



Lobby Appearance & Cleanliness Checklist

Flooring & Entrance

Focuses on the condition of the flooring, entryway cleanliness, and exterior impressions.

Floor Dirt Level (1-5, 1=Clean, 5=Very Dirty)

Floor Type (e.g., Tile, Carpet, Stone)

- ☐ Tile
- ☐ Carpet
- ☐ Stone
- ☐ Wood
- ☐ Other

Entrance Mat Condition

- ☐ Clean and Effective
- ☐ Slightly Dirty
- ☐ Dirty/Needs Cleaning
- ☐ Damaged/Needs Replacement

Notes on Entrance Glass Cleanliness (e.g., Streaks, Smudges)

Debris Found (Check all that apply)

- ☐ Leaves
- ☐ Dirt/Mud
- ☐ Paper/Trash
- ☐ Snow/Ice
- ☐ Other

Notes on Exterior Appearance (e.g., landscaping, façade)

Write something...

Furniture & Seating

Assesses the cleanliness and condition of all lobby furniture and seating areas.

Number of Seats Checked

Enter a number...

Upholstery Condition (Chairs/Sofas)

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor - Needs Cleaning/Repair

Table Surface Condition

- ☐ Clean & Scratch-Free
- ☐ Minor Scratches
- ☐ Significant Damage/Stains


Notes on Furniture Damage/Issues

Write something...

Dusting Frequency (Last Dusting)

- ☐ Today
- ☐ Yesterday
- ☐ Within Last Week
- ☐ More than a Week Ago

Photo of Furniture Condition (If Necessary)

 Upload File

Reception Desk & Information Area

Covers the presentation and organization of the reception area and related informational displays.

Reception Desk Surface Cleanliness

Write something...

Number of Brochures/Flyers Available

Enter a number...

Desk Organization Level

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Notes on Desk Condition (e.g., scratches, stains)

Write something...

Information Display Clarity

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Photo of Reception Desk & Information Area

 Upload File

Date of Last Literature Refresh

Write something...

Lighting & Air Quality

Evaluates the lighting levels and overall air quality within the lobby.

Lux Level Measurement (Foot Candles/Lux)

Enter a number...

Light Bulb Condition

- ☐ All Bulbs Functioning
- ☐ Some Bulbs Out
- ☐ Multiple Bulbs Out

Air Freshener/Scent

- ☐ Appropriate Scent
- ☐ Too Strong
- ☐ No Scent
- ☐ Unpleasant Odor

Temperature (Fahrenheit/Celsius)

Enter a number...

Notes on Air Quality Concerns (e.g., musty smell, stale air)

Write something...

HVAC Filter Condition

- ☐ Clean
- ☐ Slightly Dirty
- ☐ Dirty - Needs Replacement

Waste Management & Odors

Checks for proper waste disposal, cleanliness of receptacles, and any noticeable odors.

Number of Full Trash Receptacles

Enter a number...

Trash Receptacle Liners Used?

☐ Yes

☐ No

Recycling Bins Full?

☐ Yes

☐ No

Description of Any Unusual Odors Detected

Write something...

Quantity of Air Freshener Refills Added (if applicable)

Enter a number...

Spill Clean-Up Required?

☐ Yes

☐ No

Details regarding any spills or waste issues

Write something...

Artwork & Decorations

Inspects the condition and cleanliness of any artwork, plants, or decorative elements.

Number of Plants/Greenery

Enter a number...

Overall Condition of Artwork (Paintings/Sculptures)

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor


Notes on Artwork Condition (e.g., scratches, dust)

Write something...

Dusting Frequency of Artwork

- ☐ Daily
- ☐ Weekly
- ☐ Bi-weekly
- ☐ Monthly

Photograph of Artwork/Decorations

 Upload File

Details of any repairs needed to Artwork/Decorations

Write something...

Safety & Accessibility

Ensures the lobby is safe, accessible, and compliant with relevant regulations.

Ramp Gradient (if applicable)

Enter a number...

Emergency Exit Signage Visibility

- ☐ Clearly Visible
- ☐ Partially Obstructed
- ☐ Not Visible
- ☐ N/A - No Exit Present

Handrail Condition

- ☐ Excellent
- ☐ Good
- ☐ Fair - Needs Repair
- ☐ Poor - Requires Immediate Repair
- ☐ N/A - No Handrail Present

Obstruction of Pathways

- ☐ Clear
- ☐ Minor Obstruction
- ☐ Significant Obstruction - Requires Remediation

Notes on Accessibility Concerns

Write something...

Fire Extinguisher Accessibility

- ☐ Easily Accessible
- ☐ Partially Obstructed
- ☐ Blocked/Inaccessible
- ☐ N/A - No Fire Extinguisher Present

Last Fire Safety Inspection Date

Enter date...