

Lodging Solutions llc

Hotel Features / Amenities Checklist

Hotel Name _____ Airport Code(s) _____

Address _____

Hotel Phone _____ Hotel Fax _____

E Mail _____

Web Site _____

Sales Contact _____

General Manager _____

Management Co. _____

Rooms _____ % Non Smoking _____ # Floors _____ # Elevators _____

Location: _____ Airport _____ Downtown _____ Downtown Like _____ Suburban _____ Strip/LVCC

Amenities:

_____ Restaurant, Type _____

_____ Airline Discount, Type _____

_____ Restaurant Hours _____

_____ Restaurant, Misc. _____

_____ Room Service, Hours _____

_____ Remote TV _____ News Channel _____ Sports _____ HBO / Showtime

_____ High Speed Internet _____ Data Port _____ Extra Charges _____

_____ Unlimited min. free local calls _____ Unlimited min toll free access

_____ Clock Radio _____ Coffee Maker _____ Iron/Iron Board _____ Luggage Caddy

_____ Sheers _____ Black Out Drapes _____ Do Windows Open _____ Microwave

_____ Minibar _____ Blow Dryer _____ Balconies Open _____ Air Conditioning

_____ Laundry Facilities, If non, closest location _____

_____ Fitness Center Hours _____

_____ Business Center Hours _____

_____ Meeting Space, Type/Rates _____

_____ Pool, Hours and # _____

_____ Concierge _____ Gift Shop _____ ATM _____ Crew Lounge

_____ Ice Machines, Each Floor?, # _____

_____ Vending Machines, Each Floor?, # _____

_____ Complimentary Newspapers _____ Complimentary Breakfast

_____ Wake Up Calls, Type _____

_____ Guest Check Cashing Ability _____

Bathrooms

Shower Tub Shower/Tub Combo
 Ceiling Light Tub/Shower Light Vanity Light Heat Lamp
 Bath Towel Hand Towel Wash Cloth Math Mat
 Shampoo Conditioner Lotion Hand Soap Cotton Swabs
 Amenity Tray Exhaust Fan Phone

Room Safety Inside Corridors Exterior Corridors

Rooms: Peep Holes Safety Exit Map
 Key Lock Electronic Lock
 Deadbolt Chain Swig Bar
 Deadbolts Both Sides for Connecting Doors Safes Flashlights

Transportation

Miles To Airport Drive Time Transportation Schedule
 Drivers/vehicle employed by Hotel Other
 Type/# Vehicle(s)
 Do All Have Seat Belts Air Secured Luggage Storage
 Uniformed Drivers
 ID/Name Tag Hotel will pay cab if shuttle over 30 minutes wait
 Hotel informed as if driver had a conviction for DUI
 Free transportation to Strip and surrounding areas, Type
 Transportation available, Type

Hotel Security

Written Security Program Employee Background Checks Drug Testing
 Policy on Terrorist Threats
 Security Personnel Hotel Employees MOD Outside Co., Who?
 Uniformed Armed 24 Hour Duty
 Background Checks, Type
 Hallway Lighting, Type
 Escort crew to rooms on request Emergency doors outside automatic locking
 Stairwell emergency doors automatic locking
 Police Dept. response time , Defibrillator trained employees
 Last air handling inspection
 Lighted parking lot Closed circuit cameras Elevators All entrances
 Back House Other
 What crimes have been reported in the last year

Doors Locked after hours, details _____

Fire safety rogram including drills _____ Staff participation _____

Records kept for safety training. Response tiem for Fire Dept. _____

Easy to locate fire extinguishers _____ Inspected every 6 months _____ Fire hoses _____

Emergency lighting which meets fire codes _____ Working exit signs _____ Sprinklers _____

Sprinklers located _____ Rooms _____ Halls _____ Public Areas _____

Type _____ Hard Wired _____ Battery _____

Enunciators located _____ Rooms _____ Halls _____ Public Areas _____

Miscellaneous

Other Airline crews in House? _____ How Many? _____ How Long? _____

Renovations, when how often _____

Noice from traffic/construction/airplanes? Explain _____

Other features/Benefits _____
