Xscape Theatres
Manager's Daily Inspection Report

Theatre Name	Theatre Number	Full Name Mgr Performing Inspection

Inspection Date	Inspection Time	Weather Conditions

THE "SECTION" NUMBER (Example: BE1) SHOULD BE USED IN COMMENT SECTION TO REFERENCE WHAT IS BEING EXPLAINED.

Building and Exterior

					COMMENTS
YES	NO	N/A			
YES	NO	N/A	BE1	Road sign correctly spelled (List any missing letters)	
YES	NO	N/A	BE2	Parking lot, landscaping, & perimeter clean & free of debris?	
YES	NO	N/A	BE3	Dumpster / compactor operational and area clean?	
YES	NO	N/A	BE4	Sidewalks clean and swept?	
YES	NO	N/A	BE5	Marquee correct? (List any missing letters)	
YES	NO	N/A	BE6	Windows inside and out clean?	
YES	NO	N/A	BE7	Poster cases clean and properly sniped?	
YES	NO	N/A	BE8	Area free of graffiti?	
YES	NO	N/A	BE9	Area free of abandoned or suspicious vehicles, containers or packages?	
YES	NO	N/A	BE10	All exterior doors lock properly and are secure?	

Manager's Office(s)

					COMMENTS
YES	NO	N/A			
YES	NO	N/A	MO1	Security cameras and recording devices working properly?	
YES	NO	N/A	MO2	Is the time and date correct on the DVR?	
YES	NO	N/A	MO3	Is the DVR connected to the network?	
YES	NO	N/A	MO4	Is safe working properly and all money counted and secure?	
YES	NO	N/A	MO5	Recording and directory ad correct?	
YES	NO	N/A	MO6	Computer set to the correct business date?	
YES	NO	N/A	MO7	Both keys and logs for computer storage rack secured in the safe?	

Lobby & Box Office(s)

					COMMENTS
YES	NO	N/A			
YES	NO	N/A	LBO1	All box office signage lit and correct?	
YES	NO	N/A	LBO2	All mini-marquees lit and correct?	
YES	NO	N/A	LBO3	All video games working? (if applicable)	
YES	NO	N/A	LBO4	Standees in proper condition?	
YES	NO	N/A	LBO5	All lights (including exit) working?	
YES	NO	N/A	LBO6	Ceiling lighting working?	
YES	NO	N/A	LBO7	All neon working?	
YES	NO	N/A	LBO8	Lobby trailers on?	
YES	NO	N/A	LBO9	Tables and benches clean?	
YES	NO	N/A	LBO10	Box office windows clean?	
YES	NO	N/A	LBO11	Storefront glass clean?	
YES	NO	N/A	LBO12	Box stations clean and free of trash?	
YES	NO	N/A	LBO13	Floors cleaned?	
YES	NO	N/A	LBO14	All tiles secure and in good condition?	
YES	NO	N/A	LBO15	Carpets clean and free of gum and stains?	
YES	NO	N/A	LBO16	Mats properly placed and in good condition?	
YES	NO	N/A	LBO17	Door closers operational?	
YES	NO	N/A	LBO18	Panic hardware operational?	
YES	NO	N/A	LBO19	All doors lock properly and are secure?	
YES	NO	N/A	LBO20	Trash receptacles clean and have liners?	
YES	NO	N/A	LBO21	Ash urns clean & have sand?	
YES	NO	N/A	LBO22	Escalators and/or elevator turned on and working properly?	
YES	NO	N/A	LBO23	Area free of suspicious containers or packages?	

