# Hotel Checklist

Use this checklist when conducting a hotel site visit.

|  |  |  |
| --- | --- | --- |
|  | YES | NO |
| Transportation to/from Airport  |  |  |
| Is there an accessible airport shuttle to the hotel?  |  |  |
| How can guests with disabilities reserve a shuttle? Details: |  |  |
| What is the distance to the airport:  |  |  |
| What is the distance to the train station:  |  |  |
| What is the proximity to the subway station with elevator access: |  |  |
| Which subway station is closest:  |  |  |
| Parking |  |  |
| Is there a height restriction for parking in the garage? Details: |  |  |
| How many accessible parking spaces: |  |  |
| Hotel parking cost: $\_\_\_\_\_ /per night  |  |  |
| In/out parking privileges for guests? |  |  |
| Common Areas |  |  |
| Is the hotel lobby/reception desk height accessible? |  |  |
| Are the common areas accessible? |  |  |
| What is the distance to local restaurants: |  |  |
| Does the hotel have a backup generator in case of a power outage? *This may be important if guests use medical equipment that requires electricity (i.e. oxygen concentrator, CPAP machine, etc.)* |  |  |
| Sleeping Rooms *(bring a tape measure)* |  |  |
| Are there rooms for people with visual, hearing or mobility challenges? |  |  |
| Are the doors and entry ways widened to fit a large wheelchair? |  |  |
| Are there accessible rooms with 2 beds *(guest and his/her personal care attendant)* |  |  |
| Is there space to maneuver on both sides of the bed? |  |  |
| How tall are the beds? *20 to 23 inches from the floor to the top of the mattress is recommended but not an ADA requirement* |  |  |
| Bed shaker for waking up with clock?  |  |  |
| Closed caption on the television?  |  |  |
| Adjustable phone volume?  |  |  |
| Phone ringing flasher?  |  |  |
| How many deaf kits are available? Details: |  |
| Can kits be obtained from affiliate hotels?  |  |  |
|  |  |  |
| Is there a telecommunication device available for guests who are deaf?  |  |  |
| Is there a visual fire alarm with strobing lights?  |  |  |
| Do emergency evacuation plans include procedures for guests with disabilities? |  |  |
| Is there a doorbell flasher?  |  |  |
| Are there raised toilet seats and grab bars in the accessible rooms?  |  |  |
| Are light switches and power outlets within reach?  |  |  |
| Are the floors carpeted, laminated or wood? |  |  |
| Can a microwave be provided on request if not already available in the room? |  |  |
| Are bath benches fixed to the wall or do guests have to request them? Details: |  |  |
| How many bath chairs are available? |  |
| # of rooms with roll-in showers:  |  |
| # of rooms with accessible bathtubs |  |
| Do cleaning staff use scented or unscented cleaning products? |  |  |
| Complimentary WIFI?  |  |  |
| Does the hotel have loaner wheelchairs or scooters? If not, do they have a resource: |  |  |
| Are emotional support/comfort animals permitted? |  |  |
| Swimming pool with a pool lift? |  |  |
| Check-out time: |  |
| Arrival Time: |  |

Remember to never sign a contract with a hotel without conducting a site visit first. Ask to look at the different features in the accessible rooms.