Date Requested _____ Manager Requested _____

Reason for request of inspection _____

Hotel Name _____ Hotel State _____

Hotel Address _____ Hotel City _____

Hotel Overview & Safety	Poor	Acceptable	Excellent	Comments
General condition of property: Entrance, lobby, hallways, stairways and elevator appear clean and well maintained (does not show signs of wear and tear, such as scuffed walls, worn carpets and no odors)				
Staff (Overall friendliness, promptness of service and professionalism)				
Exterior: parking lot, front entrance and walkways well lit and free of debris or tripping hazards				
Interior: hallways, stairways and elevators well lit and free of tripping hazards				
Fire exits marked, fire extinguishers, smoke alarms and sprinklers available				
Hotel security: (Key required to enter after hours, entry to room is accessed through hallway not exterior direct entry)				

Room/Bathroom	Poor	Acceptable	Excellent	Comments
Overall cleanliness of room (no signs of wear and tear, such as scuffed walls, worn carpets, holes in fabric and furniture is in good condition and no odors)				
Comfort of bed (firmness consistent through entire mattress and free of holes)				
Noise level (do not hear any extreme noise while in room)				
Air temperature control can be adjusted and is working properly				
Room darkening provided by curtains and no light coming through door is adequate for rest.				
Shower, sink, bathroom fan and toilet (all working properly and appear to have good water pressure, clean with no debris and caulking around shower surround is sufficient)				
No evidence of mold on walls, ceilings, floor or shower in either room or bathroom				
Ability to deadbolt door				

Room amenities are available:	Yes	No		Yes	No		Yes	No
Coffee maker & coffee packets			Refrigerator			Alarm Clock		
Bath towels & toiletries available			Internet access			Hair dryer		
Workspace (desk) and chair			Iron/ironing board			Lamps		
Closet space with hangers			Comfortable place to sit			TV		
Notes:								

Food/ Location	Poor	Acceptable	Excellent	Comments
Accessibility (on site or within a one mile walking distance or in accordance with agreement)				
24 Hour options available				
Conditions of the surrounding area (lighting and sidewalks available to walk to nearest food facility)				
Hotel distance from yard is acceptable				
If available, hotel transportation (cleanliness and overall appearance of van conditions)				

Other Hotel Amenities	Poor	Acceptable	Excellent	Comments
Overall fitness center: (Variety and quality of equipment available, accessibility of fitness center and cleanliness of area)				
If available, crew room/locker room (Overall appearance and cleanliness)				

Final Conclusion	Yes	No	Comments
Hotel is approved for use			
Did you stay at the hotel?			

If hotel is being declined for use, please take pictures to substantiate the reasons the hotel is being declined as a valid option. Additional notes may be attached if needed.

Date Inspected _____ Room Number Inspected _____

Inspected by Chairman Name _____ Chairman EID _____

Chairman Phone Number _____ Chairman Email _____

Representing Crew District (ie. Houston to Hearne) _____

Union representing (check appropriate box) BLE☐ UTU☐

Additional Notes: