



SOLO SERVICE GROUP  
 CARDIFF UNI AUDIT CHECKLIST  
 GLAMORGAN



DATE:

	R	A	G	COMMENTS
Entrance			✓	V. CLEAN
Reception			✓	" "
Reception Offices			✓	GOOD
Toilets			✓	KEEP EYE ON HIGH LEVEL
Corridors			✓	FLOORS WELL MAINTAINED
Stairwells			✓	KEEP EYE ON CORNERS
Lifts			✓	GOOD
Classrooms			✓	HAD COFFEE STAINS REMOVED
Offices			✓	GOOD STANDARD
Meeting Rooms			✓	
Kitchens			✓	DISHES LEFT IN-HOUSE
Coffee Shop			✓	"KXC"
Seminar Rooms			✓	
Lecture Theatres			✓	GOOD STANDARD
Chambers			✓	GOOD
IT Rooms			✓	
Committee Rooms			✓	"KXC"
Staff Common Room			✓	GOOD

**Additional Cleans**  
 RED CARPET SHAMPOO'D. OUTSIDE 0.12.  
 HIGH LEVEL IN SOME TOILETS.  
 OVERALL GOOD STANDARD —

A group.  
 Auditor Signature *[Signature]* Client Signature

Auditor Print ALISON CHARPEL Client Print PETRA KOFF  
 CARETH WILLIAMS

Date: 7.12.18

54 / 54 = 100%