



REPUBLIC OF THE PHILIPPINES
CITY GOVERNMENT OF PARAÑAQUE
Cultural, Historical and Tourism Promotions Division
(CHTPD)
CHECKLIST FOR HOTEL INSPECTION
(DE LUXE HOTEL)

Mission Order No. _____
Series of 200_____, Date: _____

DLH NO.: _____

NAME OF HOTEL _____ OWNER/MANAGER _____

BUSINESS ADDRESS: _____ DATE OF INSPECTION _____

TEL/ FAX NOS. _____ E-MAIL ADD. _____ PERSON PRESENT _____

	YES	NO		YES	NO
... BEDROOMS FACILITIES & FURNISHINGS continued.....					
I. FRONT OFFICE RECEPTION			10. Are vents clean?	()	()
A. Is the Guest Relation Office on 24-hour basis?	()	()	Is there a thermostat in the room?	()	()
B. Is Porter service available on a 24-hour basis?	()	()	Is it properly functioning	()	()
C. Is there a duly licensed authorized foreign exchange dealer?	()	()	11. Is room service on a 24-hour basis		
D. Is there a notice of the official rates of foreign exchange?	()	()	(including provisions for snacks and light refreshments)	()	()
E. Do mailing facilities include the sale of stamps and envelopes?	()	()	III. FOOD AND BEVERAGE		
F. Is long distance / overseas telephone available in the establishment?	()	()	A. Does the hotel have any Specify Restaurant?	()	()
II. BEDROOMS FACILITIES AND FURNISHINGS			If more than one, specify		
A. Size			1. Are the furnishing , lighting and carpeting suitable to the restaurant theme?	()	()
Do the quest room inclusive of the bathroom measures not less than 25 squares meters?	()	()	Well-maintained?	()	()
B. Suite			Color and designed coordinated?	()	()
1. Does the hotel have Presidential suite?	()	()	2. Is the restaurant equipped with a service kitchen?	()	()
2. Does the hotel have one (1) suite per 30 guest rooms?	()	()	3. Are kitchen equipment and utensils Well-provided?	()	()
C. Bathrooms			Properly maintained?	()	()
1. Is the bathroom equipped with bathtub and shower?	()	()	4. Is the silverware kept well-plated and polished at all times?	()	()
2. Does the bath room have a 24-hour hot and cold running water?	()	()	5. Is the restaurant cuisine Attractively presented?	()	()
3. Is a telephone extension line provided in the bathroom of each suite?	()	()	Served at proper temperature?	()	()
4. Bathroom supplies:			Clean and sanitary?	()	()
2 bath towels	()	()	B. Bar		
2 face towels	()	()	1. Is it Clean?	()	()
2 wash towels	()	()	Air-conditioned?	()	()
1 bath mat	()	()	Well-maintained	()	()
5. Are there electric outlets	()	()	Well-stocked	()	()
For shavers?			2. Bar Glassware		
Adaptor available upon request?	()	()	Unchipped?	()	()
6. Room Furnishings:			Clean?	()	()
Radio (Relayed or piped-in music)	()	()	Sparkling?		
Television	()	()	3. Does the bartender use a measure to pour drinks?	()	()
Refrigerator / mini bar	()	()	4. Are drinks served in proper glasses?	()	()
Writing Desk	()	()	5. Are checks itemized?	()	()
Coffee Table	()	()	IV. KITCHEN		
Night Table	()	()	A. Is there a dishwashing machine?	()	()
Bed Lamp	()	()	B. Is there hot and cold running water available?	()	()
7. Do the closets have sufficient Hangers of smooth surface	()	()	C. Is the kitchen properly sectionalized into working areas for food preparation?	()	()
Luggage rack space	()	()			
Is lighted?	()	()	Freezers / Refrigerators		
8. Are guestroom floors carpeted?	()	()	1. Is the temperature gauge working properly?	()	()
9. Are the drapes / equivalent (specify) _____	()	()	2. Properly closed?	()	()
Well-tailored	()	()	3. Rubber gaskets in good condition?	()	()
Double curtain	()	()	4. Hinges in order?	()	()
Of appropriate material	()	()			
Easy to pull	()	()			
Clean	()	()			
Not torn	()	()			
Not frayed	()	()			

