

# Site Inspection Checklist

Name of Event: \_\_\_\_\_

Name of Site Being Inspected: \_\_\_\_\_

## Venue - General

<input type="checkbox"/>	Type of rooms available for block	<input type="checkbox"/>	Number of restaurants / hours of operation
<input type="checkbox"/>	Published (rack) rates (negotiated comes later)	<input type="checkbox"/>	Condition / appearance of public areas / restrooms
<input type="checkbox"/>	Guest room amenities	<input type="checkbox"/>	Number and location of elevators
<input type="checkbox"/>	Taxes, fees, service charges	<input type="checkbox"/>	Business center hours of operation and cost
<input type="checkbox"/>	Convenience of location	<input type="checkbox"/>	Conflicting event in hotel on same date
<input type="checkbox"/>	Proximity to airport, local attractions, shopping	<input type="checkbox"/>	WiFi availability / cost / speed
<input type="checkbox"/>	Safety and appearance of surrounding area	<input type="checkbox"/>	Room service hours of operation
<input type="checkbox"/>	Exterior condition of property	<input type="checkbox"/>	Bell service and storage area
<input type="checkbox"/>	Greeting and service upon arrival	<input type="checkbox"/>	Guest room and suite condition and cleanliness
<input type="checkbox"/>	Condition and appearance of lobby entrance	<input type="checkbox"/>	Number and location of vending machines
<input type="checkbox"/>	Hallway lighting and safety features		POLICIES:
<input type="checkbox"/>	Guest room lighting and safety features	<input type="checkbox"/>	Reservation method preferred
<input type="checkbox"/>	Fire exit locations and visibility	<input type="checkbox"/>	Gratuities-percentage/mandatory/optional
<input type="checkbox"/>	Accommodations for disabled	<input type="checkbox"/>	Reservation cut-off date
<input type="checkbox"/>	Parking availability, location, charges	<input type="checkbox"/>	Attrition
<input type="checkbox"/>	Service personnel demeanor	<input type="checkbox"/>	Extension of group rate
<input type="checkbox"/>	Scheduled renovations or construction	<input type="checkbox"/>	Early arrivals
<input type="checkbox"/>	Insurance, permits, union regulations	<input type="checkbox"/>	Stayovers
<input type="checkbox"/>	List of complimentary   fee based services	<input type="checkbox"/>	Late arrivals / walks
<input type="checkbox"/>	Fitness center hours of operation	<input type="checkbox"/>	Early departures
<input type="checkbox"/>	Swimming pool hours of operation	<input type="checkbox"/>	Complimentary rooms
<input type="checkbox"/>	Condition / appearance of public areas / restrooms	<input type="checkbox"/>	Cancellations
<input type="checkbox"/>	Number and location of elevators	<input type="checkbox"/>	Credit card, check cashing
<input type="checkbox"/>	Number and location of ice machines	<input type="checkbox"/>	Master billing
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	

Venue - Meeting / Event Space			
<input type="checkbox"/>	Number and type of meeting rooms	<input type="checkbox"/>	Equipment available in each room
<input type="checkbox"/>	Condition and appearance of rooms	<input type="checkbox"/>	Number of breakout / session rooms
<input type="checkbox"/>	Capacity of each room	<input type="checkbox"/>	Conflicting event in facility on same date
<input type="checkbox"/>	Capacity and location of foyers for functions	<input type="checkbox"/>	Audio visual contact onsite
<input type="checkbox"/>	Terrace / courtyards adjacent to meeting rooms	<input type="checkbox"/>	High-speed Internet, satellite, broadband width
<input type="checkbox"/>	Area for registration / check in	<input type="checkbox"/>	Number and proximity of restrooms
<input type="checkbox"/>	Number of rooms with built-in screens	<input type="checkbox"/>	Condition of restrooms
<input type="checkbox"/>	Number of rooms with built-in sound system	<input type="checkbox"/>	Size and inventory of table rounds, chairs, risers
<input type="checkbox"/>	Lighting adjustment capabilities per room	<input type="checkbox"/>	Accessibility for disabled
<input type="checkbox"/>	HVAC controls and electrical outlets per room	<input type="checkbox"/>	List of complimentary   fee based services
<input type="checkbox"/>	Sound-proof air walls	<input type="checkbox"/>	Meeting room rental price
<input type="checkbox"/>	Food & Beverage capabilities	<input type="checkbox"/>	Accessibility for disabled
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	