

# 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

