

Waiting Room Audit Template

Area	Consider	Comment
Chairs	<ul style="list-style-type: none"> • Condition of Arms • Wide chairs available • Height (ease to exit) • Softness rating 	
Lights	<ul style="list-style-type: none"> • Glare • Atmosphere • Safety – navigation • Safety – hot globes 	
Colour	Current mood – does it match the perception you want?	
Clutter	What can be removed?	
Magazines/Clinical Literature	<ul style="list-style-type: none"> • Current • Condition • Type – suitable for your patients • Stress factor 	
Modern	Is there evidence your practice is up to date? Wifi, fitout, brochures current	
Cleanliness	<ul style="list-style-type: none"> • Toys • Dust • Windows/glass • Stains 	
Sound	<p>What can you hear from reception?</p> <p>What can you hear from consulting rooms?</p>	