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.

HOTEL

GROUP

Upon arrival at the You should speak to re order and clean at the s reporting any problem to conduct a joint inspe	ception a start of the to you wi	e stay. We thin one h	would sugge nour of check	est that	you ask	one pupil pe	r room to be	e respons	sible for insp	ecting and
TYPE	OPER	ATIONAL /	SATISFIED	CO	MMENT					
Preparation	Yes E] No E	I N/A □							
Bed Linen	Yes E	J No □	1 N/A □							
Cleanliness	Yes E	I No □	I N/A □							
Fixtures	Yes E	I No □	I N/A □							
Bathroom	Yes D	J No □	I N/A □							
Air Conditioning	Yes D	I No □	I N/A □							
TV	Yes E	I No □	I N/A □							
Lift	Yes D	∃ No ⊑	I N/A □							
RECEPTION MANAGER SIGNATURE					PARTY L	EADER SIGNA	ATURE			
Date		Time			Date			Time		
End of the tour Unfortunately from time	e to time v	we experie	ence wilful or	unrepo	orted dar	nage. Within	our bookin	g conditi	ons it is state	ed that the
persons responsible m has not been caused be deposit they will be with below to confirm the co	oy your g thin their	roup you rights to	should insperetain it if the	ect the level	rooms a	t the end of	the trip. If the	ne hotel l	nas charged	l a cautior

TYPE OPERATIONAL / SATISFIED COMMENT Preparation Yes □ No □ N/A □ No □ Bed Linen N/A □ Yes □ Cleanliness Yes □ No □ N/A □ No □ Fixtures N/A □ Yes □ No □ N/A □ Bathroom Yes □ N/A □ Air Conditioning Yes □ No □ TV No □ N/A □ Yes □ Lift No □ N/A □ Yes □ RECEPTION MANAGER SIGNATURE PARTY LEADER SIGNATURE Time Time Date Date