Additional Comments:

Concession Stand, Satellite Stands, and Bar areas

					COMMENTS
YES	NO	N/A			
YES	NO	N/A	CSC1	Soda towers clean?	
YES	NO	N/A	CSC2	Popcorn kettles, bins and other food preparation equipment clean?	
YES	NO	N/A	CSC3	All butter mats, and cheese warmers clean?	
YES	NO	N/A	CSC4	All other equipment clean and operable?	
YES	NO	N/A	CSC5	All glass & counter surfaces clean & free of streaks	
YES	NO	N/A	CSC6	Floor clean, trash removed?	
YES	NO	N/A	CSC7	Signs properly lighted?	
YES	NO	N/A	CSC8	Counter cards/promotional materials in good condition?	
YES	NO	N/A	CSC9	Menu board fully posted and lighted?	
YES	NO	N/A	CSC10	Candy display cases clean and display set up?	
YES	NO	N/A	CSC11	All tables set up? Chairs on the floor?	
YES	NO	N/A	CSC12	Candy cart stocked?	
YES	NO	N/A	CSC13	Ice Cream freezer stocked/ properly displayed?	
YES	NO	N/A	CSC14	Candy racks stocked/ properly displayed?	

Storage Rooms And Kitchen areas

					COMMENTS
YES	NO	N/A			
YES	NO	N/A	SRK1	All store rooms organized?	
YES	NO	N/A	SRK2	All trash removed, including empty bag-in-boxes (BIBs)?	
YES	NO	N/A	SRK3	Floors clean?	
YES	NO	N/A	SRK4	Sink area clean and pH strips available?	
YES	NO	N/A	SRK5	Water heater, soda BIBs, faucets -- operational and leak free?	
YES	NO	N/A	SRK6	Stainless steel equipment shined?	
YES	NO	N/A	SRK7	Ice machines clean and working and non-slip mats in front of door?	
YES	NO	N/A	SRK8	Area free of chemicals stored above food items? Correct immediately.	
YES	NO	N/A	SRK9	MSDS sheets available in all areas where chemicals are stored?	

Restrooms

					COMMENTS
YES	NO	N/A			
YES	NO	N/A	RR1	Mirrors clean?	
YES	NO	N/A	RR2	All dispensers stocked	
YES	NO	N/A	RR3	Tile clean, secure and in good condition?	
YES	NO	N/A	RR4	All hardware secure and operational including toilet seats secured?	
YES	NO	N/A	RR5	All faucets working?	
YES	NO	N/A	RR6	Toilets/urinals all clean and in working order?	
YES	NO	N/A	RR7	All hand dryers operational?	
YES	NO	N/A	RR8	Diaper changing tables in good condition with strapping available?	

Projection Booth

					COMMENTS
YES	NO	N/A			
YES	NO	N/A	PB1	Clean and orderly appearance?	
YES	NO	N/A	PB2	Oil level checked and adequate? (if applicable)	
YES	NO	N/A	PB3	Optics and porthole glass clean?	
YES	NO	N/A	PB4	Projectors clean and dust free?	
YES	NO	N/A	PB5	Theatre preshow functioning properly?	
YES	NO	N/A	PB6	DCP Functioning properly?	
YES	NO	N/A	PB7	Personal protective equipment and lockout/tagout kits available?	
YES	NO	N/A	PB8	Any warnings on the digital projectors	

HVAC (HVAC)

					COMMENTS
YES	NO	N/A			
YES	NO	N/A	HVAC1	Thermostat levels set and locked?	
YES	NO	N/A	HVAC2	Is temperature correct?	
YES	NO	N/A	HVAC3	Can you hear rattles or air flow?	

Additional Comments:

AUDITORIUMS

PLACE AN " **R** " IN ANY AREAS THAT ARE IN NEED OF REPAIR. PLACE A CHECK MARK " √ " IF EVERYTHING IS IN GOOD CONDITION.

	Seats	Ceiling	Side Panels	Carpet	Floors	Aisle Lights	Masking	Screen	Lights	Fire Ext	Entr.	Temp
#1												
#2												
#3												
#4												
#5												
#6												
#7												
#8												
#9												
#10												
#11												
#12												
#13												
#14												
#15												

COMMENTS

NOTES