ADA HOTEL SITE INSPECTION CHECKLIST

Name of Property: __________________________________________________

Location/City: _____________________________________________________

Anticipated dates(s) for event: ________________________________________

✓ Public Spaces – Hotel Accessibility

☐ Front lobby registration desk – accessible counter? Y/N
   If no, what accommodations will be made? _______________________________________________________________

☐ Level front entrance or ramp? ______________________________

☐ Free of any obstacles – gravel, curbs or stairs? Y/N

☐ Is the grade very steep? ______________________________

☐ Entrance doors have a clear width of 32”? Y/N

☐ Elevator doors open a minimum of 36” wide and 48” deep? Y/N

☐ Elevators have low buttons and Braille markings? Y/N

☐ Elevators have auditory signals? Y/N

☐ Elevators have an automatic safety reopening device? Y/N

☐ Public telephones that are accessible? Y/N

☐ Public telephone with coin slot 54” above floor? Y/N

☐ Public telephone with volume control? Y/N Where? _______________________________

☐ Public telephones with raised lettering instructions? Y/N

☐ Hotel corridors a minimum of 36” wide? Y/N

☐ Drinking fountains no higher than 35” from the floor? Y/N

☐ Can we post larger signs that indicate the location of accessible washrooms, elevators and any other service(s)? Y/N

☐ How has the staff been trained to handle messages and wakeup calls for blind and hearing-impaired guests? _______________________________________________________________

☐ Is there a TTY on property? Y/N

✓ Public Area Restrooms

☐ Adapted washroom stall that opens outward? Y/N

☐ Large bathroom stall with grab bar and side transfer that is 42-48” wide? Y/N

☐ Lavatory set 29” from floor with clear space underneath of 30” wide by 45” deep? Y/N

☐ Men’s bathroom urinal no higher than 17”? Y/N
✓Lobby Area
☐ Condition of lobby (seating areas, etc.)? ________________________________
☐ How close is the front desk to the entrance? ________________________________
☐ Is the front desk well-staffed? Y/N
☐ Do guests seem to be waiting in line for check in/check out? Y/N
☐ Are a concierge and bellman readily available? Y/N
☐ What are the hotel gift shop hours? ________________________________
☐ Is the entrance to the hotel gift shop wide enough for a wheelchair to pass through it? Y/N
☐ Are there other shops on property? ________________________________
☐ Are the entrances to the other shops on the property wide enough for a wheelchair to pass through them? Y/N
☐ Are elevators easily accessible from lobby? Y/N – explain: ________________________________

✓Guest Rooms
☐ Room type (standard, deluxe, suite): _________________ ☐ Size (sq ft) __________________
☐ How many ADA rooms? _________ How many with roll-in showers? ________ How many with 2 double beds? ________
☐ How many rooms are adapted for use by persons with hearing disabilities? ______
☐ How many double-double bedded? __________________
☐ How many queen/king bedded? __________________
☐ Are the peepholes and locks low enough? Y/N
☐ Clear opening in rooms of 32” – hallways, bed, etc? Y/N
☐ Door to the bathroom opens outward? Y/N
☐ Sink and toilets no higher than 29” from floor? Y/N
☐ Showers:
  ➢ Roll in? Y/N
  ➢ Clear turnaround space outside? Y/N
  ➢ Stall 3’ by 3’? Y/N
☐ Are amplified phones and/or special communications equipment available for deaf and hearing-impaired guests in sleeping rooms? Y/N
  ➢ How many are available? ______
  ➢ Can you order more from another hotel if necessary? Y/N
☐ Amenities in rooms (check all that apply):
  ☐ Shampoos, lotions ☐ Clock/radio
  ☐ Robes ☐ TVs
  ☐ In-room safe ☐ Movie access charge? Y/N
  ☐ Hairdryer ☐ Air conditioning
  ☐ Iron/Ironing Board ☐ Coffee machine
☐ How accessible are rooms to elevators? ________________________________
☐ Furnishings – condition ________________________________

