Boutique Hotel Application

Hotel/ Group Name: _____

Location Address: _____

Completed By: _____ (Date) _____

Total Number of rooms _____ Number of stories _____ Building Age_____

Website Address _____

Please provide insight into this property by completing the following. Provide additional, sufficient details to permit accurate understanding of the operations.

Management: **Yes**   **No**

1. Is there a "manager on duty" @ all times?   ☐   ☐

   If yes, are these individuals trained in emergency response procedures?   ☐   ☐

2. Which "best" describes the ongoing management of this property?
   (Choose all that apply)

   ☐   Franchisee

   ☐   Owner/Operator

   ☐   Management Company run

   ☐   Other? _____

3. Is property "rated" by a recognized rating organization?   ☐   ☐
   (ie; AAA, Mobil, etc.)

   If yes, by whom? _____

   If yes, what is rating? _____

4. Are there "incident reports" available for the "manager on duty"?   ☐   ☐

5. Is there a "Certificate of Insurance" program in effect for subcontractors?   ☐   ☐

   If yes, what "limits" are required? $_____

   (Describe any "exceptions" below)

   _____

6. Are owners, managers or supervisors prohibited from using their personal   ☐   ☐

   autos in any course of the hotel's business?

   If No, what is the estimated number of trips and average distance per trip on

   a monthly basis that they might use their own vehicle?

   Number of Trips _____ Average Distance (miles) _____

Premises/Operations: **Yes**   **No**

7. Is there a "slip/fall" management program in place?   ☐   ☐

8. Is there an on-site maintenance staff?   ☐   ☐

    If no, describe how maintenance is handled under "comments")

9. Do you provide "valet parking"?   ☐   ☐

    If yes, is this service subcontracted?   ☐   ☐

Security/Safety:

10. Is room door locking done by "keyless entry system"?   ☐   ☐

11. If keys are used, are keys coded with numbering "other" than room #?   ☐   ☐

12. If keys are **NOT** returned, are locks changed immediately?   ☐   ☐

13. Is staff trained **NOT** to verbalize room number?   ☐   ☐

14. Do room doors have:

    a) Self Closing/Self Locking devices?   ☐   ☐

    b) Secondary locking devices?   ☐   ☐

    c) Peepholes?   ☐   ☐

15. Are "all" windows proved with restricted opening devices?   ☐   ☐

16. Do rooms have balconies/patios?   ☐   ☐

    If yes, are all guardrail openings <u>less than</u> 4 inches?   ☐   ☐

    If yes, are first floor patio doors provided with anti-theft devices?   ☐   ☐

17. Do you have a trained and certified security staff?   ☐   ☐

    If yes, is this service subcontracted?   ☐   ☐

18. Do you have a courtesy patrol?   ☐   ☐

    If yes, is this service subcontracted?   ☐   ☐

19. Is access to property and/or hallways "restricted" after hours?   ☐   ☐

20. Do you use surveillance cameras?   ☐   ☐

    If yes, are the monitored and video taped?   ☐   ☐

    If yes, what areas of the property are subject to monitoring?

Amenities:

21. Pools – Are they fenced with self-closing/latching gates?   ☐   ☐

22. Gyms – Are there any "free weights" available?   ☐   ☐

Miscellaneous:

23. Is there a formal Workers' Compensation Safety program in effect?   ☐   ☐

Additional Comments: _____

Life Safety Information: **Yes**   **No**

24. Are all rooms equipped with smoke detectors?   ☐   ☐

25. Is there a 24-hour central monitor?   ☐   ☐

26. Has compliance been met with all local building codes and with NAPA 101, life   ☐   ☐
    safety codes?

27. Fire Safety Messages – Where are the insider's safety signs posted and what Information is
    included? _____

    _____

28. Are there sufficient and well illuminated fire exits and are all the stairways and   ☐   ☐
    other escape routes properly marked and maintained?

29. Are there enclosed stairwells or "fire towers" to provide smoke-free egress to   ☐   ☐
    ground floor or roof?

30. Is emergency lighting available and is there a back-up generator for elevators?   ☐   ☐

31. Are elevators programmed to return to and remain at lobby level as soon as a   ☐   ☐
    fire alarm sounds?

32. Sprinklers? If yes, percentage of building _____   ☐   ☐