

GenOps360 – Surprise Site Visit Checklist

Purpose: This checklist is used by GenOps360 audit staff during surprise operational visits to assess facility standards, staff discipline, and operational consistency.

1. General Facility Check

- ☐ Reception area clean and organized
- ☐ Workstations maintained properly
- ☐ Meeting rooms clean and ready
- ☐ Pantry area maintained
- ☐ Washrooms cleaned and stocked
- ☐ No visible operational negligence

2. Staff Verification

- ☐ All scheduled staff present
- ☐ Staff in proper uniform/grooming
- ☐ Staff punctuality verified
- ☐ Supervisor available on-site
- ☐ Staff behavior professional

3. Operational Compliance

- ☐ Daily tasks completed
- ☐ Cleaning checklist followed
- ☐ Security checks performed
- ☐ Escalations properly communicated
- ☐ Attendance entries updated in GenOps360

4. Safety & Maintenance

- ☐ Emergency exits accessible
- ☐ Electrical issues observed
- ☐ Housekeeping equipment stored properly
- ☐ Any maintenance issues identified

5. Reporting & Documentation

- ☐ Site photos captured
- ☐ Supervisor remarks collected
- ☐ Operational gaps noted
- ☐ Corrective action suggested

Visit Summary

Overall Site Rating: _____

Major Issues Identified:

Corrective Actions Suggested:

Facility Supervisor Name & Signature:

GenOps360 Auditor Name & Signature:

Date & Time of Visit: _____