

ADA HOTEL SITE INSPECTION CHECKLIST

Name of Property: _____

Location/City: _____

Anticipated dates(s) for event: _____

✓Public Spaces – Hotel Accessibility

- Front lobby registration desk – accessible counter? Y/N
If no, what accommodations will be made? _____
- Level front entrance or ramp? _____
- Free of any obstacles – gravel, curbs or stairs? Y/N
- Is the grade very steep? _____
- Entrance doors have a clear width of 32"? Y/N
- Elevator doors open a minimum of 36" wide and 48" deep? Y/N
- Elevators have low buttons and Braille markings? Y/N
- Elevators have auditory signals? Y/N
- Elevators have an automatic safety reopening device? Y/N
- Public telephones that are accessible? Y/N
- Public telephone with coin slot 54" above floor? Y/N
- Public telephone with volume control? Y/N Where? _____
- Public telephones with raised lettering instructions? Y/N
- Hotel corridors a minimum of 36" wide? Y/N
- Drinking fountains no higher than 35" from the floor? Y/N
- Can we post larger signs that indicate the location of accessible washrooms, elevators and any other service(s)? Y/N
- How has the staff been trained to handle messages and wakeup calls for blind and hearing-impaired guests? _____
- Is there a TTY on property? Y/N

✓Public Area Restrooms

- Adapted washroom stall that opens outward? Y/N
- Large bathroom stall with grab bar and side transfer that is 42-48" wide? Y/N
- Lavatory set 29" from floor with clear space underneath of 30" wide by 45" deep? Y/N
- Men's bathroom urinal no higher than 17"? Y/N

✓Lobby Area

- Condition of lobby (seating areas, etc.)? _____
- How close is the front desk to the entrance? _____
- Is the front desk well-staffed? Y/N
- Do guests seem to be waiting in line for check in/check out? Y/N
- Are a concierge and bellman readily available? Y/N
- What are the hotel gift shop hours? _____
- Is the entrance to the hotel gift shop wide enough for a wheel chair to pass through it? Y/N
- Are there other shops on property? _____
- Are the entrances to the other shops on the property wide enough for a wheel chair to pass through them? Y/N
- Are elevators easily accessible from lobby? Y/N – explain: _____

✓Guest Rooms

- Room type (standard, deluxe, suite): _____ Size (sq ft) _____
- How many ADA rooms? _____ How many with roll-in showers? _____ How many with 2 double beds? _____
- How many rooms are adapted for use by persons with hearing disabilities? _____
- How many double-double bedded? _____
- How many queen/king bedded? _____
- Are the peepholes and locks low enough? Y/N
- Clear opening in rooms of 32" – hallways, bed, etc? Y/N
- Door to the bathroom opens outward? Y/N
- Sink and toilets no higher than 29" from floor? Y/N
- Showers:
 - ❖ Roll in? Y/N
 - ❖ Clear turnaround space outside? Y/N
 - ❖ Stall 3' by 3'? Y/N
- Are amplified phones and/or special communications equipment available for deaf and hearing-impaired guests in sleeping rooms? Y/N
 - ❖ How many are available? _____
 - ❖ Can you order more from another hotel if necessary? Y/N
- Amenities in rooms (check all that apply):
 - Shampoos, lotions
 - Robes
 - In-room safe
 - Hairdryer
 - Iron/Ironing Board
 - Clock/radio
 - TVs
 - Movie access charge? Y/N
 - Air conditioning
 - Coffee machine
- How accessible are rooms to elevators? _____
- Furnishings – condition _____

Date of last renovation _____

- Sitting area/couches: _____
- Patio/balcony Y/N Explain: _____
- Well-lighted Y/N Explain: _____
- Other special features in room: _____
- Is morning newspaper delivered to room at no charge? Y/N
- Are there designated smoking rooms? Y/N – how many: _____
- Will rooms be grouped together? Y/N Explain: _____

✓General Information – Sleeping Rooms

- Can we have all our rooms in one area or floor of the hotel? Y/N
- Check in time? _____ Check out time? _____
- What is the policy on early check in and late check out? _____
- In the event of a post check out meeting, will a secured area be set aside for storage of luggage?
Y/N Where: _____
- Portage: \$ _____ R/T Circle one: per person per room
- What is the hotel's policy on complimentary rooms? _____
- Bathroom equipped with grab bars and a clear turning space? Y/N
- Telephone located close to the bed? Y/N
- Are the accessible rooms near the elevators? Y/N

✓Meeting Space/Registration Area

- Location of meeting space in relation to sleeping rooms: _____
- Condition of carpets, drapes, etc.: _____
- Any renovations scheduled prior to/during our program? Y/N Date(s): _____
- What are hotel regulations concerning hanging signs, banners, or posters on walls or hanging from ceiling?
Is there a fee for hanging? Y/N Explain: _____
- What is the hotel's policy on signs or banners outside the hotel or in the lobby area? _____
- How can signs be placed to identify activities? _____
- What pre-registration arrangements can be made? (Keys, etc.) _____
- Will the hotel supply registration desks without cost? Y/N
- What directional signs may be necessary? _____
- Hallways and corridors have clearance of 36"? Y/N
- Doors have a 32" clearance? Y/N
- Temporary ramps available for use with all raised podiums? Y/N