ADA Hotel Site Inspection Checklist
Date of last renovation______________________________

☐ Sitting area/couches: _______________________________

☐ Patio/balcony     Y/N Explain: ______________________________________________________

☐ Well-lighted     Y/N   Explain: ____________________________________________________

☐ Other special features in room: ____________________________________________________

☐ Is morning newspaper delivered to room at no charge?     Y/N

☐ Are there designated smoking rooms?     Y/N – how many: __________

☐ Will rooms be grouped together?     Y/N   Explain: _____________________________________

✓General Information – Sleeping Rooms

☐ Can we have all our rooms in one area or floor of the hotel?     Y/N

☐ Check in time? __________   ☐ Check out time? __________

☐ What is the policy on early check in and late check out? _________________

☐ In the event of a post check out meeting, will a secured area be set aside for storage of luggage?     Y/N     Where: ________________________________

☐ Porterage: $___________R/T   Circle one: per person per room

☐ What is the hotel’s policy on complimentary rooms? __________________________

☐ Bathroom equipped with grab bars and a clear turning space?     Y/N

☐ Telephone located close to the bed?     Y/N

☐ Are the accessible rooms near the elevators?     Y/N

✓Meeting Space/Registration Area

☐ Location of meeting space in relation to sleeping rooms: ________________________________

☐ Condition of carpets, drapes, etc.: _________________________________________________

☐ Any renovations scheduled prior to/during our program?     Y/N Date(s): ______

☐ What are hotel regulations concerning hanging signs, banners, or posters on walls or hanging from ceiling? _________________

    ☐ Is there a fee for hanging?     Y/N Explain: _________________________

☐ What is the hotel’s policy on signs or banners outside the hotel or in the lobby area? ________

☐ How can signs be placed to identify activities? _________________________________

☐ What pre-registration arrangements can be made? (Keys, etc.) __________

☐ Will the hotel supply registration desks without cost?     Y/N

☐ What directional signs may be necessary? _________________________________

☐ Hallways and corridors have clearance of 36”?     Y/N

☐ Doors have a 32” clearance?     Y/N

☐ Temporary ramps available for use with all raised podiums?     Y/N

✓Registration Area(s)

☐ Built in registration counters?     Y/N
Area(s) available for registration: ________________________________

How close to meeting space? ________________________________

Is there a room available for conference office and storage? Y/N

Can dedicated telephone lines be installed? Y/N

**Ballroom/General Session**

- Total sq. ft. ________________
- Ceiling height _____________
- Any obstructions with pillars or chandeliers? Y/N
- Can it accommodate a stage/dance floor? Y/N
- Able to set up rear-screen projection? Y/N
- What kind of lighting is in the meeting rooms? _________________________
- Can the rooms be completely blacked out or lighting dimmed? Y/N
- Can telephone in meeting room be cut off? Y/N
- Where are the electrical outlets in meeting rooms? _____________________
- Are restrooms and phones nearby? Y/N
- Where are doors in meeting rooms (back, front, side)? ________________

**Breakout Rooms**

- Total number of breakout rooms? ________________________________
- Average sq. ft.: __________
- Ceiling height: __________
- Number with solid walls: ________
- Number with air walls: __________
- Do any rooms have built-in screens? Y/N
- How soundproof are the meeting walls? ________________________________
- What kind of lighting is in the meeting rooms? _________________________
- Can the rooms be completely blacked out or lighting dimmed? Y/N
- Can telephone in meeting room be cut off? Y/N
- Where are the electrical outlets in meeting rooms? _____________________
- Are restrooms and phones nearby? Y/N
- Where are doors in meeting rooms (back, front, side)? ________________

**Exhibit Area(s)**

- How much square feet is available for exhibits? ________________________
- How close is it to plenary session and breakouts? _______________________
- What types of tables are available for exhibits? ________________________

