

VIDEO SURVEILLANCE AUDIT		
Location:	Audit Period:	
Video Recording Equipment Working	NO	
Point of Sale Working	YES	
Staff Performance	YES/NO	COUNTS
Was Staff in PROPER Uniform? (Proper Shirt/Pants/Name Badge)	No	1
Was staff involved in any work related activities unless on break?	No	1
Was Staff noted to be using hygiene procedures?	No	1
Facility Performance		
Was the facility open or attended all the time?	No	1
Was the backroom clean & organized?	No	1
Were floors clean & tidy? (moped & wet floor sign used)	No	1
Was dining area appear to be clean ?	No	1
Was trash from the waste containers timely disposed?	No	1
Was security guard observed patrolling the premises at regular intervals?	No	1
Loss Prevention Performance		
Was all Product Rung Up ?	No	1
Was Staff noted to Properly Pay for Items consumed ?	No	1
Was cash secured inside the cash drawer ?	No	1
Were all activities observed in the store customary (Unsuspecting)? (Police/Property damage)	No	1
Were all entries authorized in the restricted area? (Back room/POS)	No	1
Did Facility Pass or Fail Loss Prevention Check		Fail
NOTES/ATTACH PROOF PHOTOS/TRANSACTION COPIES		

Summary: -

- ◆ The hotel **Failed** this week's Staff performance and Facility performance.(9 out of 9)
- ◆ The hotel **Failed** this week's Loss prevention audit.(6 out of 6)

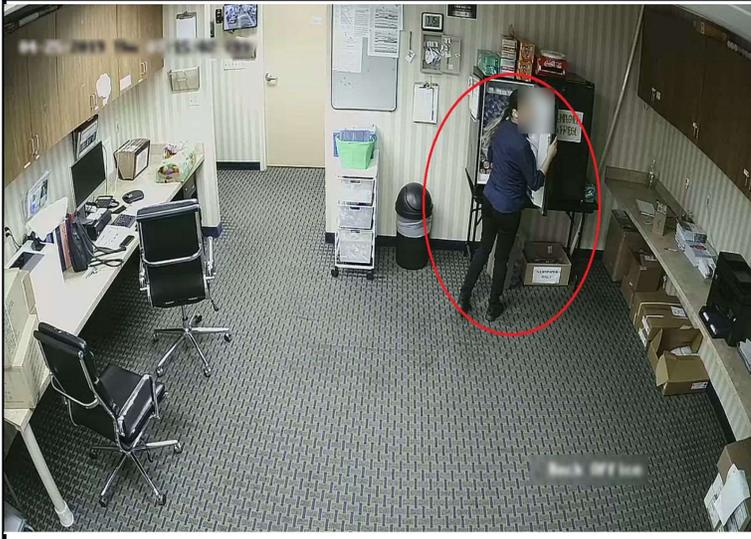
Notes:

- ◆ Employees were not observed paying for item consumed.
- ◆ Security was not observed spending 75% of his time outside of Front office.
- ◆ Audio was not available due to which surveillance of certain issues was not possible.
- ◆ Some of the cameras are not working please do the needful. (CAM 28,29,30,31,32)



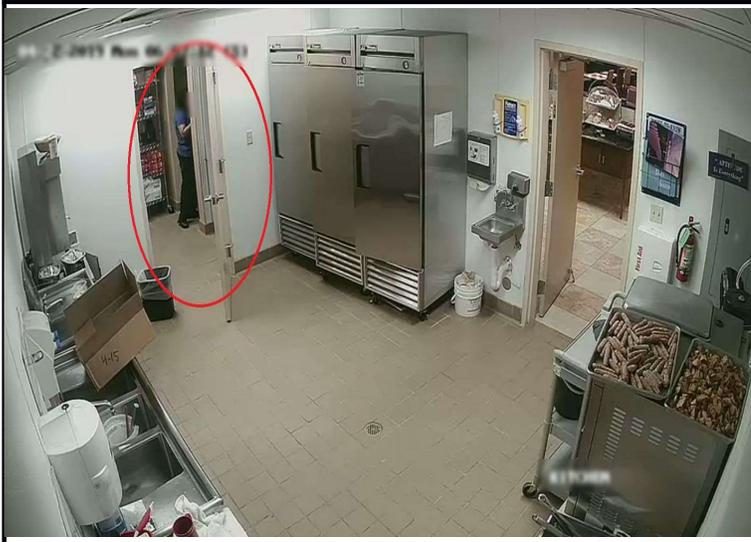
Date: - Time: -08:00

Fire safety people was observed in the hotel premises as Pool room had misfired steam from water heater.



Date: - 04/25/19 Time: -07:46

Employee was observed consuming bottled water from the highlighted area of back room but was not observed paying for the same.



Date: - 04/15/19 Time: -07:14

Employee was observed consuming food during breakfast hours.



