

SITE INSPECTION CHECKLIST

Inspection Date _____

Hotel/Resort/Vacation Rental _____
 Address _____
 City _____ State _____ Zip _____
 Telephone (____) _____ Fax (____) _____
 Location: Downtown _____ Suburban _____
 Airport _____ Resort _____
 Conference Center _____
 Director of Marketing _____ Director of Sales _____
 Director of Catering _____
 Director of Conference Services _____
 Conference Service Manager _____
 General Manager _____
 Other Names and Titles _____

Property was built _____
 Last Renovation for:
 Condominiums _____ Year _____
 Sleeping Rooms _____ Year _____
 Suites _____ Year _____
 Meeting Rooms _____ Year _____
 Restaurants _____ Year _____
 Lobby Area _____ Year _____
 Other _____ Year _____

Overall appearance of property: Excellent _____ Good _____ Fair _____ Poor _____

Comments _____

ACCOMMODATIONS

Number of rooms on property:	Singles _____	Twins _____	
	Doubles _____	Queens _____	
	Kings _____		
	One bedroom Suites _____	Two _____	
	Parlors _____	Other _____	
Rooms for the physically impaired:	Kings _____	Doubles _____	
	Queens _____	Suites _____	
Total number of rooms in hotel/resort	_____		
Total number of vacation rental	Studio _____	1 bedroom _____	
	2 Bedroom _____	3 Bedroom _____	
Non-smoking Rooms:	_____		
Complimentary room policy	_____		
Concierge/VIP Club Level	Yes _____	No _____	
Hall lighting adequate?	Yes _____	No _____	
Exits clearly marked?	Yes _____	No _____	
Walls soundproof?	Yes _____	No _____	
Guest phone charge policy/cost	_____	Long Distance _____	

PUBLIC AND MEETING SPACE

How is the temperature controlled in the meeting room?

Light adequate? _____
 Tracks for spot lighting? _____
 Meeting space temperature controls _____
 House sound system _____
 Can we connect into house sound? _____
 Air walls: Single _____ Double _____ Do they block sound? Yes _____ No _____
 Obstruction(s) _____

Computer hookups in meeting rooms? Yes _____ No _____ Is there a charge? _____
 High-speed Internet Access _____
 Wireless Access _____
 Access for the physically impaired _____
 Stage/Size _____ / _____ Sound/Projection booth _____
 Staging area _____ Dance floor: Perm./Temp. _____ Size _____
 Union Requirements _____

MEETING/BANQUET SPACE FOR OUR MEETING

Date _____ Event _____ Room Name _____
 Total Sq. Ft. _____ Length _____ Width _____ Ceiling height _____
 Comments _____

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 Total Sq. Ft. _____ Length _____ Width _____ Ceiling height _____
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 Total Sq. Ft. _____ Length _____ Width _____ Ceiling height _____
 Comments _____

Meeting Date Options	Availability	Sgl./Dbl. Group Rates
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other groups meeting over our specific dates:

Group	# of People	# of Rooms	Meeting space & function
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Comments:

TRANSPORTATION & PARKING

Hotel & Condominium Shuttle Availability _____ Rates _____
Schedule _____

Bus Fares to Hotel _____ Approx. Taxi Fare to Hotel _____

Travel Time to Hotel _____

On Site: Complimentary? Yes _____ No _____ Fee _____

Off Site: Complimentary? Yes _____ No _____ Fee _____

Valet Parking: Complimentary? Yes _____ No _____ Fee _____

SPORTS AND RECREATIONAL FACILITIES ON PROPERTY

Golf: Championship Course? _____ Cost _____ Executive Course? _____ Cost _____

Cart Rental? _____ Cost _____

Tennis: Number of Courts _____ Surface(s) _____ Cost _____ Lighted _____

Health Club _____

Pools Indoor _____ Outdoor _____ Jacuzzi spas _____

Nearby Skiing _____ Cost _____

Spa Facilities/Services _____

How far in advance to I need to book treatments? _____

How many spa treatment rooms? _____

Costs _____

Other _____

SERVICES

Emergency phone number in hotel (_____) _____

Nearest hospital or emergency clinic (_____) _____

CPR - trained personnel? _____

Hotel security staff & procedure _____

Check cashing limit? _____ I.D. required? _____

Credit cards accepted _____

Photocopying? _____ Cost _____

Business Services? _____ Cost _____

Valet? _____ Laundry _____ Schedule _____

Room Service/hours _____

Other amenities _____

FOOD AND BEVERAGE OUTLETS

Name and Type _____
 Type of food served _____ Price Range _____
 Seating capacity _____ Decor _____ Hours _____
 Entertainment/type _____
 Dance floor/Size _____
 Special event capability _____
 Comments on general conditions _____

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 Type of food served _____ Price Range _____
 Seating capacity _____ Decor _____ Hours _____
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 Dance floor/Size _____
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 Comments on general conditions _____

Room Service Hours From _____ To _____
 Type of Menu _____

Outdoor and other areas for special events? _____

FACILITIES NEAR PROPERTY

Restaurants	Distance	Price Range
_____	_____	_____
_____	_____	_____
_____	_____	_____

Shopping	Distance
_____	_____
_____	_____
_____	_____

Entertainment	Distance
_____	_____
_____	_____
_____	_____

Attractions

Distance

Churches/Synagogues

Distance

Nearby locations for special events

Distance
