

# Daily Quality Check Sheet

# Inspect What Our Customers Expect!

Date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_\_\_ Quality Inspector: \_\_\_\_\_

<b>Clubhouse</b>	<b>Excellent</b>	<b>Poor</b>
Refreshments	_____	_____
Candy/ Cookies	_____	_____
Carpet	_____	_____
Furniture	_____	_____
Blinds	_____	_____
Cleanliness	_____	_____
Entry/Foyer	_____	_____
Walkway	_____	_____
Signage	_____	_____
Curb Appeal	_____	_____
Flags/Balloons	_____	_____
Free of Debris	_____	_____

<b>Leasing Office</b>	
All Follow Up Compete	Y N
Desks Stocked & Clean	Y N
Brochures/ Floor Plans	Y N
Appointment Confirmed	Y N
Voicemail checked	Y N
Email checked	Y N
Respond to Internet eLeads	Y N
Professional Image	Y N
Drop Box checked	Y N
Golf Cart charged & clean	Y N
Other _____	Y N
Other _____	Y N

<b>Amenities</b>		
Tour Route	_____	_____
Pool/Sundeck	_____	_____
Pool Furniture	_____	_____
Fitness Center	_____	_____
Restrooms	_____	_____
Mail Area	_____	_____
Laundry Area	_____	_____
Picnic Area	_____	_____
Other _____	_____	_____
Other _____	_____	_____

<b>Model(s)</b>	
Tour Route	Y N
Clean	Y N
Carpet	Y N
Temperature	Y N
Music	Y N
Lights	Y N
Aroma	Y N
Applications	Y N
Refreshments	Y N
Candy	Y N

<b>Vacant: Apt #</b> _____		
Tour Route	Y	N
Clean	Y	N
Carpet	Y	N
Temperature	Y	N
Aroma	Y	N
Free of Maintenance Issues	Y	N

<b>Mini-Model: Apt #</b> _____		
Tour Route	Y	N
Clean	Y	N
Carpet	Y	N
Temperature	Y	N
Aroma	Y	N
Free of Maintenance Issues	Y	N

<b>Move Ins</b>		
Final Walk Complete	Y	N
Move In Gift	Y	N
Lease Paperwork Complete	Y	N

<b>Renewals</b>	
30, 60 & 90 days letters out	_____
Phone call follow up	_____
Update lease expiration board	_____

**Maintenance Issues Found on Inspection:** \_\_\_\_\_

**Work Order #** \_\_\_\_\_

**Property Manager Initials** \_\_\_\_\_