

Date:



Hotel Name:

General Manager Name:

QA Trainer Name:

RESERVATION CALL [See Section #107.4 in R&R]	Brand-17 PTS (Pass or Fail)	Comments
Answer calls within three rings and offer an appropriate greeting. "Thank you for calling the [Hotel Name of City/State], this is [Your Name], how may I help you?"		
Employee spoke in a clear, positive tone; guest did not have to repeat themselves.		
Value before price.		
Employee tried to upsell based on the initial information given.		
Employee asked to make the reservation.		
Employee asked for the guest's email address. (EX: What email address may I send your confirmation letter to?)		
Employee used guest's name at least once during this process.		
Employee confirmed the reservation details including the number of nights and rate.		
Employee listened well to guest and was knowledgeable about rates, room types, hotel amenities, and other hotel information. The Cobblestone Rewards Program must be offered.		
Total		

General Standards



CHECK IN [See Section #107.5 in R&R]	Brand-21 PTS (Pass or Fail)	Comments
Welcome the Guest to the hotel.		
All employees must acknowledge a guest upon entry either with a smile if at a distance or verbally at check-in.		
Use the guest's name at least once during check-in.		
A Photo ID must be requested during check-in.		
Confirm length of stay, assigned room type, and rate-indicated in writing only.		
Confirm method of payment. It is required to physically swipe or insert the credit card at check in.		
If a guest is not a Cobblestone Rewards Member, ask if they are interested in becoming one.		
Inform each guest about the Hot Breakfast, and communicate the direction of all amenities.		
Room numbers and rates are indicated in writing only, and must not be stated aloud.		
Provide directions to the room, still not stating the room number aloud.		
Hotel employees should know a great deal about the hotel and local area and serve as a great resource for the guest.		
The logo brand approved key card envelope must be used. Should the key card not be the logo key card, a generic key card may be used in its place.		
A Welcome call must be placed to each registered guest. A property representative must call each guest within 30 minutes of check-in to insure complete guest satisfaction.		
Total		
CHECK OUT [See Section #107.5 in R&R]	Brand- 10PTS (Pass or Fail)	Comments
Greet the Guest		
The check-out time must not be earlier than 11:00 a.m.		
Inquire about the guest's stay and quality of service.		
Confirm method of payment.		
Offer to make any future reservations for the guest.		
Sincerely thank the guest for choosing [Hotel Name].		
Total		

General Standards



GENERAL OPERATIONS [See Sections #103 - #106 in R&R]	Brand- 468 PTS (Pass or Fail)	Comments
Each Cobblestone property must honor the following credit cards: American Express, Discover, MasterCard, and Visa. Cash shall be accepted as a method of payment at check out, it is per the Franchisee's policy whether or not an excess deposit be taken, should the guest not have cards for the incidentals.		
While on duty, no employee shall chew gum, drink, or eat in view of guests.		
Employees are not permitted to smoke anywhere in guest contact areas.		
All management personnel must wear professional business attire with a Cobblestone Hotels, LLC logo'd nametag. (Cannot be handwritten)		
All Front Desk employees must wear Cobblestone Hotels approved uniforms, Option A or Option B only. All employees must wear a Cobblestone Hotels, LLC logo'd nametag. (Cannot be handwritten)		
All Housekeepers/Maintenance must wear Cobblestone Hotels approved uniform, All employees must wear a Cobblestone Hotels, LLC logo'd nametag. (Cannot be handwritten)		
All Breakfast employees must wear Cobblestone Hotels approved uniform, All employees must wear a Cobblestone Hotels, LLC logo'd nametag. (Cannot be handwritten)		
All other employees must wear Cobblestone Hotels approved uniform for their specific department, All employees must wear a Cobblestone Hotels, LLC logo'd nametag. (Cannot be handwritten)		
All interior signage must be brand-approved design.		
Property participates in the TACS program.		
Hotel is 100% Smoke-Free.		
Odor Control		
PIP Completion (if applicable)		
All YTD C-Numbers have been submitted.		
The property's initial Brand Training (C.A.R.E. Training) must be completed no earlier than one hundred and twenty (120) days prior to the properties opening, and no later than one hundred and twenty (120) days after the property's opening. Any replacement general manager must complete orientation within one hundred and twenty (120) days after he/she assumes the position. C.A.R.E. Training certificate must be accessible on property. Recommended to store with waivers.		
Total		

General Standards



Cobblestone Reputation [See Section #106.1 in R&R]	Brand- 250 PTS (Pass or Fail)	Comments
Reputation Portal score 4.2 or higher (Lifetime score)		
Survey Submittals (Quantity & Time of Submittal)		
90% Review Rate (Last 365)		
Customer Care [Section 105.12]		
Hotel is 100% Smoke-Free.		
Total		

CERTIFICATIONS AS APPLICABLE TO PROPERTY (NOT GRADED)		Comments
Pool Certification (CPO)		
Food Safety Certification		
Bartending Certification		
Total		

Overall General Standards Commentary:
<div style="border: 1px solid black; height: 200px; width: 100%;"></div>

Public Space



APPROACH & EXTERIOR [See Section #106 - #108 in R&R]	Cleanliness 36 PTS (Pass or Fail)	Condition 20 PTS (Pass or Fail)	Brand 8 PTS (Pass or Fail)	Comments
Directional/Monument Signage/Building Signage				
Exterior Signage - Vacancy, No Vacancy, nor room rate notification signs are not permitted.				
Exterior Signage - Any reader boards must be installed underneath the Cobblestone exterior sign.				
Parking Area				
Curbing				
Lighting/Light Fixtures				
Landscaped Areas/Grounds Upkeep				
Walkways/Sidewalks				
Building Façade/Roof				
Porte Cochere/Canopies				
Windows/Doors				
A designated outdoor smoking area must be provided at the hotel 24 hours per day, 365 days per year. The area must meet the following specifications: Located a minimum of 25 feet away from each entrance and must contain one ash receptacle and garbage receptacle per entrance/exit.				
Hotel Vehicles				
Trash Enclosures				
Miscellaneous				
Total				

PATIO / MISCELLANEOUS AREA [See Section #108.6 in R&R]	Cleanliness 8 PTS (Pass or Fail)	Condition 8 PTS (Pass or Fail)	Brand 3 PTS (Pass or Fail)	Comments
A fenced in area is not required; however, the patio entrance door must be accessible by guest keycard only. (Exception: patio is connected to the Cobblestone Lounge or pool)				
Outdoor furniture must be provided (to include: chairs, tables, and umbrella)				
A cigarette disposal unit and garbage receptacle is required.				
Walls/Doors/Windows				
Ceiling/HVAC/Vents				
Floor				
Lighting/Light Fixtures				
Equipment/Miscellaneous				
Total				

Public Space



LOBBY & FRONT DESK [See Section #107 - #108 in R&R]	Cleanliness 40 PTS (Pass or Fail)	Condition 40 PTS (Pass or Fail)	Brand 74 PTS (Pass or Fail)	Comments
The Franchisee shall post in the lobby, in a conspicuous location visible from the front desk, a plaque which states "This hotel is owned by (name) and operated by (name)."				
A neat, professional appearance is required at the Front Desk and wall area. Notes, work schedules, telephone lists, restaurant menus, rates, and other similar items should not be attached via tape.				
The Cobblestone Approved Breakfast sign stating the hours of operation must be displayed near the front desk.				
To ensure optimal service coverage at all times, a uniformed guest services associate must staff the Front Desk twenty-four (24) hours a day. Front office personnel must be proficient in English and the predominant language of the jurisdiction in which the hotel is located.				
Luggage carts must be conveniently located near the desk, and available for guest use. 1/3 Floors				
All properties by Cobblestone are 100% Smoke Free. Smoking accessories are not permitted anywhere within the hotel (ashtrays, cigarette receptacles, etc.). All interior areas are to be deemed as "nonsmoking". This includes but is not limited to: all public space, food and beverage outlets, back of house, and office area.				
It is required the television behind the front desk displays the current slide show, displaying property specific information.				
Professional prepared signage must be fully visible at front desk indicating that the property is completely non-smoking.				
All entrance and exit doors to the property must have professionally prepared signage indicating property is completely non-smoking; this sign must come from a Cobblestone approved vendor				
A minimum of one (1) Cobblestone logo'd rug is required to be in the vestibule of the hotel. It is required to have a rug at all entries, however a logo is not required. It is acceptable to have a rug or a runner at the front desk, however no logo is permitted. All rugs are to be either solid navy blue or black in color. All logoed rugs are to be purchased through a Cobblestone Hotels approved vendor				
A cleaning fee may be assessed at the hotel's discretion to any guest who smokes in the guestroom if: At check-in, the guest must be asked to initial the registration card acknowledging awareness of the 100% Smoke Free Policy. The fee is added to the guest's bill.				
Hotel Décor & Design: Décor or artwork must be brand approved, tasteful, and free from obstructing areas of service, pathways, or spaces with heavy foot traffic. Décor or artwork must not represent anything contradictory, trademarked, political, offensive, nor express any religious affiliation. Décor must match original hotel design package unless otherwise approved by the brand. No seasonal décor is allowed on or behind the check in counter / front desk. Seasonal décor is not permitted in guestrooms, entry or guestroom doors, hallways, windows, or certain public spaces. Public spaces approved for seasonal décor include the hotel lobby, meeting room(s), and breakfast area.				
Furniture and artwork placed in lobby must align with the initial design concept approved by Cobblestone Hotels and may not be removed for placement in another area of the hotel or in a guestroom.				

Public Space



LOBBY & FRONT DESK [See Section #107 - #108 in R&R] (continued)	Cleanliness 40 PTS (Pass or Fail)	Condition 40 PTS (Pass or Fail)	Brand 74 PTS (Pass or Fail)	Comments
Public Televisions: All public televisions are to be muted, unless otherwise requested by a present guest with closed captions on, and playing a news broadcast or weather channel station.				
No Cobblestone property shall levy any charge to guest for making local calls. This includes any daily charge, per call charge, or per time unit charge. There shall be no access charge for making long distance calls, whether direct dialed, operator assisted or toll free.				
Phone Lines - A dedicated phone line must be reserved for the following: FAX, Main Line, etc.				
Complimentary wireless access must be provided in all guestrooms, meeting space, and public areas. Wired connections may be provided in addition to the required wireless access. When wired connections are provided, the physical connection must be plainly visible on the desk top with Ethernet cables available at the front desk.				
Terms of Service - The HSIA system must be configured to present the guest with a Start-Up Page that shows the properties information. If the hotel uses its own start page, it may not reference any non-Cobblestone brand hotels.				
Vending machines dispensing items such as soft drinks, snacks, cigarettes, and newspapers not present on the first floor.				
All Cobblestone properties are required to offer at least one regular and one decaf blend of the approved coffees required for breakfast, as well as hot tea 24 hours a day. The coffees and hot water for tea must be served in approved Cobblestone Hotels, LLC air pots, and located in the breakfast area, on a display rack. The coffee must be freshly brewed and offered with the same condiments and cups stipulated for the breakfast program. The coffee must not be kept more than three hours after brewing.				
Each property is required to prominently display all approved Cobblestone Hotels, LLC promotional materials in full view of arriving and departing guests. These materials include approved marketing materials at the check-in counter such as the Front Desk counter mat, table tents, etc. Each property is required to maintain the display stand and all materials in good condition, free of damage, and excessive wear. Cobblestone Hotels, LLC will supply all properties with approved promotional materials at Cobblestone Hotels, LLC expense.				
Hotels are required to keep and display the current Hotel Directory in the registration area. It is a requirement for all Cobblestone Hotels, LLC to display the literature associated with Cobblestone Rewards frequent stayer program at the check-in counter. This is currently found in the Cobblestone Hotels property directory brochure. (Date must be most recent edition)				
Forgotten Items: The property is required to stock distressed traveler items at the front desk consisting of the items below free of charge: razor, shaving cream, toothpaste, toothbrush, and comb.				
Keycard and registration racks are NOT to be visible to guests.				
All employee rooms must be locked and a key to enter is required.				
A list of local emergency telephone number is to be maintained at the front desk.				

Public Space



LOBBY & FRONT DESK [See Section #107 - #108 in R&R] (continued)	Cleanliness 40 PTS (Pass or Fail)	Condition 40 PTS (Pass or Fail)	Brand 74 PTS (Pass or Fail)	Comments
A free wake-up call service must be provided.				
A Lost and Found logbook at the front desk at all hours.				
A Welcome Call log must be kept at the front desk at all hours.				
Front Desk Settings: see section 107.3 on acceptable and prohibited items				
Walls/Doors/Service Doors				
Ceiling/HVAC/Vents				
Lighting/Light Fixtures				
Floor				
Window/Window Treatments				
Signage				
Odor/Miscellaneous				
Total				

BUSINESS CENTER [See Section #108.12 in R&R]	Cleanliness 8 PTS (Pass or Fail)	Condition 9 PTS (Pass or Fail)	Brand 8 PTS (Pass or Fail)	Comments
A business center is required				
The Business Center must be furnished with one (1) computer (CPU, monitor, keyboard, mouse) with internet access.				
One (1) brand approved 8 qt. waste basket				
The Business Center must be furnished with one (1) printer and ergonomic chair.				
Walls/Doors/Windows				
Ceiling/HVAC/Vents				
Lighting/Light Fixtures				
Floor				
Signage				
Miscellaneous				
Total				

Public Space



COBBLESTONE MARKETPLACE [See Section #108.9 in R&R]	Cleanliness 20 PTS (Pass or Fail)	Condition 9 PTS (Pass or Fail)	Brand 56 PTS (Pass or Fail)	Comments
One Cobblestone Marketplace is required at Cobblestone Hotel/Inn/Suites locations.				
One shelving unit displaying snacks is required				
The Cobblestone Marketplace shall be open twenty-four (24) hours a day and be accessible from the front desk.				
The Cobblestone Marketplace must be well stocked				
Prices must be listed on the Cobblestone approved pricing sign				
Required Equipment (one of each): commercial freezer with glass display door, commercial refrigerator with glass display door, and a pizza oven.				
Non Candy Items (min. of 3 types): Cookies, granola bars, other sweet treats.				
Candy Items (min. of 3 types): Chocolate bars, mints, hard candies, gummy candies, chewing gum.				
Salty/Savory Items (min of 3 types): Potato chips, popcorn, nuts, trail mix.				
Essential Items (one of each required): Pain reliever, cold/flu medication, antacid reliever, contact lens cleansing solution, contact lens case, laundry detergent, dryer sheets, eye drop product, deodorant, and hairspray.				
Beverage Items: Four Soda Varieties required (carbonated beverages) - one being diet, bottled water, two juice varieties required - one being 100% juice, two specialty drink varieties (energy drinks, coffee drinks, ice teas, sports drink, etc.).				
Frozen Items: two frozen meal varieties, two frozen ice cream varieties, two frozen pizza varieties.				
Walls/Ceiling/HVAC/Vents/Lighting Fixtures				
Floor				
Miscellaneous				
Total				

Public Space



BREAKFAST PROGRAM [See Section #105.9 in R&R]	Cleanliness 4 PTS (Pass or Fail)	Condition 13 PTS (Pass or Fail)	Brand 52 PTS (Pass or Fail)	Comments
Breakfast Display: The following items are required, non-approved displays are prohibited: (1) countertop refrigerator, (2) Butter/cream cheese (in fridge) tray, (1) Toaster, (1) 3-Shelf Display Case, (2) Melamine Crocks, Serving utensils, (3) 3-Tier Basket Display, (1) Silver Wire Napkin/Plate/Silverware Stand, (1) Stainless Steel Chafer with Electric Heater (MAINSTREET LOCATIONS ARE REQUIRED TO HAVE TWO CHAFERS), (1) Divided Pan Set, (1) of each: tong, slotted serving spoon, tong rest, (1) cup organizer, (1) mini waste can, (1) bulk cereal dispenser (unless individual portion bowls are utilized), (1) 3-Tier Bowl stand, (1) Wire Bowl Organizer, and Coffee Display (see Seattle's Best or Starbucks coffee program).				
A minimum of one (1) brand approved trash can is required in close proximity to the breakfast buffet. All trash cans provided in the breakfast area must be close covered or capped.				
A minimum of two different cold cereals: one of which must be child friendly.				
Instant Oatmeal				
Hot, self-served Belgium Waffles				
Minimum of two varieties, one of which must include 100% orange juice. Acceptable juice varieties: apple, grape, cranberry, or grapefruit.				
White Milk (2% or Fat-Free)				
3 Types of Fresh Fruit				
Yogurt				
Pastries & Non-Sweet Breads				
Cobblestones One (1) of the following is a daily requirement. Hot egg item cannot contain meat. ▪ Scrambled (with or without cheese) ▪ Fried/Grilled Patty ▪ Cheese Omelet ▪ Western Omelet ▪ Egg Frittata				
Cobblestones One (1) of the following is a daily requirement. All items must be presented individually, and cannot be contained in another food item. ▪ Sausage Link ▪ Sausage Patty ▪ Bacon Slices ▪ Canadian Bacon ▪ Ham Patty ▪ Sausage Gravy (served with biscuits) ▪ Kielbasa				
The following condiments are required: ▪ Sugar (factory sealed portion control packets) ▪ Artificial Sweetener (factory sealed portion control packets) ▪ Butter, Margarine, or Spread (factory sealed portion control packets) ▪ Creamers or Non-Dairy Creamer (factory sealed portion control packets) ▪ Jelly/Jam (factory sealed portion control packets) ▪ Syrup ▪ Cream Cheese (factory sealed portion control packets) ▪ Salt & Pepper (factory sealed portion control packets) ▪ Ketchup (factory sealed portion control packets) ▪ Honey (factory sealed portion control packets) ▪ Hot Sauce (factory sealed portion control packets) ▪ Peanut Butter (factory sealed portion control packets) ▪ Juice cups (8oz) ▪ Dinner Napkins ▪ Disposable Forks, Knives, and Spoons ▪ Disposable Plates (9in, medium weight) ▪ Beverage Stirrers				

Public Space



BREAKFAST PROGRAM [See Section #105.9 in R&R]	Cleanliness 4 PTS (Pass or Fail)	Condition 13 PTS (Pass or Fail)	Brand 52 PTS (Pass or Fail)	Comments
MAINSTREET One (1) of the following is a daily requirement. Hot potato item cannot be mixed with other items. • Tater-tots • Breakfast Potatoes • Hash Browns				
MAINSTREET One (1) of the following is required daily • Breakfast Burrito • French Toast/French Toast Sticks • Breakfast Sandwiches • Egg Bites • Kodiak Protein Products • Breakfast Quiche • Skillet Mix				
Boarders - The following condiments are required: ▪ Sugar (factory sealed portion control packets) ▪ Artificial Sweetener (factory sealed portion control packets) ▪ Butter, Margarine, or Spread (factory sealed portion control packets) ▪ Creamers or Non-Dairy Creamer (factory sealed portion control packets) ▪ Jelly/Jam (factory sealed portion control packets) ▪ Syrup ▪ Cream Cheese (factory sealed portion control packets) ▪ Salt & Pepper (factory sealed portion control packets) ▪ Ketchup (factory sealed portion control packets) ▪ Honey (factory sealed portion control packets) ▪ Hot Sauce (factory sealed portion control packets) ▪ Peanut Butter (factory sealed portion control packets) ▪ Juice cups (8oz) ▪ Dinner Napkins ▪ Disposable Forks, Knives, and Spoons ▪ Disposable Plates (9in, medium weight) ▪ Beverage Stirrers				
Total				
BREAKFAST ROOM [See Section #105.9 in R&R]	Cleanliness 14 PTS (Pass or Fail)	Condition 14 PTS (Pass or Fail)	Brand 10 PTS (Pass or Fail)	Comments
Breakfast must be available to all hotel guests at no charge for three (3) continuous hours, starting no later than 7:00 A.M., on a daily basis. (Recommendation: M-F 6AM-9AM, S-S 7AM-10AM). All mentioned options, required and optional, must be available for self-service.				
An adequate supply of all menu items and paper goods must be provided at all times. The staff person(s) must actively check inventory levels of all items on the buffet and replenish them as needed; greet guests and offer assistance to guests; clean tables, chairs, and buffet counter, and empty trash.				
The breakfast area should be located in the lobby/bar/lounge area and conveniently located for guest access.				
A hand sink must be provided in the pantry/prep area.				
One seat per 4 guest rooms is required, not including the lobby or bar seating. One table per four chairs must be provided.				
Furnishings should be high quality and resistant to stain and burns. Chairs must be part of hotels design and have fabric upholstery and metal or wooden finish.				
Each property should make seating provisions available for guests traveling with children. At least one high chair must be provided.				
The breakfast must be presented on a permanent counter or cabinet.				
Walls/Doors/Windows				
Ceiling/Lighting/Vents				
Floor				
Tables & Chairs				
Serving Area				
Signage				
Total				

Public Space



COFFEE PROGRAM [See Section #105.4 in R&R for your property type requirements]	Cleanliness 1 PTS (Pass or Fail)	Condition 1 PTS (Pass or Fail)	Brand 18 PTS (Pass or Fail)	Comments
The approved coffee display package must be purchased directly through Nestle Products and include: e. Plexi Syrup Dispenser (4 hole) g. One Tea Display Rack (2 or 3 tier) h. Three-Hole Cup & Lid Organizer i. Three-Tier Silver Satin Condiment Basket j. Mini Crock for Stir Sticks, Mini Trash Can, & White Beverage Napkins k. Cup Sleeve Rack Optional				
The approved coffee display package must be purchased directly through Nestle Products and include: a. Three Branded Airpots (2.2 L) b. Airpot Decals • One Regular Blend Decal • One Decaf Blend Decal • One Hot Water Decal c. Three-Hole Airpot Display Rack d. One Airpot Rack Decal (to be placed on lower front of airpot display rack) e. Back Display Panel (1-3 pieces) f. Additional Marketing Signage not otherwise listed must be brand approved. g. Locations offering Starbucks Coffee must also display the wall flag				
Coffee must be available for self-service, and include: Seattle's Best Portside Regular Blend Coffee, Seattle's Best Portside Decaf Blend Coffee, and Hot Water. After breakfast, coffee must remain available and fresh on a station nearest the front desk.				
Three of the following Fontana syrups must be available for self-service: Vanilla, Raspberry, Caramel, Cinnamon, Peppermint, (1) One seasonal flavor recommended. In addition, one of the following Fontana syrups must be available for self-service: Sugar Free Caramel or Sugar Free Vanilla.				
Regular Sugar Packets				
Sugar Substitute				
Liquid Creamer Packets				
Wooden Stir Sticks				
Seattle's Best 12 oz. insulated hot coffee cups with fitted lids.				
Teavana Chamomile Tea Bag (individually wrapped) and Teavana Earl Grey Tea Bag (individually wrapped).				
Hot Chocolate (individually wrapped).				
Total				

Public Space



LOBBY BAR [See Section #108.7 in R&R]	Cleanliness 11 PTS (Pass or Fail)	Condition 11 PTS (Pass or Fail)	Brand 33 PTS (Pass or Fail)	Comments
A minimum of a beer and wine bar is required. It can be combined with the breakfast area.				
The beer and wine bar is to be open from a minimum of 4:30 P.M. - 11:30 P.M. daily				
There must be enough seating to accommodate 25% of guestrooms. This can include breakfast seating.				
Prices must be posted on a professionally prepared menu or sign.				
License(s) must be clearly posted				
Should it be decided this property is a full bar (liquor, beer, and wine) the liquor must be displayed on an approved 2 tier liquor shelf.				
Disposable glassware is acceptable; however, they must be clear in color.				
Neon signs such as "Open" or neon advertising signs are prohibited. Pool tables, gambling machines, darts, shuffleboard, etc. are prohibited.				
Walls/Doors				
Windows				
Ceiling/HVAC/Vents/Lighting/Light Fixtures				
Floor				
Equipment				
Odor/Miscellaneous/Signage				
Total				

Public Space



COBBLESTONE LOUNGE [See Section #108.8 in R&R]	Cleanliness 18 PTS (Pass or Fail)	Condition 11 PTS (Pass or Fail)	Brand 33 PTS (Pass or Fail)	Comments
The location must be separate from the lobby.				
The lounge is required to be open from a minimum of 4:30 P.M. - 11:30 P.M. daily.				
The walls must be painted in the Cobblestone approved color, with no wallpaper, and meet the Cobblestone Lounge design specification.				
One stone accent wall is required behind the bar.				
Prices must be posted on a professionally prepared menu or sign.				
There must be a mixture of seating to included: one couch (exception Main Street), two lounge chairs (exception Main Street), a mixture of high top and low top tables with chairs/bar stools (four dining chairs per low table, two barstools per high table). Bar stools should be around the bar.				
A separate POS workstation is required behind the bar.				
Liquor must be displayed on approved liquor shelving.				
A minimum of two (2) 40" flat panel televisions must be located throughout the lounge; mounted on the wall: behind the bar and one other location.				
Food must be served in the lounge with professionally created approved menu containing a minimum of 3 food items.				
Any music played in the lounge must be through a negotiated provider - smooth jazz or classical.				
Neon signs such as "Open" or neon advertising signs are prohibited. Pool tables, gambling machines, darts, shuffleboard, etc. are prohibited.				
A separate Prep room is required.				
Walls/Doors				
Windows				
Ceiling/HVAC/Vents				
Floor				
Lighting/Light Fixtures				
Equipment				
Linens				
Glassware				
Odor/Miscellaneous/Storage				
Total				

Public Space



PUBLIC RESTROOM [See Section #108.3 in R&R]	Cleanliness 13 PTS (Pass or Fail)	Condition 13 PTS (Pass or Fail)	Brand 7 PTS (Pass or Fail)	Comments
A public area restroom is required.				
Toilet Tissue - A single roll toilet tissue dispenser or equivalent must be provided. An adequate supply of toilet tissue must be maintained at all times.				
Hand Soap - Liquid soap dispensers, convenient to all basins are required. An adequate supply of soap must be maintained at all times.				
Hand Drying-Towel Dispensers - paper towel dispensers or electric hand drying devices, and waste unit are required. If a dispenser is present then an adequate supply of paper towels is to be maintained.				
Mirror - A framed vanity mirror is required, and is to be the full width of the vanity.				
A brand approved garbage receptacle convenient to all basins is required.				
Cleaning supplies are stored in staff areas only and not visible to guest				
Doors/Walls/Mirrors				
Ceiling/Vents/Lighting				
Floor				
Vanity/Sink/Fixtures				
Toilets/Urinals				
Privacy Partitions				
Miscellaneous				
Total				
MEETING ROOM [See Section #108.11 in R&R]	Cleanliness 12 PTS (Pass or Fail)	Condition 12 PTS (Pass or Fail)	Brand 7 PTS (Pass or Fail)	Comments
Audiovisual viewing screen and projector or 70" Flat Panel Television is required. Should a Flat Panel Television be used, it must have PC hookup capabilities with cable accessories.				
A speakerphone must be available with proper amount of telephone jacks.				
A dry erase easel with markers is required.				
A mix of round tables and long tables, with chairs accordingly.				
Walls/Mirrors/Doors				
Permanent counter for food service is required.				
HVAC/Ventilation				
Ceiling/Vents				
Lighting/Light Fixtures				
Floor				
Miscellaneous				
Total				

Public Space



SWIMMING POOL [See Section #108.4 in R&R]	Cleanliness 12 PTS (Pass or Fail)	Condition 12 PTS (Pass or Fail)	Brand 7 PTS (Pass or Fail)	Comments
A swimming pool is required at each Cobblestone Hotel or Hotel and Suites property.				
Furniture to be commercial hospitality grade, white or off white and should include: One (1) side low table per two chairs, four (4) stack-able chairs for every 10 rooms.				
Desirable operating room temperature must be between 80 degrees F - 85 degrees F.				
The pool temperature must be maintained between 78 degrees F - 80 degrees F. (Temperatures may vary by state)				
It is required to have a working emergency phone, usually red in color, present and either dialing directly to the front desk or 911.				
ADA pool lift requirements must be met including functionality.				
Pool Signage & Fencing				
Pool Decking/Coping				
Pool Interior Surface				
Jacuzzi/Whirlpool				
Walls/Doors/Windows				
Ceiling/Vents/Lighting				
Handrails & Water Fountain				
Pool Restroom/Miscellaneous				
Total				
EXERCISE ROOM - COMBINED [See Section #108.10 in R&R]	Cleanliness 16 PTS (Pass or Fail)	Condition 16 PTS (Pass or Fail)	Brand 14 PTS (Pass or Fail)	Comments
An exercise room is required. It can be combined with another common area, such as the guest laundry.				
A minimum of a 40" television with remote is required.				
Guests must be provided access to the exercise room from at least 6:00 A.M. - 10:00 P.M. with a sign reflecting such.				
The equipment must include Two (2) of the following (select): motorized treadmill, elliptical machine, rowing machine, stair stepper, stationary bike, or weight station.				
One brand approved (1) dumbbell rack and (1) dumbbell set.				
Walls/Mirrors/Doors				
Disinfecting wipes/Towel Rack/Drop Basket Required				
HVAC/Ventilation				
Ceiling/Vents				
Lighting/Light Fixtures				
Floor				
Total				

Public Space



EXERCISE ROOM - SEPARATE [See Section #108.10 in R&R]	Cleanliness 17 PTS (Pass or Fail)	Condition 17 PTS (Pass or Fail)	Brand 18 PTS (Pass or Fail)	Comments
An exercise room is required.				
A minimum of a 40" television with remote is required.				
Guests must be provided access to the exercise room from at least 6:00 A.M. - 10:00 P.M.				
minimum of two (2) pieces of the following equipment is required; three (3) pieces preferred if room allows: Motorized Treadmill, Elliptical Machine, Stationary Bike, Stair Climber				
Full height and width wall mirror installed from top of base to ceiling on the wall.				
A minimum of one (1) multi-station weight training machine OR dumbbell set with storage rack and adjustable weight bench is required. The dumbbell set must contain a minimum of ten (1) pairs of five to fifty (5-50) pound weights.				
Walls/Mirrors/Doors				
Disinfecting wipes/Towel Rack/Drop Basket Required				
HVAC/Ventilation				
Ceiling/Vents				
Lighting/Light Fixtures				
Floor				
Signage				
Miscellaneous				
Total				
GUEST LAUNDRY [See Section #108.13 in R&R]	Cleanliness 8 PTS (Pass or Fail)	Condition 8 PTS (Pass or Fail)	Brand 10 PTS (Pass or Fail)	Comments
A guest laundry facility is required.				
Guests must be provided access to the guest laundry between the hours of 8:00 A.M. - 10:00 P.M.				
A coin operated washer and dryer must be in a place.				
Prices for coin operated equipment must be clearly stated (professional signage) and professional signage indicating detergent and dryer sheet is available at marketplace required.				
If a folding station is provided, it must be a permanent fixture.				
Trash Can Present				
Walls/Doors/Windows				
Ceiling/Vents/Lighting				
Floor				
Miscellaneous				
Total				

Public Space



CORRIDOR/ WALKWAYS/ STAIRWELLS/ VENDING [See Section #103.3, 107.1, 108 in R&R]	Cleanliness 18 PTS (Pass or Fail)	Condition 18 PTS (Pass or Fail)	Brand 15 PTS (Pass or Fail)	Comments
One ice machine per three floors is required at all Cobblestone locations. Ice machines to feature a closed bin and a dispenser chute with the capability to provide a minimum of 3 lbs. of ice per guestroom or 175 lb. total, whichever is greater.				
Cobblestone: Vending machines dispensing items such as soft drinks, snacks, and newspapers, are not permitted on first floor. A convenience store is required to be adjacent to the front desk. See Hotel Facilities. Boarders: Vending machines dispensing items such as soft drinks, snacks, and newspapers, are not permitted on first floor if a Cobblestone Marketplace is present.				
The room number sign in the corridor must have the no-smoking symbol.				
Doors/Door Signage				
Walls/Artwork/Mirrors				
HVAC/Ventilation				
Ceiling/Vents				
Lighting/Light Fixtures				
Floor				
Directional Signage				
Miscellaneous				
Total				
ELEVATOR [See Section #108 in R&R]	Cleanliness 9 PTS (Pass or Fail)	Condition 7 PTS (Pass or Fail)	Brand 10 PTS (Pass or Fail)	Comments
Control Panel/Doors				
Walls/Promotional Signage				
Ceiling/Vents/Lighting				
Floor/Tracks				
Miscellaneous				
Total				

Overall Public Space Notes:

Guest Room - 1

Room #



Mock Quality Assurance

GUESTROOM [See Sections #109, #109.1, #109.2, #109.3, #109.4 in R&R]	Cleanliness 60 PTS (Pass or Fail)	Condition 60 PTS (Pass or Fail)	Brand 40 PTS (Pass or Fail)	Comments
Do Not Disturb: The use of "maid request" cards is not permitted.				
Glasses must be individually wrapped translucent cups. Glass tumblers are not permitted. The cups are to be placed on the designated coffee tray. Minimum 8 oz (two per bed).				
Removable Hangers Are Required In All Guest Room Closet Areas. (4) Shirt Hangers, And (4) Trouser Hangers, That Must Be Manufactured From Wood That Matches The Case Good/Door Wood Color. Wire/Metal/Or Plastic Hangers Are Not Permitted. A Mixture Of Color And Material Is Not Allowed.				
Ice Container: A Minimum 3 Qt. Size Ice Container With A Lid And Disposable Liner Must Be Placed In Refreshment Area; black in color.				
Logo'd Notepad And Pen: The Pad Must Be A Minimum Of 8 Sheets. A Logo'd Pen Is Required In All Guest Rooms. Notepad And Pen Are To Be Placed On Desk Area In All Guestrooms.				
Wastebasket Must Be Made Of Plastic, Vinyl, Or Padded Metal. Minimum 8 Qt; Black, tan or beige in color.				
Laundry Bag: A Minimum Size Of 14" X 24" Laundry Bag Must Be Hung In Closet Area.				
Flat Panel Television: Minimum of 55" With Remote Control.1 in guestrooms; 2 in two-room suites and studios - 32" in permitted in studio alcove if space does not allow 40".				
A Professionally Prepared TV Channel Guide Must Be Provided In Close Proximity To The Television And/or Remote Or In The Pocket Of The GSD, As A Listing In The Guests Services Directory, Or Electronically On The TV.				
Pornographic Movies Or Shows Are Prohibited.				
Required High Definition Basic Programming: At A Minimum, The Hotel Must Offer Free-to-guest "Basic Cable/Satellite" Programming Variety With No Fewer Than 25 Channels. The Following 5 Specific Networks Are Required: ABC, CBS, FOX, NBC, And PBS. At Least One (1) Channel Is Required From Each Of The Following 5 Programming Categories (With Notable/Popular Network Recommendations Provided As Guidance):1. News-CNN, CNN Headline News, CNBC, MSNBC, Fox News2. Weather-The Weather Channel, AccuWeather, Regional/Local Weather3. Entertainment-USA, TNT, TBS, LIFE, FX, WGN, History, Discovery, A&E, HGTV, TLC, Travel, AMC, TMC, Comedy Central, Sci-Fi, BIO, Food, MTV, VH1, CMT, Bravo, Spike, National Geographic4. Kid-Friendly: Disney, ABC Family, Nick, TVLand, Sprout, Noggin5. Sports, ESPN, ESPN2, ESPN Classic, ESPN U, SPEED, Fox Sports				
Iron And Ironing Board: Must Be Mounted On An Iron/Ironing Board Caddy In The Closet Area. Neutral Color (No Prints).				
Guest Room Telephones: Each Guest Room Must Have One (1) Telephone. The Telephone Must Be Placed On The Nightstand. Each Guestroom That Has Separated Rooms Must Have Two (2) Telephones. One Telephone Must Be Placed On Desk, And The Other On The Nightstand In The Bedroom. All Guestroom Telephones Must Also Meet Or Exceed The Following Specifications: Must Have Message Waiting Light, Must Have Custom Faceplate With Dialing Instructions, And Contain The Cobblestone Logo, Room Number, Address, Hotel Name, Phone Number, And Fax Number. Must Have Adequate Out-bound Trunk Lines For Both Local And Long Distance Service. Telephone Services Such As Call Waiting And Speed Dialing Are Optional.				

Guest Room - 1



GUESTROOM [See Sections #109, #109.1, #109.2, #109.3, #109.4 in R&R]	Cleanliness 60 PTS (Pass or Fail)	Condition 60 PTS (Pass or Fail)	Brand 40 PTS (Pass or Fail)	Comments
For Extended Stay Suites or Guestrooms with Kitchenette, the following must be included in the Kitchenette: Two of each: Dinner Plates, Cereal Bowls, Salad Plates, Spoon, Fork, Butter Knife, and Steak Knife, Drinking Glasses, Wine Glasses, Mixing Bowls, Spatulas, Serving Spoon, Hot Pads Living Room Lighting Sources (in addition to desk requirements; example: end table lamp, and floor lamp) One of each: Wine Bottle Opener, Can Opener, Tong, Whisk, Measuring Cup Set & Measuring Spoon Set, Kitchen Knife Set, Dish Rag & Dish Drying Towel, Dish Soap, Tall Kitchen Trash Receptacle, Dishwasher Pods, Paper Towel Holder & Paper Towel, Stock Pot, Sauté Pan, Sauce Pan Dinnerware and silverware must be matching in color.				
Alarm Clock: The Unit Shall Include An Illuminated Face, And Shall Be Located On The Nightstand.				
Compact Microwave/Miniature Refrigerator - Black or Stainless Steel.				
MAINSTREET - At each refreshment center, two (2) 1-Liter "Smart Water" water bottles are required to be present with approved Bottle Hangers on it. See Amenity Presentation Guide for more information.				
Cobblestone ReCharge Program Outlets (See Section 105.3 in R&R)				
A Night Latch Is Required On The Entry Door.				
Room Identification Signage Must Be In Place On The Entry Door. Room Numbers Must Be Installed.				
An Electronic Door Lock System Must Be In Place On The Entry Door.				
An 180 Degree Door Viewer Must Be In Place On The Entry Door.				
Desk lamps and nightstand lamps shall have power outlets on base.				
One Smoke free tent card must be displayed in room. If daily housekeeping is offered - terry reuse card must also be in place.				
One luggage rack is required to be stored in the closet area. Rack to be wood or stainless steel.				
Doors/Walls/Baseboards/Artwork/Mirrors				
Ceiling/Doors/Walls/Baseboard/Artwork/Mirrors				
Flooring/Carpet				
Casegoods - Dresser/Nightstand/Coffee Table/End Table/Desk				
Ergonomic Chair - Black, Chrome, Breathable Fabric, Wheels on Base (must swivel)				
Upholstered Furniture				
Windows and Window Treatments				
HVAC/Ventilation/Odor				
Headboard/Bed-frame/Mattress/Box-spring				
Total				

Guest Room - 1



GUEST BATHROOM [See Sections #109.4 in R&R]	Cleanliness 34 PTS (Pass or Fail)	Condition 34 PTS (Pass or Fail)	Brand 23 PTS (Pass or Fail)	Comments
Archive bulk amenities program in place (shampoo, conditioner, body wash) and bar hand soap at sink				
Two Rolls Of Two Ply Toilet Tissue. Rolls Not Presented On A Dispenser Must Be Wrapped. Roll on Dispenser must be in triangular fold.				
Toilet Tissue Dispenser: Must Be Installed Convenient To Commode.				
Facial Tissue Dispenser: Must Be Located On Vanity.				
Facial Tissue: Two Ply Facial Tissue. Each Guest Room Bath Or Vanity Must Have A Supply Of Facial Tissues Placed In The Dispenser.				
Towel Bars: One (1) 18" Bar Must Be Installed In The Vanity Area And One (1) 24" Bar Must Be Installed In The Bath Area. One 24" Shelf Must Be Installed Above The 24" Towel Bar. Both The Towel Bar And Towel Shelf May Be One Piece. Caddies Are Not Permitted. Towel Bars: Must Be Installed Convenient To The Vanity And Shower, Must Match In Color.				
Robe Hook: A Single Or Double Stainless Steel Or Chrome Robe Hook Must Be Securely Installed On The Interior Side Of The Bathroom Door.				
Hookless Shower Curtain (White or Beige in color) and Curved Shower Rod: Flat Chrome				
"You Say When" housekeeping hanger or Terry Re-use card must be displayed in bathroom.				
Hairdryer: Minimum 1500-watt Hair Dryer With Integrated Nightlight. For unmounted hairdryers, they must be placed in professional cloth bag, and either an outlet with integrated nightlight, or approved night light to be plugged into outlet in bathroom.				
Framed Mirror: The Width Of The Vanity.				
A Clear Amenity Tray must Be In Place.				
Wastebasket Must Be Made Of Plastic, Vinyl, Or Padded Metal. Minimum 8 Qt., Black, beige, tan in color, with liner.				
Two Bath Towels Per Bed For Standard Rooms And Two Extra For Rooms With Whirlpools; Two Hand Towels Per Bed; Two Wash Clothes Per Bed, And One Bathmat For Standard Rooms And Two For Rooms With Whirlpools. Bath Towels Should Be First Quality Grade, 27" X 50", And 14 Lbs. Hand Towels Should Be First Quality Grade, 16" X 27", And 3 Lbs. Wash Cloths Should Be First Quality Grade, 12" X 12", And 1 Lb. Bath Mats Should Be First Quality Grade, 20" X 30", And 7 Lbs. Must Be White In Color.				
Towel folding and presentation must be in compliance with the amenity presentation guide.				
Doors/Walls/Baseboards				
Ceiling				
Floor				
Sink/Counter/Shelves/Faucets				
Lighting/Light Fixtures/Vents				
Toilet/Bathtub/Shower				
Whirlpool Tub (if applicable)				
Total				

Guest Room - 1



COFFEE PROGRAM [See Sections #109.4 in R&R]	Cleanliness 2 PTS (Pass or Fail)	Condition 2 PTS (Pass or Fail)	Brand 12 PTS (Pass or Fail)	Comments
One CV1 Single Cup Coffee Brewer (available through Courtesy Products) is required in each guestroom.				
One (1) Of Each Per Bed Should Be In Place: Regular Coffee Pod (for CV1 Brewer), Decaf Coffee Pod (for CV1 Brewer), Grey Tea (individually wrapped), Chamomile Tea (individually wrapped).				
Coffee Service Tray: Must Be The Cobblestone Hotels, LLC Approved Coffee Tray.				
Two (2) Of Each Per Bed: Condiment Packets (in Clear Packaging/Unbranded) purchased through Courtesy Products, branded 10 oz. Individually Wrapped Hot Coffee Cups with Fitted Lids.				
BEDDING PROGRAM [See Sections #109.4 in R&R]	Cleanliness 16 PTS (Pass or Fail)	Condition 16 PTS (Pass or Fail)	Brand 33 PTS (Pass or Fail)	Comments
Approved Bed Scarf (Optional): One Per Bed. Must Be Cobblestone Hotels Approved Fabric.				
Dust Skirt: a brand-approved fitted dust skirt is required for beds with box springs. (Exception: Approved platform beds).				
Blankets: Required For Roll-away Beds And Sofa Sleepers. Sofa beds shall not be made up in advance, but sheets, blankets, and pillows should be stored in closet area (in approved storage bag) or dresser.				
Duvet Insert: One Per Bed Required. Must Be White In Color, And Be Minimum Of 41 Oz. Duvet Insert Blankets Are Required Between The Top Sheet And Flat Sheet.				
Bed Sheets And Pillow Cases: Properly Sized Bed Sheets And Pillowcases Must Be Provided. All Linen Items Are To Be A Minimum Of 200 Thread Count and white in color. There Should Be (1) Fitted Bottom Sheet, (1) Flat Sheet Per Bed, and (1) Top Sheet, (1) Pillowcase Per Pillow.				
Bed making and presentation must be in compliance with the amenity presentation guide.				
Pillows: Required For All Beds Including Rollaway Beds And Sofa Sleepers. Additional Pillows Are To Be Provided In The Guest Room Or In A Storage Available To The Guest Upon Request. There Should Be (5) Standard Size Pillows Per King Bed. (2) Standard Size Pillows Required For Sofa Sleeper. (4) Standard Size Pillows Per Queen Bed.				
Main Street: (2) Dream Surrender Pillow (Soft) per King Bed and Queen Bed; (3) Dream Memories Pillow (Firm) per King Bed and (2) per Queen Bed				
Main Street: Pick Your Pillow Card.				
A Mattress Pad is Required.				
Total				

Overall Guest Room Notes:

Guest Room - 2

Room #



Mock Quality Assurance

GUESTROOM [See Sections #109, #109.1, #109.2, #109.3, #109.4 in R&R]	Cleanliness 60 PTS (Pass or Fail)	Condition 60 PTS (Pass or Fail)	Brand 40 PTS (Pass or Fail)	Comments
Do Not Disturb: The use of "maid request" cards is not permitted.				
Glasses must be individually wrapped translucent cups. Glass tumblers are not permitted. The cups are to be placed on the designated coffee tray. Minimum 8 oz (two per bed).				
Removable Hangers Are Required In All Guest Room Closet Areas. (4) Shirt Hangers, And (4) Trouser Hangers, That Must Be Manufactured From Wood That Matches The Case Good/Door Wood Color. Wire/Metal/Or Plastic Hangers Are Not Permitted. A Mixture Of Color And Material Is Not Allowed.				
Ice Container: A Minimum 3 Qt. Size Ice Container With A Lid And Disposable Liner Must Be Placed In Refreshment Area; black in color.				
Logo'd Notepad And Pen: The Pad Must Be A Minimum Of 8 Sheets. A Logo'd Pen Is Required In All Guest Rooms. Notepad And Pen Are To Be Placed On Desk Area In All Guestrooms.				
Wastebasket Must Be Made Of Plastic, Vinyl, Or Padded Metal. Minimum 8 Qt; Black, tan or beige in color.				
Laundry Bag: A Minimum Size Of 14" X 24" Laundry Bag Must Be Hung In Closet Area.				
Flat Panel Television: Minimum of 55" With Remote Control.1 in guestrooms; 2 in two-room suites and studios - 32" in permitted in studio alcove if space does not allow 40".				
A Professionally Prepared TV Channel Guide Must Be Provided In Close Proximity To The Television And/or Remote Or In The Pocket Of The GSD, As A Listing In The Guests Services Directory, Or Electronically On The TV.				
Pornographic Movies Or Shows Are Prohibited.				
Required High Definition Basic Programming: At A Minimum, The Hotel Must Offer Free-to-guest "Basic Cable/Satellite" Programming Variety With No Fewer Than 25 Channels. The Following 5 Specific Networks Are Required: ABC, CBS, FOX, NBC, And PBS. At Least One (1) Channel Is Required From Each Of The Following 5 Programming Categories (With Notable/Popular Network Recommendations Provided As Guidance):1. News-CNN, CNN Headline News, CNBC, MSNBC, Fox News2. Weather-The Weather Channel, AccuWeather, Regional/Local Weather3. Entertainment-USA, TNT, TBS, LIFE, FX, WGN, History, Discovery, A&E, HGTV, TLC, Travel, AMC, TMC, Comedy Central, Sci-Fi, BIO, Food, MTV, VH1, CMT, Bravo, Spike, National Geographic4. Kid-Friendly: Disney, ABC Family, Nick, TVLand, Sprout, Noggin5. Sports, ESPN, ESPN2, ESPN Classic, ESPN U, SPEED, Fox Sports				
Iron And Ironing Board: Must Be Mounted On An Iron/Ironing Board Caddy In The Closet Area. Neutral Color (No Prints).				
Guest Room Telephones: Each Guest Room Must Have One (1) Telephone. The Telephone Must Be Placed On The Nightstand. Each Guestroom That Has Separated Rooms Must Have Two (2) Telephones. One Telephone Must Be Placed On Desk, And The Other On The Nightstand In The Bedroom. All Guestroom Telephones Must Also Meet Or Exceed The Following Specifications: Must Have Message Waiting Light, Must Have Custom Faceplate With Dialing Instructions, And Contain The Cobblestone Logo, Room Number, Address, Hotel Name, Phone Number, And Fax Number. Must Have Adequate Out-bound Trunk Lines For Both Local And Long Distance Service. Telephone Services Such As Call Waiting And Speed Dialing Are Optional.				

Guest Room - 2



GUESTROOM [See Sections #109, #109.1, #109.2, #109.3, #109.4 in R&R]	Cleanliness 60 PTS (Pass or Fail)	Condition 60 PTS (Pass or Fail)	Brand 40 PTS (Pass or Fail)	Comments
For Extended Stay Suites or Guestrooms with Kitchenette, the following must be included in the Kitchenette: Two of each: Dinner Plates, Cereal Bowls, Salad Plates, Spoon, Fork, Butter Knife, and Steak Knife, Drinking Glasses, Wine Glasses, Mixing Bowls, Spatulas, Serving Spoon, Hot Pads Living Room Lighting Sources (in addition to desk requirements; example: end table lamp, and floor lamp) One of each: Wine Bottle Opener, Can Opener, Tong, Whisk, Measuring Cup Set & Measuring Spoon Set, Kitchen Knife Set, Dish Rag & Dish Drying Towel, Dish Soap, Tall Kitchen Trash Receptacle, Dishwasher Pods, Paper Towel Holder & Paper Towel, Stock Pot, Sauté Pan, Sauce Pan Dinnerware and silverware must be matching in color.				
Alarm Clock: The Unit Shall Include An Illuminated Face, And Shall Be Located On The Nightstand.				
Compact Microwave/Miniature Refrigerator - Black or Stainless Steel.				
MAINSTREET - At each refreshment center, two (2) 1-Liter "Smart Water" water bottles are required to be present with approved Bottle Hangers on it. See Amenity Presentation Guide for more information.				
Cobblestone ReCharge Program Outlets (See Section 105.3 in R&R)				
A Night Latch Is Required On The Entry Door.				
Room Identification Signage Must Be In Place On The Entry Door. Room Numbers Must Be Installed.				
An Electronic Door Lock System Must Be In Place On The Entry Door.				
An 180 Degree Door Viewer Must Be In Place On The Entry Door.				
Desk lamps and nightstand lamps shall have power outlets on base.				
One Smoke free tent card must be displayed in room. If daily housekeeping is offered - terry reuse card must also be in place.				
One luggage rack is required to be stored in the closet area. Rack to be wood or stainless steel.				
Doors/Walls/Baseboards/Artwork/Mirrors				
Ceiling/Doors/Walls/Baseboard/Artwork/Mirrors				
Flooring/Carpet				
Casegoods - Dresser/Nightstand/Coffee Table/End Table/Desk				
Ergonomic Chair - Black, Chrome, Breathable Fabric, Wheels on Base (must swivel)				
Upholstered Furniture				
Windows and Window Treatments				
HVAC/Ventilation/Odor				
Headboard/Bed-frame/Mattress/Box-spring				
Total				

Guest Room - 2



GUEST BATHROOM [See Sections #109.4 in R&R]	Cleanliness 34 PTS (Pass or Fail)	Condition 34 PTS (Pass or Fail)	Brand 23 PTS (Pass or Fail)	Comments
Archive bulk amenities program in place (shampoo, conditioner, body wash) and bar hand soap at sink				
Two Rolls Of Two Ply Toilet Tissue. Rolls Not Presented On A Dispenser Must Be Wrapped. Roll on Dispenser must be in triangular fold.				
Toilet Tissue Dispenser: Must Be Installed Convenient To Commode.				
Facial Tissue Dispenser: Must Be Located On Vanity.				
Facial Tissue: Two Ply Facial Tissue. Each Guest Room Bath Or Vanity Must Have A Supply Of Facial Tissues Placed In The Dispenser.				
Towel Bars: One (1) 18" Bar Must Be Installed In The Vanity Area And One (1) 24" Bar Must Be Installed In The Bath Area. One 24" Shelf Must Be Installed Above The 24" Towel Bar. Both The Towel Bar And Towel Shelf May Be One Piece. Caddies Are Not Permitted. Towel Bars: Must Be Installed Convenient To The Vanity And Shower, Must Match In Color.				
Robe Hook: A Single Or Double Stainless Steel Or Chrome Robe Hook Must Be Securely Installed On The Interior Side Of The Bathroom Door.				
Hookless Shower Curtain (White or Beige in color) and Curved Shower Rod: Flat Chrome				
"You Say When" housekeeping hanger or Terry Re-use card must be displayed in bathroom.				
Hairdryer: Minimum 1500-watt Hair Dryer With Integrated Nightlight. For unmounted hairdryers, they must be placed in professional cloth bag, and either an outlet with integrated nightlight, or approved night light to be plugged into outlet in bathroom.				
Framed Mirror: The Width Of The Vanity.				
A Clear Amenity Tray must Be In Place.				
Wastebasket Must Be Made Of Plastic, Vinyl, Or Padded Metal. Minimum 8 Qt., Black, beige, tan in color, with liner.				
Two Bath Towels Per Bed For Standard Rooms And Two Extra For Rooms With Whirlpools; Two Hand Towels Per Bed; Two Wash Clothes Per Bed, And One Bathmat For Standard Rooms And Two For Rooms With Whirlpools. Bath Towels Should Be First Quality Grade, 27" X 50", And 14 Lbs. Hand Towels Should Be First Quality Grade, 16" X 27", And 3 Lbs. Wash Cloths Should Be First Quality Grade, 12" X 12", And 1 Lb. Bath Mats Should Be First Quality Grade, 20" X 30", And 7 Lbs. Must Be White In Color.				
Towel folding and presentation must be in compliance with the amenity presentation guide.				
Doors/Walls/Baseboards				
Ceiling				
Floor				
Sink/Counter/Shelves/Faucets				
Lighting/Light Fixtures/Vents				
Toilet/Bathtub/Shower				
Whirlpool Tub (if applicable)				
Total				

Guest Room - 2



COFFEE PROGRAM [See Sections #109.4 in R&R]	Cleanliness 2 PTS (Pass or Fail)	Condition 2 PTS (Pass or Fail)	Brand 12 PTS (Pass or Fail)	Comments
One CV1 Single Cup Coffee Brewer (available through Courtesy Products) is required in each guestroom.				
One (1) Of Each Per Bed Should Be In Place: Regular Coffee Pod (for CV1 Brewer), Decaf Coffee Pod (for CV1 Brewer), Grey Tea (individually wrapped), Chamomile Tea (individually wrapped).				
Coffee Service Tray: Must Be The Cobblestone Hotels, LLC Approved Coffee Tray.				
Two (2) Of Each Per Bed: Condiment Packets (in Clear Packaging/Unbranded) purchased through Courtesy Products, branded 10 oz. Individually Wrapped Hot Coffee Cups with Fitted Lids.				
BEDDING PROGRAM [See Sections #109.4 in R&R]	Cleanliness 16 PTS (Pass or Fail)	Condition 16 PTS (Pass or Fail)	Brand 33 PTS (Pass or Fail)	Comments
Approved Bed Scarf (Optional): One Per Bed. Must Be Cobblestone Hotels Approved Fabric.				
Dust Skirt: a brand-approved fitted dust skirt is required for beds with box springs. (Exception: Approved platform beds).				
Blankets: Required For Roll-away Beds And Sofa Sleepers. Sofa beds shall not be made up in advance, but sheets, blankets, and pillows should be stored in closet area (in approved storage bag) or dresser.				
Duvet Insert: One Per Bed Required. Must Be White In Color, And Be Minimum Of 41 Oz. Duvet Insert Blankets Are Required Between The Top Sheet And Flat Sheet.				
Bed Sheets And Pillow Cases: Properly Sized Bed Sheets And Pillowcases Must Be Provided. All Linen Items Are To Be A Minimum Of 200 Thread Count and white in color. There Should Be (1) Fitted Bottom Sheet, (1) Flat Sheet Per Bed, and (1) Top Sheet, (1) Pillowcase Per Pillow.				
Bed making and presentation must be in compliance with the amenity presentation guide.				
Pillows: Required For All Beds Including Rollaway Beds And Sofa Sleepers. Additional Pillows Are To Be Provided In The Guest Room Or In A Storage Available To The Guest Upon Request. There Should Be (5) Standard Size Pillows Per King Bed. (2) Standard Size Pillows Required For Sofa Sleeper. (4) Standard Size Pillows Per Queen Bed.				
Main Street: (2) Dream Surrender Pillow (Soft) per King Bed and Queen Bed; (3) Dream Memories Pillow (Firm) per King Bed and (2) per Queen Bed				
Main Street: Pick Your Pillow Card.				
A Mattress Pad is Required.				
Total				

Overall Guest Room Notes:

Guest Room - 3

Room #



Mock Quality Assurance

GUESTROOM [See Sections #109, #109.1, #109.2, #109.3, #109.4 in R&R]	Cleanliness 60 PTS (Pass or Fail)	Condition 60 PTS (Pass or Fail)	Brand 40 PTS (Pass or Fail)	Comments
Do Not Disturb: The use of "maid request" cards is not permitted.				
Glasses must be individually wrapped translucent cups. Glass tumblers are not permitted. The cups are to be placed on the designated coffee tray. Minimum 8 oz (two per bed).				
Removable Hangers Are Required In All Guest Room Closet Areas. (4) Shirt Hangers, And (4) Trouser Hangers, That Must Be Manufactured From Wood That Matches The Case Good/Door Wood Color. Wire/Metal/Or Plastic Hangers Are Not Permitted. A Mixture Of Color And Material Is Not Allowed.				
Ice Container: A Minimum 3 Qt. Size Ice Container With A Lid And Disposable Liner Must Be Placed In Refreshment Area; black in color.				
Logo'd Notepad And Pen: The Pad Must Be A Minimum Of 8 Sheets. A Logo'd Pen Is Required In All Guest Rooms. Notepad And Pen Are To Be Placed On Desk Area In All Guestrooms.				
Wastebasket Must Be Made Of Plastic, Vinyl, Or Padded Metal. Minimum 8 Qt; Black, tan or beige in color.				
Laundry Bag: A Minimum Size Of 14" X 24" Laundry Bag Must Be Hung In Closet Area.				
Flat Panel Television: Minimum of 55" With Remote Control.1 in guestrooms; 2 in two-room suites and studios - 32" in permitted in studio alcove if space does not allow 40".				
A Professionally Prepared TV Channel Guide Must Be Provided In Close Proximity To The Television And/or Remote Or In The Pocket Of The GSD, As A Listing In The Guests Services Directory, Or Electronically On The TV.				
Pornographic Movies Or Shows Are Prohibited.				
Required High Definition Basic Programming: At A Minimum, The Hotel Must Offer Free-to-guest "Basic Cable/Satellite" Programming Variety With No Fewer Than 25 Channels. The Following 5 Specific Networks Are Required: ABC, CBS, FOX, NBC, And PBS. At Least One (1) Channel Is Required From Each Of The Following 5 Programming Categories (With Notable/Popular Network Recommendations Provided As Guidance):1. News-CNN, CNN Headline News, CNBC, MSNBC, Fox News2. Weather-The Weather Channel, AccuWeather, Regional/Local Weather3. Entertainment-USA, TNT, TBS, LIFE, FX, WGN, History, Discovery, A&E, HGTV, TLC, Travel, AMC, TMC, Comedy Central, Sci-Fi, BIO, Food, MTV, VH1, CMT, Bravo, Spike, National Geographic4. Kid-Friendly: Disney, ABC Family, Nick, TVLand, Sprout, Noggin5. Sports, ESPN, ESPN2, ESPN Classic, ESPN U, SPEED, Fox Sports				
Iron And Ironing Board: Must Be Mounted On An Iron/Ironing Board Caddy In The Closet Area. Neutral Color (No Prints).				
Guest Room Telephones: Each Guest Room Must Have One (1) Telephone. The Telephone Must Be Placed On The Nightstand. Each Guestroom That Has Separated Rooms Must Have Two (2) Telephones. One Telephone Must Be Placed On Desk, And The Other On The Nightstand In The Bedroom. All Guestroom Telephones Must Also Meet Or Exceed The Following Specifications: Must Have Message Waiting Light, Must Have Custom Faceplate With Dialing Instructions, And Contain The Cobblestone Logo, Room Number, Address, Hotel Name, Phone Number, And Fax Number. Must Have Adequate Out-bound Trunk Lines For Both Local And Long Distance Service. Telephone Services Such As Call Waiting And Speed Dialing Are Optional.				

Guest Room - 3



GUESTROOM [See Sections #109, #109.1, #109.2, #109.3, #109.4 in R&R]	Cleanliness 60 PTS (Pass or Fail)	Condition 60 PTS (Pass or Fail)	Brand 40 PTS (Pass or Fail)	Comments
For Extended Stay Suites or Guestrooms with Kitchenette, the following must be included in the Kitchenette: Two of each: Dinner Plates, Cereal Bowls, Salad Plates, Spoon, Fork, Butter Knife, and Steak Knife, Drinking Glasses, Wine Glasses, Mixing Bowls, Spatulas, Serving Spoon, Hot Pads Living Room Lighting Sources (in addition to desk requirements; example: end table lamp, and floor lamp) One of each: Wine Bottle Opener, Can Opener, Tong, Whisk, Measuring Cup Set & Measuring Spoon Set, Kitchen Knife Set, Dish Rag & Dish Drying Towel, Dish Soap, Tall Kitchen Trash Receptacle, Dishwasher Pods, Paper Towel Holder & Paper Towel, Stock Pot, Sauté Pan, Sauce Pan Dinnerware and silverware must be matching in color.				
Alarm Clock: The Unit Shall Include An Illuminated Face, And Shall Be Located On The Nightstand.				
Compact Microwave/Miniature Refrigerator - Black or Stainless Steel.				
MAINSTREET - At each refreshment center, two (2) 1-Liter "Smart Water" water bottles are required to be present with approved Bottle Hangers on it. See Amenity Presentation Guide for more information.				
Cobblestone ReCharge Program Outlets (See Section 105.3 in R&R)				
A Night Latch Is Required On The Entry Door.				
Room Identification Signage Must Be In Place On The Entry Door. Room Numbers Must Be Installed.				
An Electronic Door Lock System Must Be In Place On The Entry Door.				
An 180 Degree Door Viewer Must Be In Place On The Entry Door.				
Desk lamps and nightstand lamps shall have power outlets on base.				
One Smoke free tent card must be displayed in room. If daily housekeeping is offered - terry reuse card must also be in place.				
One luggage rack is required to be stored in the closet area. Rack to be wood or stainless steel.				
Doors/Walls/Baseboards/Artwork/Mirrors				
Ceiling/Doors/Walls/Baseboard/Artwork/Mirrors				
Flooring/Carpet				
Casegoods - Dresser/Nightstand/Coffee Table/End Table/Desk				
Ergonomic Chair - Black, Chrome, Breathable Fabric, Wheels on Base (must swivel)				
Upholstered Furniture				
Windows and Window Treatments				
HVAC/Ventilation/Odor				
Headboard/Bed-frame/Mattress/Box-spring				
Total				

