

| Hotel Suite Checklist | | | |
|--|----------------------------|-------------------|------------------|
| Item & Location | Recommended Quantity | Available in Unit | Confirmed by DOT |
| <i>KITCHENETTE (if applicable)</i> | | | |
| <i>Appliance</i> | | | |
| Refrigerator (or mini refrigerator) | 1 | | |
| Stove | 1 (Optional) | | |
| Microwave | 1 | | |
| Microwave food cover | 1 | | |
| Toaster | 1 | | |
| Blender | 1 | | |
| Waffle Maker | 1 (Optional) | | |
| Blender | 1 | | |
| Mixer, hand held | 1(optional) | | |
| Juicer | 1 (Optional) | | |
| Trash can | 1 | | |
| <i>Bake ware/ mixing bowls/serving</i> | | | |
| Bowls | 1 small, 1 medium, 1 large | | |
| Platters | 1 small, 1 medium, 1 large | | |
| Salad bowls | 1 large serving | | |
| Soup Bowls | 1 large serving | | |
| Serving Spoon/Fork | 2 each | | |
| Trays | 4 | | |
| <i>Cookware such as:</i> | | | |
| Steamer, vegetable | 1 | | |
| <i>Cutlery</i> | | | |
| Chef's Knife | 1 | | |
| Chopper | 1 | | |
| Cutting board | 2 | | |
| Kitchen Shears/Scissors | 1 | | |
| Paring knife | 2 | | |
| Sharpening steel | 1 | | |
| Steak knives | 6 | | |
| Bread knife | 6 | | |
| Carving knife | 2 | | |
| Knife block or rack | 1 | | |
| <i>Dinnerware</i> | | | |
| Salad bowls | 6 | | |
| Soup Bowls | 6 | | |
| Dinner plate | 6 | | |

| | | | |
|--|--------------|--|--|
| Saucer | 6 | | |
| Desert plate | 6 | | |
| <i>Utensils</i> | | | |
| Barbeque tools | 1 set | | |
| Bottle opener | 1 | | |
| Can opener | 1 | | |
| Collander | 1 | | |
| Fork, cooking/serving | 1 | | |
| Grater, multi purpose | 1 | | |
| Ice cream scoop | 1 | | |
| Ladle | 1 | | |
| Measuring cups, liquid | 1 set | | |
| Measuring cups, dry | 1 set | | |
| Measuring spoons | 1 set | | |
| Salt & pepper shakers | 1 pair | | |
| Spatula, hard | 1 | | |
| Spatula, soft | 1 | | |
| Spoons, cooking | 1 set | | |
| Strainers | 1 | | |
| Tongs | 2 | | |
| Turners | 1 | | |
| Meat pounder | 1 | | |
| Scale | 1 | | |
| Timer | 1 (Optional) | | |
| Whisk | 1 | | |
| <i>Linens</i> | | | |
| Pot holders | 2 | | |
| Dish cloth | 4 | | |
| Dish towels | 4 | | |
| Aprons | 1 (optional) | | |
| <i>Coffee & Tea</i> | | | |
| Coffee maker | 1 | | |
| Mugs | 6 | | |
| Water kettle | 1 | | |
| Tea cups | 6 | | |
| DINING | | | |
| Table and chairs & or bar stools/counter | 2 to 4 | | |
| Proper lighting | | | |
| LIVING ROOM | | | |
| Sofa set | | | |
| Center table | | | |
| Television | | | |

| | | | |
|--|---|--|--|
| Side tables | | | |
| Lamp - Reading | 1 | | |
| Lamp - Standing | 1 | | |
| Drapes/blinds | | | |
| BEDROOM | | | |
| Mattress | | | |
| Box spring | | | |
| Pillows X 2 | | | |
| Sheets X 2 | | | |
| Pillow cases X 2 | | | |
| Bedsread / comforter | | | |
| Dresser with mirror | | | |
| Side table | | | |
| Lamp | | | |
| Drapes/blinds | | | |
| Telephone (one per room) | | | |
| <i>Optional</i> | | | |
| Bed ruffles | | | |
| Pillow protectors | | | |
| Mattress covers | | | |
| Extra pillows | | | |
| Blanket | | | |
| BATHROOM | | | |
| Toilet | 1 | | |
| Basin/cabinet | 1 | | |
| Shower curtain | 1 | | |
| Liner | 1 | | |
| Bathtub/shower | 1 | | |
| Towel rack | 2 | | |
| Towel set (face cloth, hand towel, bath towel) | 6 | | |
| Toilet paper holder | 1 | | |
| Soap dish | 2 | | |
| Light | 1 | | |
| PATIO (if applicable) | | | |
| Table | | | |
| Chairs | | | |
| Light | | | |
| Railings (if second floor or higher) | | | |
| BEDROOM STOCK | | | |
| Two bedrooms | | | |
| Sheet sets | 2 | | |
| Bedsreads | 2 | | |

| | | | |
|---|-----------------|----------------|-----------------------------|
| Pillows | 4 | | |
| EXTERIOR OF BUILDING | | | |
| Walls must be painted | | | |
| Box eves must be clean and painted | | | |
| Windows must be clean and in working order | | | |
| Doors must be clean and in working order | | | |
| Frames must be well maintained | | | |
| Roof must be clean and maintained | | | |
| Walkways must be free of debris and well maintained | | | |
| GROUNDS | | | |
| | Required | Visible | Confirmed by DOT |
| Property Signage | | | |
| Lighting | | | |
| Landscape | Area maintained | | |
| Garbage area | Area maintained | | |
| <i>Parking</i> | | | |
| Spots Available | 1 per unit | | |
| Lighting | 1 every 4 spots | | |