

# Customer Service Desk Inspection Checklist

Date:

Inspector Name:

Location:

Inspection Item	Pass	Fail	N/A	Comments
Desk area is clean and organized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<div></div>
All equipment functioning properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<div></div>
Service staff present and identifiable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<div></div>
Information brochures available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<div></div>
Queue management in order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<div></div>

Additional Comments: