**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:** |