

Name of Property: \_\_\_\_\_

Location/City: \_\_\_\_\_

Anticipated dates(s) for event: \_\_\_\_\_

**Public Spaces – Hotel Accessibility**

Front lobby registration desk – accessible counter (no more than 36” high)? 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

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

Sink 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

If applicable, 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? \_\_\_\_\_

Does the hotel have the proper number of accessible guestrooms and accessible guestrooms with roll-in showers, based on the Table 9.1.2 below?

[ADA Stds. 9.1.2]

(Table 9.1.2) (ADA Checklist for New Lodging Facilities)

Total Rooms in Facility	Accessible Rooms	Rooms with Roll-in Showers
1 to 25	1	0
26 to 50	2	0
51 to 75	3	1
76 to 100	4	1
101 to 150	5	2
151 to 200	6	2
201 to 300	7	3
301 to 400	8	4
401 to 500	9	See below*
501 to 1000	2% of total rooms	See below*
1001+	20+(1 per 100 over 1000)	See below*

Note: The total number of accessible guestrooms for a given number of rooms in a hotel (left column) is derived by adding together column “A” and column “B”.

\* the number of roll-in shower rooms in hotels with more than 400 guestrooms total equals 4 + (1 per 100 rooms over 400).

Are smoking and non-smoking accessible guestrooms provided based on the ratio of smoking and non-smoking guestrooms (no more than 20% of rooms should be smoking) in the facility?

If we selected this hotel, could you ensure all of the rooms with roll-in showers would be available for our guests? \_\_\_\_\_

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

- Accessible door hardware (that does not require twisting or clenching)? Y/N
- Door to the bathroom opens outward? Y/N
- Sink and toilets no higher than 29" from floor? Y/N
- Accessible Guest Bathrooms:
  - Horizontal grab bar along the adjacent side wall by the toilet that is at least 42" long and mounted 33"-36" above the floor for stabilization and assistance during transfer? Y/N
  - Horizontal grab bar along the wall behind the toilet that is at least 36" long and mounted 33"-36" above the floor? Y/N
  - Faucets that are easily operable (no twisting or clenching)? Y/N
  - Clear floor space (60" diameter circle) in each accessible bathroom to turn?
- Showers:
  - Roll in? Y/N
  - Clear turnaround space outside? Y/N
  - Stall 3' by 3'? Y/N
  - Is there an adjustable height hand-held shower wand with at least 60" long hose?
  - Is there a transfer tub seat that can be securely attached to the tub available?
  - Is there a horizontal grab bar at the foot of the tub (by the controls) that is at least 24" long?
  - Is there a horizontal grab bar at the head of the tub that is at least 12" long?
- 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
- 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: \_\_\_\_\_
  - Is the carpet low pile? \_\_\_\_\_
  - 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?
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- 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

Where are the meeting rooms located in relation to the elevators? \_\_\_\_\_

**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

**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

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? \_\_\_\_\_

Where are the electrical outlets in meeting rooms? \_\_\_\_\_

Are accessible restrooms and phones nearby? Y/N

Where are doors in meeting rooms (back, front, side)? \_\_\_\_\_

**Restaurant Options**

Number of restaurants on property

1) \_\_\_\_\_ Hours open: \_\_\_\_\_

2) \_\_\_\_\_ Hours open: \_\_\_\_\_

Is room service available, and at what times? Y/N Hours: \_\_\_\_\_

Are restaurants accessible? Ramps, flat surface? 32" clear opening? Y/N

Are restaurant and room service menus available in Braille or large print? Y/N

**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? \_\_\_\_\_

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

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- 
- 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)?

**Security**

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- What type of guest room key system is used? \_\_\_\_\_
  - Are hallways and staircases well lit? Y/N
  - Are the fire exits well marked? Y/N
  - What are your alternate plans for evacuating people with disabilities in an emergency?

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- Does the hotel have an emergency plan? Is it available for review? Y/N
  - What are the arrangements for medical emergencies? \_\_\_\_\_
  - 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

**Other Items to Check**

- May we hold a pre-convention meeting with your staff? Y/N
- How accessible is the area?/What modes of transportation are easily accessible from this hotel? \_\_\_\_\_

Business Center Y/N Days/Hours Open: \_\_\_\_\_

Services provided: \_\_\_\_\_

- How far is the hotel from the airport? \_\_\_\_\_
- What restaurants/entertainment activities are nearby?

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- 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