

Bellaire

The purpose of this Audit is to offer support, encouragement, and work together. As we do this, we will grow stronger!

Date of Audit *

Month Day Year

Name of Studio Location *

Studio Address *

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Action Items from Last Audit

List all corrective actions that have been implemented in response to the previous audit *

Studio Management

Billing & Collections

YES No Resolved Comments

Collections: Are all accounts current, showing no past due balances? Write the amount of the outstanding balance 0-30 Days in the comments.

Auto-pay: Are 100% of weekly class students set up on monthly auto-pay?

Registration & Supply Fee: Has the mandatory registration & supply fee been collected from every student?

PYOP studio fees: Does the # of studio fees match the # of PYOP pieces painted?

Additional Comments

Free-Trial Classes

YES No Resolved Comments

Has every free trial student who enrolled been properly coded as "Trial-Enrolled"?

Have all non-enrolling Trial students been assigned the correct Trial-drop reason?

Do teachers know when a Trial student has been placed in their class, and are they attentive to making it an enjoyable experience for the student?

Did the manager follow up with 100% of Trial students who did not immediately enroll?

Additional Comments

Attendance

YES No Resolved Comments

Have 100% of waitlist students been enrolled?

Is every student who is attending class officially enrolled in that class?

Are teachers consistently marking students absent in Jackrabbit when they miss class?

Do you look at the report on the "alerts" page of JR every Monday for students who have missed more than 2 times in 14 days and contact them?

Additional Comments

Student Advancements

YES No Resolved Comments

Are teachers recording student advancements into Jackrabbit Class?

Is student advancement data being reviewed and collected by managers in the 4th week of each month?

Is an awards ceremony scheduled for each class on the 4th week of each month?

Are managers ensuring that all student awards are ready and set out in the classroom prior to the awards ceremony for teacher distribution?

Additional Comments

Teachers

YES No Resolved Comments

Do 100% of "active" classes have an assigned teacher in Jackrabbit Class?

Do 100% of "active" teachers & staff have current contact info listed in Jackrabbit Class (name, email, phone, address)?

Have 100% of teachers been screened by Yardstik?

Do 100% of teachers have their own login to Jackrabbit Staff Portal?

Do 100% of teachers have their own login to "Online.CordovanArtSchool.com"?

Are teachers following the class curriculum as outlined on "Online.CordovanArtSchool.com"?

Do the teachers know they can go "off-script" by adjusting the lesson plans according to the needs/ ages of their class?

Do you keep a file of individuals who have applied to teach at Cordovan for future staffing needs?

Do 100% of teachers take accurate attendance in Jackrabbit Class?

Are teachers arriving to class early, and are they prepared to start their class on time?

Are 100% of teachers friendly, engaging, and greeting their students by name?

Are 100% of teachers accurately recording their hours in the Jackrabbit Class Staff Portal?

Additional Comments

Sessions

YES No Resolved Comments

Have all completed classes been properly "Archived"?

Have all completed sessions been marked as "Hidden"?

Are all drop-down menus up to date and displaying accurate information?

Additional Comments

Website

YES No Resolved Comments

Do all active classes in Jackrabbit Class display properly on website?

Is the studio information, including hours, accurate on the website?

Additional Comments

PYOP Inventory

YES No Resolved N/A Comments

Does the PYOP inventory in Jackrabbit Class match the # of pieces in the store?

Does every PYOP item have a label/price tag?

"Has the PYOP inventory for upcoming holidays and camps been counted and ordered?"

Is the current holiday bisque on display, and have all previous holiday bisque pieces been removed from the lobby?

Additional Comments

PYOP Paint Bar

YES No Resolved Comments

Have all tiles on the paint bar been labeled with their color?

Does each color on the paint bar have two (2) spare bottles of glaze in stock?

Are PYOP tools organized (sponges, dotting tools, pencils, stencils, stamps, Q-tips, glaze pencils)?

Additional Comments

PYOP/Clay Pick-Up

YES No Resolved Comments

Is there a shelf clearly labeled for PYOP supplies (bags S-M-L, ribbons, punch holes, clear bags, crinkle paper)?

Are all PYOP items correctly labeled and packaged?

Does the PYOP painter's form include the dates when the customer was contacted?

Before discarding unclaimed PYOP, has delivery service been offered to the customer?

Have PYOP items left unclaimed for over 3 months been cleared to free up shelf space for new work?

Additional Comments

PYOP/Clay Procedures

YES No Resolved Comments

Have all PYOP/Clay pieces been fired within 7 days of painting?

Have PYOP placemats been placed on all tables in the lobby?

Is the \$6 painter's fee clearly communicated through in-store signage?

Are the PYOP shelves clean and recently dusted?

Are all PYOP display areas well-stocked and visually appealing?

Is an approved PYOP "idea/ how-to" book available and placed where customers can easily access it?

Additional Comments

Marketing

Marketing

YES No Resolved Comments

Are promotional emails being sent to customers through Constant Contact?

Are the monthly marketing initiatives being followed as scheduled?

Are flyers currently being distributed on a regular basis to the 3–5 elementary schools nearest the studio? Please write in the comments the month the most recent flyers were delivered, along with the name of the school or organization.

Is there active collaboration with PTO/PTA groups?

Are relationships being built with art educators from elementary, middle, and high schools?

Is the digital signage in the studio working?

Is the chalkboard up to date?

Is the marketing literature up to date, including camp flyers and class schedules?

Is there a banner on the wall promoting upcoming camps?

Are all campers being given coupons at the end of each camp?