✓Registration Area(s)

- Built in registration counters? Y/N

- Area(s) available for registration: _____
- How close to meeting space? _____
- Is there a room available for conference office and storage? Y/N
- Can dedicated telephone lines be installed? Y/N

✓Ballroom/General Session

- Total sq. ft. _____ Ceiling height _____
- Any obstructions with pillars or chandeliers? Y/N
- Can it accommodate a stage/dance floor? Y/N
- Able to set up rear-screen projection? Y/N
- What kind of lighting is in the meeting rooms? _____
- Can the rooms be completely blacked out or lighting dimmed? Y/N
- Can telephone in meeting room be cut off? Y/N
- Where are the electrical outlets in meeting rooms? _____
- Are restrooms and phones nearby? Y/N
- Where are doors in meeting rooms (back, front, side)? _____

✓Breakout Rooms

- Total number of breakout rooms? _____
- Average sq. ft.: _____ Ceiling height: _____
- Number with solid walls: _____ Number with air walls: _____
- Do any rooms have built-in screens? Y/N
- How soundproof are the meeting walls? _____
- What kind of lighting is in the meeting rooms? _____
- Can the rooms be completely blacked out or lighting dimmed? Y/N
- Can telephone in meeting room be cut off? Y/N
- Where are the electrical outlets in meeting rooms? _____
- Are restrooms and phones nearby? Y/N
- Where are doors in meeting rooms (back, front, side)? _____

✓Exhibit Area(s)

- How much square feet is available for exhibits? _____
- How close is it to plenary session and breakouts? _____
- What types of tables are available for exhibits? _____

✓Banquet Room / Food & Beverage

- Tax: _____ Gratuity: _____
- Number of restaurants on property
 - 1) _____ Hours open: _____
 - 2) _____ Hours open: _____

3) _____ Hours open: _____

4) _____ Hours open: _____

5) _____ Hours open: _____

- Is room service available, and at what times? Y/N Hours: _____
- Can room service be included with master account? Y/N
- Accessible? Ramps, flat surface? 32" clear opening? Y/N
- Are restaurant and room service menus available in Braille or large print? Y/N
- When must final menus be submitted? _____
- When are guarantees required? _____
- What is the policy on outside food/beverage? _____

✓Audio Visual / Hotel Equipment

- Do you have an in-house audiovisual company? Y/N
If no, whom do you contract with? _____
- May I receive a copy of the pricing list? _____
- What pieces of equipment does your property own? _____

- Who is in charge of the hotel equipment? _____
- What kinds and sizes of projection screens does the hotel own? _____

- Does the hotel have recording equipment?
Audio? Y/N Video? Y/N
- Where are the lighting and PA system controls (in the room or in a central room)?

✓Hotel Staff

- Is this a union hotel? Y/N
- Is a Convention Service Manager assigned to this event? Y/N
If no, who will be the hotel liaison (include title): _____
Will they be available when group is on-site? Y/N
- May we receive a roster of names and telephone numbers of hotel's key staff? Y/N
- May we hold a pre-convention meeting with your staff? Y/N
- Will extra staff members be assigned for check in or check out of our guests? Y/N

✓Security

- What type of guest room key system is used? _____
- Are hallways and staircases well lighted? Y/N
- Are the fire exits well marked? Y/N
- Does the hotel have an emergency plan? Is it available for review? Y/N

- What are the arrangements for medical emergencies? _____
- Can we receive a copy of the hotel sexual harassment policies? Y/N
- Is there a visual alert system available in some guest rooms? Y/N

✓Parking

- Self-parking available? Y/N
- Is there a cost per day? _____
- Valet parking – cost per day? _____
- Are there in/out privileges Y/N
- How many wheelchair accessible parking spots? _____
- Additional wheelchair accessible spots with signs for our event? Y/N

✓Health/Fitness Facilities

- Type of equipment available: _____
- Other services available:
 - Pool Saunas Massage Jacuzzi Showers in locker room
 - Other: _____
- Hours available: _____ Staff on site? Y/N
- Is there a daily charge to use the health facilities? Y/N Amt/day: _____
- Access for persons with disabilities? Y/N

✓Other Items to Check

- Identify other groups in house at same time: _____
- Distance from town: _____
- Business Center Y/N Days/Hours Open: _____
Services provided: _____
- How far is the hotel from the airport? _____
- What sports or entertainment activities are nearby? _____
- Will you keep us informed as you book events around our meeting? Y/N
- Does the hotel have space to store multiple boxes? Y/N
- How soon can packages be delivered to the hotel before the event? _____
- Is there a fee for storage? Y/N Explain: _____
- What is the process for shipping items from the hotel? _____

- Where is the package room and when is it normally open? _____
- How does the hotel notify our group if a package has arrived? _____
- Will hotel staff assist with the delivery of packages to meeting rooms? Y/N

