

Hotel Site Inspection Checklist For A Work Crew

Created by:



Hotel Site Inspection Form For A Work Crew

Overall Evaluation of Hotel: Excellent _____ Good _____ Fair _____ Poor _____

Questions to Ask

1. Is WiFi free? If not, how much is the cost per day.
2. Does the hotel have dedicated bandwidth (Fiber) for each guest room or is it shared access (Cable)? Fiber is better as there are no bottlenecks in service quality of internet.
3. Is it possible to block the crew near each other?
4. Is there a place where the crew can hang out in the hotel (If the hotel does not have a lounge or bar)?
5. How many times a week does the hotel service the rooms for extended stays?
6. How many times in a week are sheets changed?
7. Does the hotel offer a grocery shopping service for extended stays? (A lot of Homewood suites do.)
8. How many 1 and 2 bedroom suites does the hotel have (This can save a tremendous amount of money)
9. Does the hotel have smoking rooms?
10. Does the hotel have parking for crew vehicles that may be larger than average?
11. Is the desk in the room adequate for employees to work on?
12. Can the in room pay per view movies be shut off unless crew agrees to pay with their own credit card?
13. Is there is mini bar in the room? If so, the work crew will have to provide a credit card for incidentals at check in.
14. Does the hotel offer laundry service?
15. Can the work crew be placed on the VIP level right from the start?
16. Is there a manager's reception at night?
17. What is the cost to send/receive a fax from the hotel?
18. What is the cost of copies at the hotel?
19. What is the cost to print at the business center?
20. How does the hotel handle packages received on behalf of the crew? Is there a cost for it? Is there a specific person at the hotel that handles this?

General Hotel Information

Date of Site Inspection _____

Facility Name _____

Address _____

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Iron/ironing board	Sound proof walls	Refrigerator
Coffee maker	Generous supply of towels, mats	In-room mini bar
Smoke alarm/sprinklers	Comfortable desk	Local-area guides Guest-service directory Movies on demand
Clock radios	Convenience of light switches at entry	Ice bucket
Movies on demand	Black-out drapes for sleeping	Plastic or glass (ware)
In-room safes/cost	Translucent drapes for daytime	Parental blocking of TV available
Extra pillows/blankets in room	Voice mail/message service/light	
Good water pressure in bathroom	Sink and tub stoppers work	Quiet toilet

Hotel Room Block Details

Rack Rate Single \$ _____ Double \$ _____ Suite \$ _____
 Group Rate Single \$ _____ Double \$ _____ Suite \$ _____

Room Block by Day:

Day _____ Number of Rooms _____
 Day _____ Number of Rooms _____
 Day _____ Number of Rooms _____
 Day _____ Number of Rooms _____
 Day _____ Number of Rooms _____
 Day _____ Number of Rooms _____
 Day _____ Number of Rooms _____
 Day _____ Number of Rooms _____
 Day _____ Number of Rooms _____
 Day _____ Number of Rooms _____
 Day _____ Number of Rooms _____

Group Contract Policies

Does the hotel offer points for these stays? Can the points be awarded to the crew or the company itself?

What is the policy on cancellations/no shows _____
 Check-In time? _____ Check-Out time? _____

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What is the policy for late check-out? _____

Does the hotel offer direct bill? Yes ___ No ___

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

What if the crew has to stay more than we expect them to? Will the rate agreed upon hold?

Can the corporate rate be loaded onto the GDS so the rooms can be booked online?

Lobby

Rate the following: (1 Poor – 5 Excellent)

Lobby Décor	__1__	__2__	__3__	__4__	__5__
Lobby Condition/Cleanliness	__1__	__2__	__3__	__4__	__5__
Lobby Lighting	__1__	__2__	__3__	__4__	__5__
Lobby Seating	__1__	__2__	__3__	__4__	__5__
Desk-staff appearance, uniforms, badges	__1__	__2__	__3__	__4__	__5__
Attentiveness	__1__	__2__	__3__	__4__	__5__
Elevator Condition	__1__	__2__	__3__	__4__	__5__
Elevator Cleanliness	__1__	__2__	__3__	__4__	__5__

Restaurant

Rate the following: (1 Poor – 5 Excellent)

Restaurant Staffing	__1__	__2__	__3__	__4__	__5__
Restaurant Cleanliness	__1__	__2__	__3__	__4__	__5__
Restaurant Décor	__1__	__2__	__3__	__4__	__5__
Restaurant Menu Selection/Pricing	__1__	__2__	__3__	__4__	__5__
Restaurant Food Quality	__1__	__2__	__3__	__4__	__5__
Overall Rating	__1__	__2__	__3__	__4__	__5__

Does the restaurant have a bar?

How early can breakfast be served? Many work crews leave early so they need to have breakfast very early.

Hotel Amenities Available

Is an Indoor Pool available? Yes _____ No _____

Health Club available Yes _____ No _____

Business Center Yes _____ No _____ Hours _____

Exterior

Rate the following: (1 Poor – 5 Excellent)

Neighborhood	__1__	__2__	__3__	__4__	__5__
Hotel appearance	__1__	__2__	__3__	__4__	__5__
Appearance of lobby entrance	__1__	__2__	__3__	__4__	__5__
Lack of clutter in entry area	__1__	__2__	__3__	__4__	__5__

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Parking area maintenance
Landscaping

__1__2__3__4__5
__1__2__3__4__5

Nearby Things To Do/ Restaurants

Restaurants (Please include approximately how far it is from the hotel)

Shopping (Please include approximately how far it is from the hotel)

Entertainment (Please include approximately how far it is from the hotel)

Attractions (Please include approximately how far it is from the hotel)

Security

Are fire exits clearly marked?

Are there sprinklers, smoke alarms, in every room?

Does the hotel have an emergency plan?

Hotel Management Contact Information

Name	Phone Number	Email Address
General Manager		
Reservations Manager:		
Director of Sales:		
Accounting Dept. Contact:		

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Comments

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