

Pre-Site Visit Property Questionnaire

Organization Contact:

Charity Hope

Vera Institute of Justice, Center on Victimization & Safety

233 Broadway, Fl 12

New York, NY 10279

chope@vera.org

Name of Property:

Location:

General Hotel Information

Hotel check-in time: _____

Hotel check-out time: _____

Is hotel accessible via public transportation? Y N

Does hotel provide airport shuttle? Y N

If yes, is it accessible to people with disabilities? Y N

Is there a bellman/doorman available in the lobby? Y N

Guestroom Information

Number of standard guestrooms _____

Kings: _____

Doubles: _____

Suites: _____

Connectors: _____

Guestroom Information (cont'd)

Size (sq ft) of standard guest room _____

Amenities in rooms (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> - Shampoos, lotions | <input type="checkbox"/> - Clock/radio |
| <input type="checkbox"/> - Robes | <input type="checkbox"/> - TVs |
| <input type="checkbox"/> - In-room safe | <input type="checkbox"/> - Movie access charge |
| <input type="checkbox"/> - Hairdryer | <input type="checkbox"/> - Air conditioning |
| <input type="checkbox"/> - Iron/Ironing Board | <input type="checkbox"/> - Coffee machine |

Please list designated smoking floors: _____

Have the bed packages been replaced in the last year?

- Y N

If not, how many years has it been since they were replaced? _____ -
_____ years.

Are the guestrooms scheduled for a remodel before the date of event?

- Y N

ADA Compliant Guestrooms

**ADA-compliant rooms include lowered peepholes, closet racks, and accessible bathroom features (including grab bars on walls).*

**Deaf accessible rooms usually include flashing lights, fire alarm and door knocker, vibrating alarm clock, captioning on TVs, and a TTY/TDD set up in the guest room.*

How many total ADA rooms does the property have? _____

Of the total ADA rooms:

How many have roll-in showers? _____

How many of these have double beds? _____

King beds? _____

Are shower seats affixed to the walls in the roll-in shower room? Y N

Of the total ADA rooms:

How many have tubs? _____

How many of these have double beds? _____

King beds? _____

Have the bed packages in the ADA rooms been replaced in the last year?

Y N

Are tub seats always available in ADA tub rooms? Y N

How many additional shower/tub seats does housekeeping have on site?

In all ADA rooms, are the toilets between 17-19 inches from the floor to the top of the seat? Y N

Deaf Accessible Rooms

Does the hotel have rooms SPECIFICALLY adapted to accommodate persons that are Deaf or hard-of-hearing?

If yes, how many? _____

How many of these have double beds? _____

How many of these have king beds? _____

If no, are you able to install kits in standard guestrooms that make them accessible to guests that are Deaf?

If yes, how many kits do you have on property? _____

If need be, could you obtain additional kits from other properties?

Y N

Accessible Meeting Space

For larger meetings and conferences, we will require 30% more space than the standard size according to the attendees involved with the meeting or conference. Please keep this in mind when answering the following questions.

Number of meeting rooms: _____

Average breakout room size: _____

Largest conference room size: _____

Smallest conference room size: _____

Is the majority of your meeting space on one floor? Y N

If no, explain:

If the meeting space is on multiple levels, are all meeting levels easily accessible by persons that utilize wheelchairs? For example, are there accessible elevators that go to all meeting floors? Y N

Are there accessible restrooms near the meeting space? Y N

Is there an ADA compliant ramp (for stage) on property? Y N

Does the ADA compliant ramp have railings? Y N

Please describe the ramp below?

Other Access Features

