

THE DUE BOARD WORKSHEET

HOSPITALITY · PER-PROPERTY OBLIGATIONS

MR. WILSONONE FIX AT A TIME.
YOU KEEP THE KEYS.

One board, every property, every recurring obligation with a date on it. The board's job is to make the next 90 days visible on one page.

READ THIS FIRST — Jurisdictions differ and inspection cycles change. This organises the obligations you already carry; confirm scope and cadence against your own authority having jurisdiction.

PER PROPERTY

- ☐ Health permit, with its inspection cycle and last result
- ☐ Fire inspection and any open corrections, with due dates
- ☐ Elevator certificate, with expiry
- ☐ Pool permit and required testing cadence, where applicable

THE DATES

- ☐ Every obligation carries a next-due date, not just a last-done date
- ☐ Anything inside 90 days visible without opening a folder
- ☐ Renewal owner named for each line — a person, not a department

WHEN THE RECORD WILL NOT ANSWER

- ☐ A registry that refuses the request is logged as refused
- ☐ Unavailable shows as UNCONFIRMED, never as compliant
- ☐ Nothing is marked current on the strength of memory

CHECKED AND SIGNED BY

DATE

The operations director initials each property card every month. Nothing renews, files, pays or submits — the board prints the packet and names the person who signs it.