

This page showcases a sample Show Walk Through Form. The next page offers a template you can use to create your own form. Although this sample is contained on one page, your form can be as long as necessary. Design it with a section for each room or area in your location and feature items specific to each of those rooms.

SAMPLE – Bank Branch

Parking lot

- Sign is clean and properly lit
- Parking lot is free of debris
- Exterior lights all work
- Trash cans are clean and empty

ATM

- Area is free of debris, dirt, standing water
- Area is well lit
- ATM screen is clean

Entrance

- Doors are function properly
- Mats are clean and placed correctly

Interior Overall Look

- All lights are working
- Room smells fresh
- No clutter is visible
- Signs are not curled up
- Music is playing

Teller queue

- Counter is clean, not sticky
- Pens are in the placeholders
- Forms are fully stocked

Show Walk Through Form: _____

Location: _____

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