



Hotel Checklist

Aboria Hotel / 27 Apr 2023 / Jona Reyes

Complete

Score	90.28%	Flagged items	7	Actions	1
Site conducted					Unanswered
Date and Time of Inspection					27.04.2023 12:05 PST
Client / Site					Aboria Hotel
Inspected by					Jona Reyes
Location					22 Martin Pl, Sydney NSW 2000, Australia (-33.8676713, 151.2086725)

Flagged items & Actions

7 flagged, 1 action

Flagged items

7 flagged, 1 action

Audit / STAFF

Employees wear name tags

No



Photo 1

Audit / HOTEL ENTRANCE

Building lights working and in place

No

Floor 2, hallway light near the elevator

To Do | Assignee SafetyCulture Staff, Juhlian Pimping | Priority High | Due 04.05.2023 14:00 PST | Created by SafetyCulture Staff

Replace light bulb

Audit / PARKING

No trash around

No

Trash located at parking lot



Photo 2

Audit / LOBBY

Public toilets - tissues and hand papers in place

No

Audit / SWIMMING POOL

Towels are available

No

Towels are not available

Audit / GUEST ROOMS

Controls for air conditioning/heat work properly

No

Missing remote control for room 201

Audit / GUEST ROOMS

Walls clean and free of cobwebs

No

Cobwebs are visible at room 201



Photo 3

Other actions

0 actions

Audit

7 flagged, 1 action, 90.28%

STAFF

1 flagged, 83.33%

Security on duty well trained

Yes

Employees well groomed and hygienic

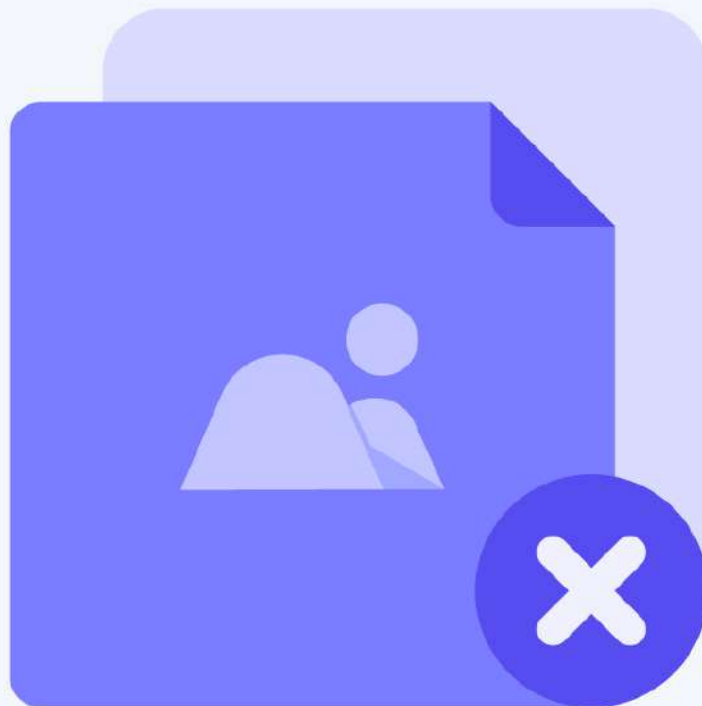
Yes

Employees wear appropriate uniform

Yes

REFERENCE: Employees wear appropriate uniform

[This is an example of how you can use iAuditor to include best practice reference images in your templates to assist with inspections]



Employees wear name tags

No



Photo 1

Employees well-trained on emergency procedures

Yes

Employees well-trained in process, rules, and regulations

Yes

HOTEL ENTRANCE

1 flagged, 1 action, 83.33%

In and out gate and main porch clean

Yes

Hotel entrance neat and clean

Yes

Signages are clean

Yes

Building lights working and in place

No

Floor 2, hallway light near the elevator

To Do | Assignee SafetyCulture Staff, Juhlian Pimping | Priority High | Due 04.05.2023 14:00 PST | Created by SafetyCulture Staff

