

Room Readiness Assessment Sample

Room Information

Room Name/Number

Location

Inspected By

Date

Assessment Checklist

Item	Status	Notes
Cleanliness	<input type="text"/>	<input type="text"/>
Furniture Arrangement	<input type="text"/>	<input type="text"/>
Lighting	<input type="text"/>	<input type="text"/>
Temperature	<input type="text"/>	<input type="text"/>
Audio/Visual Equipment	<input type="text"/>	<input type="text"/>
Safety Equipment/Exits	<input type="text"/>	<input type="text"/>

Comments / Additional Notes

