

ACCOMMODATION

HOTEL CONDITION SURVEY

In order to provide you with the best possible service, we have established a policy of asking party leaders to inspect the hotel at the beginning and the end of your tour. This procedure is an invaluable support to identify any damage to the hotel and who has caused it. We strongly urge you to complete the information required and retain for your records.

Group

Hotel

Upon arrival at the hotel

You should speak to reception and inform them that you are going to conduct a room check to ensure everything is in working order and clean at the start of the stay. We would suggest that you ask one pupil per room to be responsible for inspecting and reporting any problem to you within one hour of checking in. If anything has arisen, you should ask someone from reception to conduct a joint inspection of the rooms in question.

Type	Operational / Satisfied	Comment
Preparation	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Bed Linen	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Cleanliness	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Fixtures	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Bathroom	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Air Conditioning	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
TV	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Lift	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Reception Manager Signature		Party Leader Signature
Date		Time
Date		Time

End of the tour

Unfortunately from time to time we experience wilful or unreported damage. Within our booking conditions it is stated that the persons responsible must cover costs for damage such as this. In order to prove beyond doubt that any damage to the hotel has not been caused by your group you should inspect the rooms at the end of the trip. If the hotel has charged a caution deposit they will be within their rights to retain it if the level of damage / breakage is unacceptable. Both parties must sign below to confirm the condition of the rooms upon departure.

Type	Operational / Satisfied	Comment
Preparation	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Bed Linen	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Cleanliness	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Fixtures	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Bathroom	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Air Conditioning	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
TV	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Lift	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Reception Manager Signature		Party Leader Signature
Date		Time
Date		Time