

MARINA OAKLEY & ASSOCIATES

Property Presentation

What can guests see when they enter your business?

- View from the outside – driveway, garden and signage.
- Furniture – chairs, tables, lounge – what is your standard?
- Floor coverings – good condition and clean
- Window Coverings & windows
- Paint or damage to walls
- Bathrooms – clean, fresh and well maintained

Maintenance Scheduling

Be prepared – plan well ahead

- When will be the best time for any major work for your business and does this work with when suppliers and/or contractors are available?
- Impact on business - can areas be attended to without having to close the area off to guests?

Site Inspections

Why do them – see where things are at now?

- Who is responsible and where to ‘inspect’
- Are all areas at the same level that you are happy with?
- See what needs to be done immediately or into the future – good communication with staff is crucial
- What audit sheet will work best for your operation?

MARINA OAKLEY & ASSOCIATES
Property Presentation Audit & Report