

Employee Desk Inspection Record

Employee Name

Department

Inspector Name

Inspection Date

Inspection Item	Status	Remarks
Desk Surface Cleanliness	<div></div>	<div></div>
Personal Items Organized	<div></div>	<div></div>
Computer Area Neat	<div></div>	<div></div>
Electrical Cords Safe	<div></div>	<div></div>
Waste Disposal Proper	<div></div>	<div></div>
Other	<div></div>	<div></div>

Inspector's Comments

Employee Signature

Inspector Signature