Replace light bulb

Lobby entrance clean

Yes

CCTV camera clear and in good working condition

Yes

PARKING

1 flagged, 75%

Cars parked properly

Yes

No trash around

No

Trash located at parking lot



Photo 2

All trash bin clean and in place

Yes

Garbage segregated and collected

Yes

STAFF FACILITIES

100%

Staffs entrance clean	Yes
Clean restrooms	Yes
Adequate lockers	Yes
Biometrics or employee time logs function well	Yes

BACK OF THE HOUSE

100%

Clean passage or hallways	Yes
Hotel ambiance pleasant	Yes
Fire exit passage to the back of the house unobstructed	Yes
Service lift or baggage lift clean and in good working condition	Yes

LOBBY

1 flagged, 80%

Clean glass doors and windows	Yes
Clean planters	N/A
Public toilets clean and sanitized	Yes
Public toilets - tissues and hand papers in place	No
Reception counter clean and clutter free	Yes
Proper signage clear and visible	Yes

CAFETERIA / RESTAURANT

100%

Entrance clean and unobstructed	Yes
Glass doors and windows smudge free	Yes
Floors, hallways, ceilings clean and damage free	Yes
Chairs and tables all set	Yes
Clean utensils	Yes

Public toilets clean and sanitized	Yes
Public toilets - tissues and hand papers in place	Yes
Food tags in place	N/A
Food replenishment done at regular interval	N/A

MAIN KITCHEN

100%

Kitchen facilities clean	Yes
Staff well groomed, hygienic and in proper uniform	Yes

SWIMMING POOL

1 flagged, 87.5%

Glassdoor to pool smudge free and clean	Yes
Swimming pools has clean water	Yes
Pool deck clean	Yes
Towels are available	No

Towels are not available

Public toilets clean and sanitized	Yes
Public toilets - tissues and hand papers in place	Yes
Public showers clean and sanitized	Yes
Public showers' toiletries available	Yes

SPA

100%

Appealing ambiance	Yes
Rooms have a relaxing scent	Yes
Clean facilities	Yes

GUEST'S LIFT

100%

Clean floor	Yes
Smudge-free mirror and glass	Yes

GUEST ROOMS

2 flagged, 89.47%

Doors working properly	Yes
Light switches works	Yes
Window glass clean and damage free	Yes
Drapes straight and working properly	Yes
Controls for air conditioning/heat work properly	No
Missing remote control for room 201	
Air conditioning filter clean	Yes
Lampshades clean and straight	Yes
Beds correctly made	Yes
Fluffed/even pillows	Yes
Bedspreads straight	Yes
Mattress firm	Yes
Bedspread free of rips and stains	Yes
Upholstery clean and in good condition	Yes
Furniture free from scratches or stains	N/A
Walls clean and free of cobwebs	No
Cobwebs are visible at room 201	
	
Photo 3	
Walls free from scratches and nicks	Yes
Luggage racks in good condition	Yes
Pictures and Mirrors straight	Yes
Telephone working	Yes

Clean ashtrays

N/A

Furniture draws slide out easily

Yes

STAFF FEEDBACK

100%

Handled an issue / complaint very well

Yes

Resolved issue with a positive outcome

Yes

RECOMMENDATIONS and OTHER COMMENTS

Overall Rating

☆☆☆☆

Recommendations and other comments

1. Remind employees to always wear their name tags
2. Change flickering light bulbs
3. Always make sure to maintain cleanliness in all hotel areas
4. Always check and replenish toilet papers at all comfort room
5. Clean towels should always be available for all hotel guests
6. Make sure all room amenities are available

COMPLETION

Inspector's Full Name and Signature



Jona Reyes
27.04.2023 12:12 PST

Media summary



Photo 1



Photo 2



Photo 3