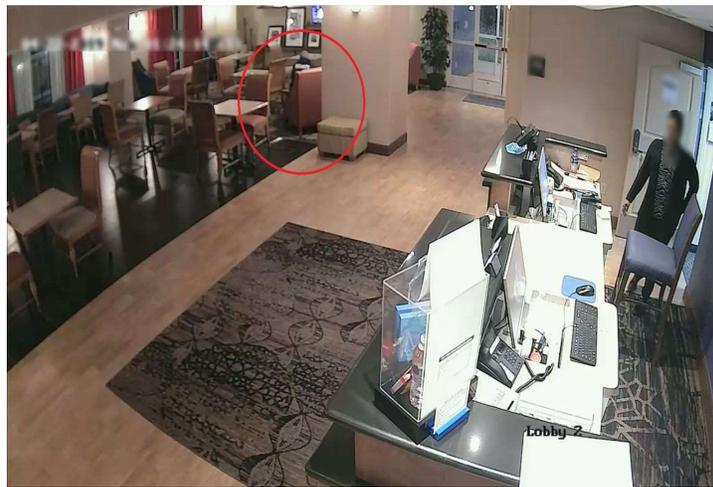
Date: - 04/20/19 Time: -08:20

Employees were involved in non-related work activity. (talking)



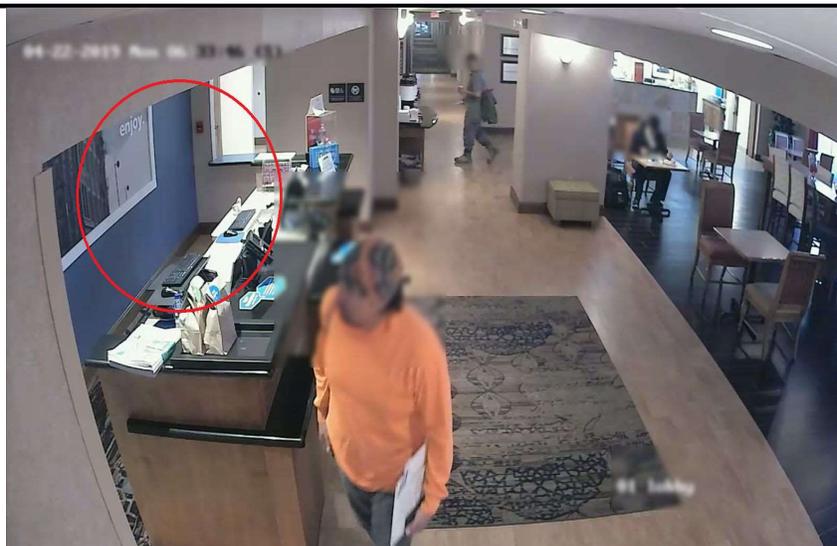
Date: - 04/06/19 Time: -08:56

Highlighted person was observed inside the back room who does not seem to be employee of the hotel.
(Unauthorized entry)



Date: - 04/22/19

Security guard was observed sitting in the highlighted area and not patrolling the premises. (Approx. 1 Hours)



Date: - 04/26/19 Time: -08:17

Front desk was left unattended.



Date: - 04/03/19 Time: -06:30

Back room was unorganized.



Date: - 04/19/19 Time: -09:10

Dining area table was not clean properly.



Date: - 04/13/19 Time: -08:07

Employee did not wear hand gloves while preparing food.



Date: - 04/28/19 Time: -09:00

Employee was not in proper uniform.(badge)



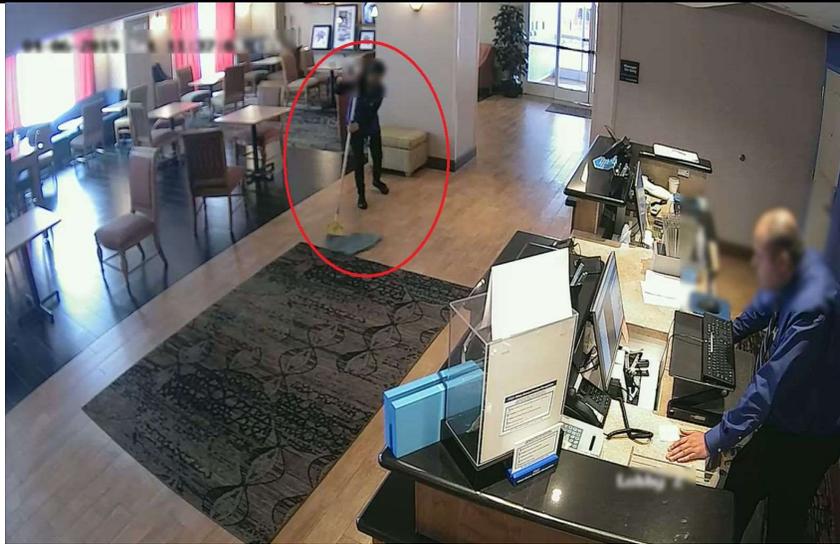
Date: - 04/21/19 Time: -06:00

Employee was not in proper uniform.



Date: - 04/08/19 Time: -07:02

Employee was using phone during working hours.



Date: - 04/06/19 Time: -11:00

Employee did not use wet floor sign while mopping.



Date: - 04/15/19 Time: -10:00

Trash-bin was observed overflowing.



Date: - 04/24/19 Time: -05:02

Cash drawer was kept open for longer period.