

# Property Walk Around Report



Best Western  
**I Care**

Walk your property with Your Managers and Supervisors. Discuss where, when, & how guests are evaluating your property. Review the exterior, parking lot, landscaping, public spaces, and rooms for cleanliness, appearance, and maintenance opportunities. Have each staff member record the problem areas they see using the sheet below. Compare notes when completed. Prioritize the list and focus on things you can control first.

<i><b>Exterior</b></i>	<i><b>Lobby/Public Space</b></i>
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.
10.	10.
<i><b>Supplemental Facilities</b></i>	<i><b>Guest Rooms</b></i>
<b>1.</b>	<b>1.</b>
2..	2.
3.	3.
4..	4.
5.	5.
6.	6.
7.	7.
8.	8.