

UNIT INSPECTION

Pod/Cottage:		Inspector:				Total Score:				Date:				
Room/Area	Bed		Toilet/ Sink		Floor		Walls		Windows		Property		Total	
	A	B	A	B	A	B	A	B	A	B	A	B	A	B
1														
2														
3														
4														
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22														

03/15/07

Unit Inspection – Form VI.A

Policy VI.2

NOTE: Column A is for initial inspection, Column B is for follow-up(as-needed)

SCORING – UNIT INSPECTION

Score	Bed	Toilet(s)/Sink(s)	Floor	Walls	Windows	Property
5	Blanket tucked in Blanket tight No wrinkles Pillow fluffed Corners neat	Polished No water marks No stains No mildew	Waxed No scuff marks No dust or marks	Clean and scrubbed No cob webs No marks	Clean No streaks or dust	Items properly stored Items neatly arranged Clean
4	Blanket tucked in but not tight Corners loose Pillow	Clean Some water marks No stains No mildew	Waxed Some dust or scuff marks	No cob webs No grime on walls	Clean Some streaks or dust	Stored in the proper area All items clean
3	Blanket tucked in Pillow centered Corners tight	Fairly clean No soap scum A few stains No mildew	Clean Not waxed No spills/stains	No cob webs Some grit or dust on walls	Clean A few fingerprints or streaks	All items clean Items not neatly arranged
2	Blanket partially tucked in Pillow not centered Loose corners	Some grime or grit Soap scum	Fairly clean Not waxed A few spills/stains	Cob webs Dirt or substances on walls	Fingerprints, streaks, and dirt on windows	Some personal items not properly stored
1	Blanket pulled up but not tucked in	Dirty Stains Soap scum Mildew	Dust or dirt on floor Stains	Items hanging on wall	Dirty Hard to see through	Multiple items laying out loose
0	Unmade	Dirty Not cleaned	Debris on floor	Graffiti on walls	Windows blocked or covered	Contraband Unauthorized property

The above items are guidelines to be used when conducting inspections. The inspector must use judgment concerning old fixtures, scarred walls, etc.
 A score of three is an “acceptable” score and should be considered the score to be given if an area is acceptable.
 Each area should be judged independently; a bad score for a bed should not influence the score for the floor, etc.