

**Cleanliness / Maintenance Inspection Sheet 衛生 / 維護檢查表**

Inspected by 檢查者:

Room 房間:

Date 日期:

Inspection 檢查程表:  Weekly 每週  Final 最後  On the Spot 當場

Inspection Guide 檢查指南: VG - Very Good 很好 | G - Good 好 | NI - Needs Improvement 需要改進 | R - Report 報告

Areas for Inspection		VG	G	NI	R	Remarks 備註
1	Door & Screen 門和網門	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2	Table & Chairs 桌和椅	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3	Bookshelf 書架	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4	Bed & Bedroom Wall 床和牆	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
5	Electric Fan 電扇	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
6	Windows 窗口					
	Glass Pane 玻璃窗	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	Window Screen 紗窗	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	Venetian Blinds 百葉窗	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
7	Comfort Room 衛生間					
	Door 門	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	Toilet Bowl 馬桶	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	Wall 牆	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
8	Floor 地板	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	Lavatory 洗手區	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	Shower Cubicle 浴室					
9	Sliding Glass Door 玻璃門	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	Floor 地板	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	Wall 牆	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
10	Kitchen Sink 廚房水槽	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Score 總分:</b>						

Note: 1. Picture area of concern and email to: mchua@bsop.edu.ph 如有需要改進和報告的地方,請拍照發郵件給: mchua@bsop.edu.ph  
 注意: 2. Please submit checklist to the Administration Office 請提交清單給行政處

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