



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

Mission Order No. \_\_\_\_\_  
Series of 200\_\_\_\_\_, Date: \_\_\_\_\_

**FCH NO.:** \_\_\_\_\_

NAME OF HOTEL \_\_\_\_\_ OWNER/MANAGER \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_ DATE OF INSPECTION \_\_\_\_\_

TEL/ FAX NOS. \_\_\_\_\_ E-MAIL ADD. \_\_\_\_\_ PERSON PRESENT \_\_\_\_\_

	YES	NO			YES	NO
<b>... BEDROOMS FACILITIES &amp; FURNISHINGS continued....</b>						
<b>I. FRONT OFFICE RECEPTION</b>						
A. Is the Guest Relation Office on 24-hour basis?	( )	( )	9. Is the air-condition unit / radiator in good condition?		( )	( )
B. Is Porter service available on a 24-hour basis?	( )	( )	Are all rooms air-conditioned?		( )	( )
C. Is there a duly licensed authorized foreign exchange dealer?	( )	( )	Is there a thermostat in the room, if centrally airconditioned?		( )	( )
D. Is there a notice of the official rates of foreign exchange?	( )	( )	10. Is room service on a 24-hour basis (including provisions for snacks and light refreshments )		( )	( )
E. Do mailing facilities include the sale of stamps and envelopes?	( )	( )	<b>III. FOOD AND BEVERAGE</b>			
F. Is long distance / overseas telephone available in the establishment?	( )	( )	A. Does the hotel have any Specify Restaurant? If more than one, specify		( )	( )
<b>II. BEDROOMS FACILITIES AND FURNISHINGS</b>						
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 one (1) suite per 40 guest rooms?	( )	( )	2. Are kitchen equipment and utensils Well-provided?		( )	( )
C. Bathrooms			Properly maintained?		( )	( )
1. Is the bathroom equipped with bathtub and shower?	( )	( )	3. 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?	( )	( )	4. Is the restaurant cuisine Attractively presented?		( )	( )
3. Bathroom supplies:			Served at proper temperature?		( )	( )
2 bath towels	( )	( )	Clean and sanitary?		( )	( )
2 face towels	( )	( )	B. Bar			
2 wash towels	( )	( )	1. Is it Clean?		( )	( )
1 bath mat	( )	( )	Air-conditioned?		( )	( )
4. Are there electric outlets For shavers?	( )	( )	Well-maintained		( )	( )
Adaptor available upon request?	( )	( )	Well-stocked		( )	( )
5. Room Furnishings:			2. Bar Glassware Unchipped?		( )	( )
Radio ( Relayed or piped-in music)	( )	( )	Clean?		( )	( )
Television	( )	( )	Sparkling?		( )	( )
Refrigerator / mini bar	( )	( )	3. Does the bartender use a measure to pour drinks?		( )	( )
Writing Desk	( )	( )	4. Are drinks served in proper glasses?		( )	( )
Coffee Table	( )	( )	5. Are checks itemized?		( )	( )
Night Table	( )	( )	<b>IV. KITCHEN</b>			
Bed Lamp	( )	( )	A. Is there hot and cold running water available?		( )	( )
6. Do the closets have sufficient Hangers of smooth surface	( )	( )	B. Is the kitchen properly sectionalized into working areas for food preparation?		( )	( )
Luggage rack space	( )	( )	Freezers / Refrigerators			
Is lighted?	( )	( )	1. Is the temperature gauge working properly?		( )	( )
7. Are guestroom floors carpeted?	( )	( )	2. Properly closed?		( )	( )
8. Are the drapes / equivalent (specify) _____	( )	( )	3. Rubber gaskets in good condition?		( )	( )
Well-tailored	( )	( )	4. Hinges in order?		( )	( )
Double curtain	( )	( )				
Of appropriate material	( )	( )				
Easy to pull	( )	( )				
Clean	( )	( )				
Torn	( )	( )				
Frayed	( )	( )				

