

SUPPLEMENT - HOTEL/MOTEL (4/2002)



Insured				
GENERAL				
1	Number of buildings			
2	If more than one, please provide diagram			
3	Number of stories per building			
4	Number of units per building			
5	Current average room rate			
		Yes	No	Comments
6	Seasonal Operations?			
7	Occupancy Rate of 40% or less at any time? (#room rentals per year/total rooms * 365 days)			
8	Recreational facilities?			
9	Personal service provided?			
10	Are there any long term residents?			
11	Is there a concierge?			
PROPERTY				
1	What type of fire alarm does the building have?			
2	If building is 3 stories or less does each room have a direct means of egress (walkway)?			
3	Are there hard wired smoke detectors or fire alarms in each sleeping unit and in the hallways?			
4	Are there individual cooking facilities in units?			
5	Are there any wood burning fireplaces?			
GENERAL LIABILITY				
1	Emergency lighting provided?			
2	Are exits marked and illuminated?			
3	Do all the elevators return to the ground floor in event of fire?			
4	Do you have an elevator maintenance program?			
5	Are the interior stairways enclosed and separately vented?			

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		Yes	No	Comments
6	Is there a formal evacuation plan that is posted and communicated to staff?			
7	Is there an accident investigation program?			
8	Are there any pools?			
	If yes, are they fenced with self closing and locking gates?			
	If yes, are the depths marked?			
	If yes, are there diving boards or slides?			
9	Do you rent or lease the property to others?			
10	Is there a restaurant on the premises?			
	Is it operated by you?			
11	Do you provide transportation for guests			
12	Do you do any banquets or catering			
	SECURITY			
1	Do all rooms have peepholes?			
2	Do all rooms have deadbolt locks?			
3	Do all sliding doors have secondary locking devices?			
4	Are background and reference checks done on all employees?			
5	Do you have any private security measures in place?			
	Patrols?			
	Employees?			
	Subcontracted?			
	TV Monitors			
6	Are security complaints investigated?			
7	Are parking areas well lighted?			
	KEY CONTROLS			
1	Is there a process in place to identify guests prior to replacing lost keys?			
2	Is there a master key program in place?			
3	What type of keys are utilized?			
4	How often is re-keying performed?			
5	Is the room number and or hotel name listed on the key?			
	COMMENTS			