

## HOTEL INSPECTION CHECKLIST

Hotel: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Web Site: \_\_\_\_\_  
Hotel Contact: \_\_\_\_\_  
Email: \_\_\_\_\_

### HOTEL

Check-In time? \_\_\_\_\_ Check-Out time? \_\_\_\_\_

What is the policy for late check-out? \_\_\_\_\_

Room guarantee policy? \_\_\_\_\_

Room cancellation policy? \_\_\_\_\_

Extended rate (*night before*)? \_\_\_\_\_ (*night after*)? \_\_\_\_\_

If the hotel is sold out, what arrangements are made for confirmed hotel guest?  
\_\_\_\_\_

Is luggage storage available for early arrivals and late departures? Yes \_\_\_\_\_

No \_\_\_\_\_ Cost \_\_\_\_\_

### TRANSPORTATION

What is the closest airport? \_\_\_\_\_

How many miles from airport to hotel? \_\_\_\_\_

Travel time to hotel? (*rush hour*) \_\_\_\_\_ (*non-rush hour*) \_\_\_\_\_

Does the hotel offer complimentary shuttle service to and from the airport?

Yes  No

Estimated taxi fare to hotel from airport: \_\_\_\_\_

Estimated shuttle fare to the hotel from airport: \_\_\_\_\_

Does the hotel offer self-service parking? \_\_\_\_\_ Valet parking? \_\_\_\_\_

What are the rates: self-service parking? \_\_\_\_\_ Valet parking? \_\_\_\_\_

What are the In/Out privileges? \_\_\_\_\_

Closet LS/Metro? \_\_\_\_\_ EL/Subway? \_\_\_\_\_

Other: \_\_\_\_\_

**ACCOMMODATIONS**

Hotel occupancy tax? \_\_\_\_\_ City tax? \_\_\_\_\_ Other? \_\_\_\_\_

Number of handicap accessible rooms: \_\_\_\_\_ Smoking: \_\_\_\_\_ Non-Smoking: \_\_\_\_\_

Number of regular non-smoking rooms: \_\_\_\_\_ Specific floors available? \_\_\_\_\_

In-room hotel amenities (*check all that apply*):

- refrigerator/mini-bar
- hair dryer
- complimentary newspaper
- coffee maker/coffee
- other, specify: \_\_\_\_\_
- irons/ironing board
- PC dataport
- voice mail
- dry cleaning/laundry

**HOTEL SERVICES**

Does the hotel have a business center? \_\_\_\_\_ Hours of Operation: \_\_\_\_\_

Does the hotel offer room service? \_\_\_\_\_ Hours of Operation: \_\_\_\_\_

What recreational facilities are available to hotel guest? (*check all that apply*):

- swimming pool
- fitness center
- jogging path

Cost for guest to use recreational facilities? \_\_\_\_\_

Does the hotel have a Concierge? \_\_\_\_\_ Hours of Operation: \_\_\_\_\_

Are there shops located on-site? \_\_\_\_\_

How many restaurants are on-site? \_\_\_\_\_

Hours of operation: (*breakfast*) \_\_\_\_\_ (*lunch*) \_\_\_\_\_ (*dinner*) \_\_\_\_\_

Other: \_\_\_\_\_

**FACILITIES AND DESIGN**

When was the property built? \_\_\_\_\_ When was the last renovation? \_\_\_\_\_

Will there be any renovation projects during our stay? \_\_\_\_\_  
(*month and dates*) \_\_\_\_\_

If so what type: \_\_\_\_\_

Is the hotel equipped with fire sprinklers? \_\_\_\_\_ Fire alarm system (ADA compliant)? \_\_\_\_\_  
Fire exits are clearly displayed? \_\_\_\_\_

Last Fire inspection: \_\_\_\_\_ Results: \_\_\_\_\_

Is there more than one guest registration area for hotel check-in/check-out? \_\_\_\_\_

If so, where? \_\_\_\_\_

Is smoking permitted in public areas? \_\_\_\_\_

Where are restrooms located? \_\_\_\_\_

Are all public areas handicap accessible? \_\_\_\_\_ If not, what alternatives are offered? \_\_\_\_\_

Are there vending machines/ice machines? \_\_\_\_\_ If so, where are they located? \_\_\_\_\_

Can you hang meeting banners or signs in public areas? \_\_\_\_\_

If so, in what manner? \_\_\_\_\_

Other: \_\_\_\_\_

**MEETING ROOMS**

***\*\*Request a diagram of all meeting spaces in the hotel. This diagram should include square footage, room dimensions, ceiling height and maximum capacity for various meeting room set-ups. After identifying the most suitable meeting space, ask the following questions for each room that you will be using:***

Is there individual temperature controls in the meeting room?  Yes  No

If so, where are they located? \_\_\_\_\_

Is there an extra charge for re-setting the room if set-up is changed?

Yes  No If so, what is the cost? \_\_\_\_\_

What items are complimentary (included in meeting room set-up)? *(check all that apply)*

- whiteboard/markers
- pens/pencils
- flip charts/markers
- notepads for participants
- in-room water station
- speaker's podium

Is there a charge for bringing your own supplies? \_\_\_\_\_

Does the hotel provide complimentary meeting signage? \_\_\_\_\_

If so, where? \_\_\_\_\_

Are the meeting rooms carpeted? \_\_\_\_\_

Do the meeting rooms have pillars? \_\_\_\_\_

Do the meeting rooms have natural lighting? \_\_\_\_\_

Is there a extra charge for audio-visual equipment? \_\_\_\_\_

Is there a charge for bringing your own audio-visual equipment?  Yes  No

If so, what is the charge? \_\_\_\_\_

Request menus and pricing.

Other: \_\_\_\_\_

**OTHER CONSIDERATIONS**

What is the complimentary room policy? \_\_\_\_\_

What type of security does your hotel offer? \_\_\_\_\_

Is there free transportation to local attractions?  Yes  No

If yes, what are the parameters? \_\_\_\_\_

Are there any service charges, gratuities or sales taxes that have not been included in the prices?  Yes  No If so, what are they? \_\_\_\_\_

Are there insurance requirements?  Yes  No

If so, what are they? \_\_\_\_\_

What is the meeting cancellation policy? \_\_\_\_\_

Do you participate in any benefit membership programs?  Yes  No

If so, what are they? \_\_\_\_\_

Is there a minimum requirement for catering functions? \_\_\_\_\_

Property location:  suburban  airport  downtown  resort

Parking fees?  Yes  No If so, what are they? \_\_\_\_\_

Request copies of brochures of the hotel.

**REFERENCES**

Please provide names of two clients who have held meetings at your hotel in the last six months:

\_\_\_\_\_  
Contact Name/Phone Number      Company Name      Meeting Dates

\_\_\_\_\_  
Contact Name/Phone Number      Company Name      Meeting Dates

**COMMENTS**

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