**COLLEGE DORM CHECKLIST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full Name: |  |  | Date: |  |
| Gender: |  |  | Age: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ROOM 1-A ROOM SURVEY** | **Very Good** | **Good** | **Neutral** | **Needs Improvement** |
| 1. **Safety** | | | | |
| 1. Safety gears |  |  |  |  |
| 1. Ventilation & functional door locks |  |  |  |  |
| 1. Fire Extinguisher |  |  |  |  |
| 1. Smoke & Fire Alarm |  |  |  |  |
| **2. Cleanliness** | | | | |
| 1. Curtains, pillowcases, blankets & bed sheets. |  |  |  |  |
| 1. Floor & Carpet |  |  |  |  |
| 1. Walls & Ceiling |  |  |  |  |
| Windows, bathrooms & tables. |  |  |  |  |
| **3. Dorm Checker Performance** | | | | |
| 1. Shows up on time. |  |  |  |  |
| 1. Does his job well. |  |  |  |  |
| 1. Monitors the inventory of linen & other supplies. |  |  |  |  |
| 1. Honest in presenting the budget to the hotel heads. |  |  |  |  |
| **Remarks:** | | | | |