

Xscape Theatres
Manager Daily Inspection Form
Instructions

- 1) Go to the "Manager Daily Inspection Form" page and provide the following information at the top of the first page:
 - a. Theatre Name, six digit theatre number, Manager's complete name performing the inspection
 - d. Inspection Date, Time, Weather Conditions
- 2) Complete each section by circling Yes, No or N/A to the questions.
Make comments to explain any "no" answers in the adjacent section by first referencing the item number (Example: BE1)
- 3) Complete the auditorium section, marking an "R" for any areas that need repair.
Mark a "√" if everything is in good condition.
- 4) Signature of Manager Performing Inspection and Date
- 5) Review the completed form and perform any corrective measures
- 6) File the form and keep indefinitely