



Professional Hotel Inspection Form

City:	
Typical Traveler:	
# Room Nights/Year to this Destination:	
Average Rate Paid, Special Requests:	
Hotel:	
FEMA #:	
ADA:	Yes: No:
Inspector:	
Date:	
Decision:	

Pass/Fail Criteria by Type of Client

Pass	Fail	
		Hotel Basics
		Location (proximity important to airport, government/business site)
		Neighborhood (clean & safe)
		Room Access—interior vs. exterior; hall lighting brightness
		Security & Desk Staff 24 Hour; Building Access and Related Features
Rooms		
		Bolt Lock—Key System—Other Security
		Secure Floor
		Non-Smoking Floors & Rooms
		Room Layout—Sleep, Work Stations, Bathroom
		Cleanliness
		Good Mattress/Extras Blankets & Pillows
		In-Room Illumination (Bathroom—well lit mirror for shaving & make-up; Work Area— high-watt desk lamp)
		Television Type/Size
		In-Room PC Jack/Work Center/Chair/Light
		Plumbing/Hot Water
		Closet—10-15 Hangers, including wooden & suit/skirt hangers
		Full-Length Mirror; Electrical Outlets; Clock Radio; Refrigerator; Iron/Ironing Board; Hair Dryer
		Kitchen Facilities—Microwave, Oven/Stove, Coffee Maker
Support Features		
		Free Airport/Other Shuttle Service Availability
		Free Parking
		ADA Compliant/Handicapped Access
		Front Desk--Cashier Speed & Accuracy; Don't Announce Room Numbers; ID Required; In-Room Check-Out

	Bell Service/Desk—Deliveries; Information
	Message Service/Handling of Calls/Voice Mail/Operators Don't Announce Room Numbers
	No Access Charge for Long Distance Calls; Free Local Calls
	Direct Phone Lines/Modem Hook-Up/High-Speed Internet Access (Hard vs. WIFI); Local Phone Cost
	Restaurant/Coffee Shop & Hours—Convenience
	Gift Shop
	Staff—Image; Professionalism; Attitude to Government Travelers
Meetings Criteria	
	Conference Space/Rates
	Training Space/High-Tech/Wireless Access type/Rates
	Group Food & Beverage Plans/Rates
	Group Sleeping Room Rates
	Multiple Meeting Discounts
	Government Group Expertise/References
Optional Criteria by Type of Client	
	Free Coffee In-Room/Lobby; Free Breakfast; Complimentary Newspaper
	Lobby Lounge
	Local/Long Distance Rates
	In-Room CNN/HBO/ESPN/Other Cable
	Internet Available In-Room; Hard vs. WIFI
	Exercise Facility/Pool
	Extended Stay Plan/Rates
	Available Business Center/Services—Internet Access, FAX, Copier, Computers, Printers
	Frequent Traveler Program
	Laundry Room
	Shopping
Cost Effectiveness	
	Local Per Diem \$ _____ Lodging; \$ _____ M&IE
	This Hotel's Price Per Day Inclusive \$ _____ rate + \$ _____ taxes = \$ _____ total cost Seasonality; Groups
	Are Taxes Exempt? Form Needed?
	Form of Payment--Government Card, Direct Bill, etc.
	Who's Covered—CRC; Non-Official; State & Higher Education
	Check-In & Out Time
	Reservations/Rate Performance
	Room Restrictions/Location
	Last Room Availability
	Consistent Availability
	Consistent With Rate to Government Travelers
	Overall Value

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