

Property _____

SITE INSPECTION CHECKLIST

Contact Name _____

Check the following areas during a site inspection. Make comments when necessary.

THE DESTINATION - CITY - LOCATION

- | | |
|------------------------|---|
| _____ 1. Accessibility | Proximity to airport/major highways
Adequate taxi/shuttle bus service
Sufficient parking space and cost |
| _____ 2. Environment | Availability of local attractions
Shopping, recreation, restaurants
Weather conditions during time for Regional Conference
Appearance, safety of area
Reputation of area for hosting meetings
Support and services available from local Convention & Visitors Bureau
Availability of experienced suppliers, eg. A-V firms, temporary help, security
Public transportation and cost |

THE FACILITY

- | | |
|--|--|
| 1. Attractive, clean lobby | |
| 2. Registration desk | Easy to find
Sufficient space and personnel
Ability to handle peak check-in/check-out times
Modern elevators, sufficient to serve guests when facility is full
eg. drugstore, gift shop, concierge, safety deposit boxes |
| 3. Availability of guest services | Number of Singles _____, Doubles _____, Suites _____ |
| 4. Guest rooms | Comfortable, clean
Modern and in good condition
Adequate lighting, ventilation, temperature controls
Smoke detectors
Hotel Fire Safety Act Compliance
Fire exit information clearly posted
Cleanliness and appearance of hallways
Reservation procedures and policies
Guarantee and deposit requirements
Check-in and check-out hours and procedures
Type of credit cards accepted, taxes, gratuities
Refund policy in case of cancellation |
| 5. Facilities for handicapped/
ADA Compliance | How many guestrooms are wheelchair accessible?
Carefully check elevator access to all meeting and dining rooms |
| 6. Labor Union requirements | |
| 7. Renovation Plans | |

THE MEETING SPACE

- | | |
|-------------------------------------|--|
| 1. Number, size & dimensions | Note capacities when set in various configurations
Note pillars that might obstruct vision |
| 2. Airwalls | Quality, condition and soundproofing used to divide rooms
Separate light and temp. controls in each section
Time and effort to put airwalls into place |
| 3. Sound system | |
| 4. Built in equipment | Blackboards, screens and permanent furniture |
| 5. Accessibility from main lobby | |
| 6. Proximity of rooms to each other | All on one floor (ideal)
Elevators of sufficient size to transport people quickly?
Location, number and cleanliness |
| 7. Location of restrooms | |
| 8. Location of fire exits | |

SITE EQUIPMENT

- ___ Tables - eg. 6 or 8 ft tables (classroom, rounds, rectangle)
- ___ Chairs - comfortable for long meetings
- ___ Platforms
- ___ Lecterns - Standing or Tabletop
- ___ Blackboards, bulletin boards, sign easels
- ___ Lighting capability
- ___ Microphones