

ATTACHMENT II: Hotel/Motel Evaluation Checklist

NAME OF FACILITY:

ADDRESS:

ROOM REQUIRMENTS (40 out of 50 = 80%)

- 1 Primary lock on all doors/dead-bolt/all windows
- 2 Door has a viewport/window
- 3 Smoke detector
- 4 Active light switch at main entry to unit
- 5 Sufficient lamps to properly illuminate the room for reading or writing
- 6 At least one chair (in good condition)
- 7 Writing surface (in good condition)
- 8 A night stand or equivalent (in good condition)
- 9 Clothes hanging facilities; drawers or clothes storage area
- 10 Television (if provided/functioning)
- 11 Telephone (functioning/direct dial or 24 hour switchboard)
- 12 Waste basket
- 13 Electrical Outlets (functioning)
- 14 Alarm/clock radio
- 15 Adequate space for one piece of luggage
- 16 Shades, draperies or blinds on all windows
- 17 Window covering effectively shut out light from outside
- 18 Heating system (functioning/reasonably quiet)
- 19 Air Conditioning system (functioning/reasonably quite)

YES	NO	NA
-----	----	----

OVERALL ROOM CLEANLINESS

- 20 Free of insects/rodents
- 21 No dust/dirt/liter/stains/cobwebs
- 22 Ordorless/Clean windows

ROOM CARPETING

- 23 Not dirty/stained/wornout/torn

--	--	--

ROOM WALLS/CEILING

- 24 Clean/no peeling paint
- 25 Free of defects such as cracks, holes or stains

MATTRESS/BOX SPRINGS

- 26 Non-sagging/ sized to fit bed frame
- 27 Ordorless, not stained
- 28 Non protruding/unbroken

OTHER BEDDING REQUIREMENT

- 29 Clean pillow(s)/pillow cases
- 30 Two clean sheets, mattress pad
- 31 Clean pillow case(s)
- 32 Suitable, clean blanket, bedsheet

BATH AREA

- 33 Private bath (with no carpeting in commode area)
- 34 Adequate ventilation (fan/window)
- 35 Adequate lighting

TOILET

- 36 Functioning/clean

--	--	--

SHOWER/TUB

- 37 No grout problems/cracks
- 38 Adequate water pressure/hot water
- 39 Non-skid pad/strips
- 40 Shower curtain/tub enclosure clean and free from tears and mildew

VANITY/SINK

- 41 Functioning/clean
- 42 Adequate water pressure/hot water
- 43 Adequate light fixture above vanity/mirror/electrical outlet convenient to mirror

BATH TOWELS

- 44 One quality bath/hand/wash towel/bath mat
- 45 Towel rack

OTHER BATH REQUIREMENTS

- 46 Spare toilet tissue/facial tissue
- 47 One wrapped drinking glass per person
- 48 Bathroom waste basket
- 49 One individually wrapped bar of soap per person

OVERALL BATH AREA CLEANINESS/WALLS/CEILING

- 50 No hair/stains/odor/no peeling paint/free of defects such as cracks, holes or stains

--	--	--

TOTAL SCORE: _____

EVALUATORS:

NAME

TITLE

SIGNATURE/DATE