**Banquet Room / Food & Beverage**

- Tax: __________
- Gratuity: ______________
- Number of restaurants on property
  1) ________________________
  2) ________________________
- Hours open: ______________
- Hours open: ______________
3) ________________________ ______  Hours open: _______________
4) ________________________ ______  Hours open: _______________
5) ________________________ ______  Hours open: _______________
☐ Is room service available, and at what times?  Y/N Hours: ______________
☐ Can room service be included with master account?  Y/N
☐ Accessible?  Ramps, flat surface?  32” clear opening?  Y/N
☐ Are restaurant and room service menus available in Braille or large print?  Y/N
☐ When must final menus be submitted?  __________________
☐ When are guarantees required?  __________________
☐ What is the policy on outside food/beverage?  __________________

Audio Visual / Hotel Equipment
☐ Do you have an in-house audiovisual company?  Y/N
   If no, whom do you contract with?  _______________________________
☐ May I receive a copy of the pricing list?  ______________________________
☐ What pieces of equipment does your property own?  __________________
   ______________________________________________________________
   ______________________________________________________________
☐ Who is in charge of the hotel equipment?  ____________________________
☐ What kinds and sizes of projection screens does the hotel own?  __________
   ______________________________________________________________
   ______________________________________________________________
☐ Does the hotel have recording equipment?
   Audio?  Y/N       Video?  Y/N
☐ Where are the lighting and PA system controls (in the room or in a central room)?
   ______________________________________________________________

Hotel Staff
☐ Is this a union hotel?  Y/N
☐ Is a Convention Service Manager assigned to this event?  Y/N
   If no, who will be the hotel liaison (include title):  _________________________
   Will they be available when group is on-site?  Y/N
☐ May we receive a roster of names and telephone numbers of hotel’s key staff?  Y/N
☐ May we hold a pre-convention meeting with your staff?  Y/N
☐ Will extra staff members be assigned for check in or check out of our guests?  Y/N

Security
☐ What type of guest room key system is used?  _________________________
☐ Are hallways and staircases well lighted?  Y/N
☐ Are the fire exits well marked?  Y/N
☐ Does the hotel have an emergency plan?  Is it available for review?  Y/N
What are the arrangements for medical emergencies? ____________________________

Can we receive a copy of the hotel sexual harassment policies? Y/N

Is there a visual alert system available in some guest rooms? Y/N

**Parking**
- Self-parking available? Y/N
- Is there a cost per day? ________
- Valet parking – cost per day? ________
- Are there in/out privileges Y/N
- How many wheelchair accessible parking spots? ________
- Additional wheelchair accessible spots with signs for our event? Y/N

**Health/Fitness Facilities**
- Type of equipment available: ______________________________________________________
- Other services available:
  - [ ] Pool  [ ] Saunas  [ ] Massage  [ ] Jacuzzi  [ ] Showers in locker room
  - [ ] Other: ____________________________________________________________
- Hours available: ____________________  [ ] Staff on site? Y/N
- Is there a daily charge to use the health facilities? Y/N  Amt/day: __________
- Access for persons with disabilities? Y/N

**Other Items to Check**
- Identify other groups in house at same time: ________________________________
- Distance from town: ________________________________
- Business Center Y/N  Days/Hours Open: ________________________________
  - Services provided: ______________________________________________________
- How far is the hotel from the airport? ____________________
- What sports or entertainment activities are nearby? ____________________
- Will you keep us informed as you book events around our meeting? Y/N
- Does the hotel have space to store multiple boxes? Y/N
- How soon can packages be delivered to the hotel before the event? ____________________
- Is there a fee for storage? Y/N  Explain: __________________________________________
- What is the process for shipping items from the hotel? ________________________________
- ____________________________________________
- Where is the package room and when is it normally open? ________________________________
- How does the hotel notify our group if a package has arrived? ________________________________
- Will hotel staff assist with the delivery of packages to meeting rooms? Y/N