hallways
- Buff Hallways
- Clean equipment

Proper use of chemicals

Job card in place

Equipment maintained properly

- Employees that know and understand expectations are better equipped to achieve those expectations!

  - Have I Explained how to perform all task in the "Needs Improvement" category? 
    - Yes
    - No

  - Have I Demonstrated how to perform all task in the "Needs Improvement" category? 
    - Yes
    - No

  - Have I Observed the employee correctly performing all the task in the "Needs Improvement" category? 
    - Yes
    - No