Are coupons being distributed to each party guest?

Are paid Google Ads being used as part of the marketing strategy?

Are social media accounts active and regularly updated?

Are paid ads currently running on social media platforms?

Are you receiving weekly emails with your studio key statistics?

Additional Comments

Students & Key Statistics

Students & Key Statistics

Last Audit

Current Audit

of weekly class students

of weekly classes

of weekly class students who have received a level advancement in the past 30 days

of Trial students (during the last 3 months)

of Trial-enrolled students (during the last 3 months)

of students registered for upcoming camp session

of parties (during the last 3 months)

of PYOP items sold (during the last 3 months)

of 5-Star google reviews (during the last 3 months)

Additional Comments

Repairs/ Maintenance

Repairs/ Maintenance

YES No Resolved Comments

Have the air filters been replaced within the last 60 days?

Are all areas of the studio in proper working condition with no maintenance or repairs needed?

Additional Comments

Rooms

Kiln Room

YES No Resolved Comments

Are the PYOP shelves clearly labeled as Pre-Fired, Post-Fired, and Storage?

Is each PYOP item stored on the correct shelf with its corresponding painter's form or label?

Are all kiln supplies organized and clearly labeled (e.g., stilts, posts, kiln wash, viscosity cup, measuring cup, NT Clear, etc.)?

Are storage areas organized, with boxes collapsed and materials off the ground?

Is the dipping vat maintained—clean and ready for use?

Are the kiln shelves maintained with a fresh layer of kiln wash?

Has the kiln been cleaned and inspected for debris prior to use?

Is the skimmer clean and equipped with the correct filter?

Additional Comments

Supply/ Storage Room

YES No Resolved Comments

Are supplies stored in their designated, labeled areas?

Are "specialty" art materials properly labeled and organized for shared use across classrooms?

Additional Comments

Lobby & Hallways

YES No Resolved Comments

Are the windows and doors free from clutter? (only Cordovan Art School logo and hours can be on doors/ windows.)

Have the store front & lobby windows been cleaned? Are they free from handprints & smudges?

Is the artwork in lobby well-displayed and consistent with Cordovan Art School brand?

Is music playing in lobby from approved playlist?

Is the front desk clean, uncluttered, and minimalistic?

Is each lobby desk limited to just the placemat, with no extra materials or items?

Are the sinks and counters clean?

Does each sink have a wire mesh strainer?

Are the floors clean, having been properly swept and mopped?

Are the chairs clean?

Is the trash taken out?

Is there a clearly defined, functional space (not in the storage room) for teachers to pull canvases and paper?

Additional Comments

Classroom #1

YES No Resolved Comments

Are all art supplies organized, labeled, and placed where they belong?

Are there enough sets of art supplies for the max number of students in each classroom?

Have watercolor palettes been refilled with watercolor paints?

Are acrylic paints organized and are they full?

Have 'worn out' brushes been replaced with new brushes?

Are the classroom supplies in full compliance with Cordovan Art School's list of accepted art supplies?

Do all students and teachers take home their artwork at the end of each class?

Are shelves and cubbies free from clutter?

Is music available in classroom, including approved playlists?

Are the sinks and counters clean?

Does each sink have a wire mesh strainer?

Are the floors clean, having been properly swept and mopped?

Are the walls clean/ repainted?

Are the desks clean?

Are the chairs clean?

Is the trash taken out?

Additional Comments

Type a question

Classroom #2

YES No Resolved Comments

Are all art supplies organized, labeled, and placed where they belong?

Are there enough sets of art supplies for the max number of students in each classroom?

Have watercolor palettes been refilled with watercolor paints?

Are acrylic paints organized and are they full?

Have 'worn out' brushes been replaced with new brushes?

Are the classroom supplies in full compliance with Cordovan Art School's list of accepted art supplies?

Do all students and teachers take home their artwork at the end of each class?

Are shelves and cubbies free from clutter?

Is music available in classroom, including approved playlists?

Are the sinks and counters clean?

Does each sink have a wire mesh strainer?

Are the floors clean, having been properly swept and mopped?

Are the walls clean/ repainted?

Are the desks clean?

Are the chairs clean?

Is the trash taken out?

Additional Comments

Classroom #3 (if applicable)

YES No Resolved Comments

Are all art supplies organized, labeled, and placed where they belong?

Are there enough sets of art supplies for the max number of students in each classroom?

Have watercolor palettes been refilled with watercolor paints?

Are acrylic paints organized and are they full?

Have 'worn out' brushes been replaced with new brushes?

Are the classroom supplies in full compliance with Cordovan Art School's list of accepted art supplies?

Do all students and teachers take home their artwork at the end of each class?

Are shelves and cubbies free from clutter?

Is music available in classroom, including approved playlists?

Are the sinks and counters clean?

Does each sink have a wire mesh strainer?

Are the floors clean, having been properly swept and mopped?

Are the walls clean/ repainted?

Are the desks clean?

Are the chairs clean?

Is the trash taken out?

The auditor should conduct classroom observations to see the quality of teaching. Please record observations in the space below. The teachers should be informed in advance by the studio manager to ensure they are prepared.

What do you feel is the most difficult responsibility, and why?

Observations

Reflections

What do you feel are the strengths of your studio, and why?

What do you feel are the weaknesses of your studio, and why?

Name of Studio Owner (or Manager) *

First Name Last Name

Email of Studio Owner (or Manager) *

example@example.com

Date *

Month Day Year

Name of Auditor *

First Name Last Name

Email of Auditor *

example@example.com

Date *

Month Day Year