Guest Room - 3



GUEST BATHROOM [See Sections #109.4 in R&R]	Cleanliness 34 PTS (Pass or Fail)	Condition 34 PTS (Pass or Fail)	Brand 23 PTS (Pass or Fail)	Comments
Archive bulk amenities program in place (shampoo, conditioner, body wash) and bar hand soap at sink				
Two Rolls Of Two Ply Toilet Tissue. Rolls Not Presented On A Dispenser Must Be Wrapped. Roll on Dispenser must be in triangular fold.				
Toilet Tissue Dispenser: Must Be Installed Convenient To Commode.				
Facial Tissue Dispenser: Must Be Located On Vanity.				
Facial Tissue: Two Ply Facial Tissue. Each Guest Room Bath Or Vanity Must Have A Supply Of Facial Tissues Placed In The Dispenser.				
Towel Bars: One (1) 18" Bar Must Be Installed In The Vanity Area And One (1) 24" Bar Must Be Installed In The Bath Area. One 24" Shelf Must Be Installed Above The 24" Towel Bar. Both The Towel Bar And Towel Shelf May Be One Piece. Caddies Are Not Permitted. Towel Bars: Must Be Installed Convenient To The Vanity And Shower, Must Match In Color.				
Robe Hook: A Single Or Double Stainless Steel Or Chrome Robe Hook Must Be Securely Installed On The Interior Side Of The Bathroom Door.				
Hookless Shower Curtain (White or Beige in color) and Curved Shower Rod: Flat Chrome				
"You Say When" housekeeping hanger or Terry Re-use card must be displayed in bathroom.				
Hairdryer: Minimum 1500-watt Hair Dryer With Integrated Nightlight. For unmounted hairdryers, they must be placed in professional cloth bag, and either an outlet with integrated nightlight, or approved night light to be plugged into outlet in bathroom.				
Framed Mirror: The Width Of The Vanity.				
A Clear Amenity Tray must Be In Place.				
Wastebasket Must Be Made Of Plastic, Vinyl, Or Padded Metal. Minimum 8 Qt., Black, beige, tan in color, with liner.				
Two Bath Towels Per Bed For Standard Rooms And Two Extra For Rooms With Whirlpools; Two Hand Towels Per Bed; Two Wash Clothes Per Bed, And One Bathmat For Standard Rooms And Two For Rooms With Whirlpools. Bath Towels Should Be First Quality Grade, 27" X 50", And 14 Lbs. Hand Towels Should Be First Quality Grade, 16" X 27", And 3 Lbs. Wash Cloths Should Be First Quality Grade, 12" X 12", And 1 Lb. Bath Mats Should Be First Quality Grade, 20" X 30", And 7 Lbs. Must Be White In Color.				
Towel folding and presentation must be in compliance with the amenity presentation guide.				
Doors/Walls/Baseboards				
Ceiling				
Floor				
Sink/Counter/Shelves/Faucets				
Lighting/Light Fixtures/Vents				
Toilet/Bathtub/Shower				
Whirlpool Tub (if applicable)				
Total				

Guest Room - 3



COFFEE PROGRAM [See Sections #109.4 in R&R]	Cleanliness 2 PTS (Pass or Fail)	Condition 2 PTS (Pass or Fail)	Brand 12 PTS (Pass or Fail)	Comments
One CV1 Single Cup Coffee Brewer (available through Courtesy Products) is required in each guestroom.				
One (1) Of Each Per Bed Should Be In Place: Regular Coffee Pod (for CV1 Brewer), Decaf Coffee Pod (for CV1 Brewer), Grey Tea (individually wrapped), Chamomile Tea (individually wrapped).				
Coffee Service Tray: Must Be The Cobblestone Hotels, LLC Approved Coffee Tray.				
Two (2) Of Each Per Bed: Condiment Packets (in Clear Packaging/Unbranded) purchased through Courtesy Products, branded 10 oz. Individually Wrapped Hot Coffee Cups with Fitted Lids.				
BEDDING PROGRAM [See Sections #109.4 in R&R]	Cleanliness 16 PTS (Pass or Fail)	Condition 16 PTS (Pass or Fail)	Brand 33 PTS (Pass or Fail)	Comments
Approved Bed Scarf (Optional): One Per Bed. Must Be Cobblestone Hotels Approved Fabric.				
Dust Skirt: a brand-approved fitted dust skirt is required for beds with box springs. (Exception: Approved platform beds).				
Blankets: Required For Roll-away Beds And Sofa Sleepers. Sofa beds shall not be made up in advance, but sheets, blankets, and pillows should be stored in closet area (in approved storage bag) or dresser.				
Duvet Insert: One Per Bed Required. Must Be White In Color, And Be Minimum Of 41 Oz. Duvet Insert Blankets Are Required Between The Top Sheet And Flat Sheet.				
Bed Sheets And Pillow Cases: Properly Sized Bed Sheets And Pillowcases Must Be Provided. All Linen Items Are To Be A Minimum Of 200 Thread Count and white in color. There Should Be (1) Fitted Bottom Sheet, (1) Flat Sheet Per Bed, and (1) Top Sheet, (1) Pillowcase Per Pillow.				
Bed making and presentation must be in compliance with the amenity presentation guide.				
Pillows: Required For All Beds Including Rollaway Beds And Sofa Sleepers. Additional Pillows Are To Be Provided In The Guest Room Or In A Storage Available To The Guest Upon Request. There Should Be (5) Standard Size Pillows Per King Bed. (2) Standard Size Pillows Required For Sofa Sleeper. (4) Standard Size Pillows Per Queen Bed.				
Main Street: (2) Dream Surrender Pillow (Soft) per King Bed and Queen Bed; (3) Dream Memories Pillow (Firm) per King Bed and (2) per Queen Bed				
Main Street: Pick Your Pillow Card.				
A Mattress Pad is Required.				
Total				

Overall Guest Room Notes:

Guest Room - 4

Room #



Mock Quality Assurance

GUESTROOM [See Sections #109, #109.1, #109.2, #109.3, #109.4 in R&R]	Cleanliness 60 PTS (Pass or Fail)	Condition 60 PTS (Pass or Fail)	Brand 40 PTS (Pass or Fail)	Comments
Do Not Disturb: The use of "maid request" cards is not permitted.				
Glasses must be individually wrapped translucent cups. Glass tumblers are not permitted. The cups are to be placed on the designated coffee tray. Minimum 8 oz (two per bed).				
Removable Hangers Are Required In All Guest Room Closet Areas. (4) Shirt Hangers, And (4) Trouser Hangers, That Must Be Manufactured From Wood That Matches The Case Good/Door Wood Color. Wire/Metal/Or Plastic Hangers Are Not Permitted. A Mixture Of Color And Material Is Not Allowed.				
Ice Container: A Minimum 3 Qt. Size Ice Container With A Lid And Disposable Liner Must Be Placed In Refreshment Area; black in color.				
Logo'd Notepad And Pen: The Pad Must Be A Minimum Of 8 Sheets. A Logo'd Pen Is Required In All Guest Rooms. Notepad And Pen Are To Be Placed On Desk Area In All Guestrooms.				
Wastebasket Must Be Made Of Plastic, Vinyl, Or Padded Metal. Minimum 8 Qt; Black, tan or beige in color.				
Laundry Bag: A Minimum Size Of 14" X 24" Laundry Bag Must Be Hung In Closet Area.				
Flat Panel Television: Minimum of 55" With Remote Control.1 in guestrooms; 2 in two-room suites and studios - 32" in permitted in studio alcove if space does not allow 40".				
A Professionally Prepared TV Channel Guide Must Be Provided In Close Proximity To The Television And/or Remote Or In The Pocket Of The GSD, As A Listing In The Guests Services Directory, Or Electronically On The TV.				
Pornographic Movies Or Shows Are Prohibited.				
Required High Definition Basic Programming: At A Minimum, The Hotel Must Offer Free-to-guest "Basic Cable/Satellite" Programming Variety With No Fewer Than 25 Channels. The Following 5 Specific Networks Are Required: ABC, CBS, FOX, NBC, And PBS. At Least One (1) Channel Is Required From Each Of The Following 5 Programming Categories (With Notable/Popular Network Recommendations Provided As Guidance):1. News-CNN, CNN Headline News, CNBC, MSNBC, Fox News2. Weather-The Weather Channel, AccuWeather, Regional/Local Weather3. Entertainment-USA, TNT, TBS, LIFE, FX, WGN, History, Discovery, A&E, HGTV, TLC, Travel, AMC, TMC, Comedy Central, Sci-Fi, BIO, Food, MTV, VH1, CMT, Bravo, Spike, National Geographic4. Kid-Friendly: Disney, ABC Family, Nick, TVLand, Sprout, Noggin5. Sports, ESPN, ESPN2, ESPN Classic, ESPN U, SPEED, Fox Sports				
Iron And Ironing Board: Must Be Mounted On An Iron/Ironing Board Caddy In The Closet Area. Neutral Color (No Prints).				
Guest Room Telephones: Each Guest Room Must Have One (1) Telephone. The Telephone Must Be Placed On The Nightstand. Each Guestroom That Has Separated Rooms Must Have Two (2) Telephones. One Telephone Must Be Placed On Desk, And The Other On The Nightstand In The Bedroom. All Guestroom Telephones Must Also Meet Or Exceed The Following Specifications: Must Have Message Waiting Light, Must Have Custom Faceplate With Dialing Instructions, And Contain The Cobblestone Logo, Room Number, Address, Hotel Name, Phone Number, And Fax Number. Must Have Adequate Out-bound Trunk Lines For Both Local And Long Distance Service. Telephone Services Such As Call Waiting And Speed Dialing Are Optional.				

Guest Room - 4



GUESTROOM [See Sections #109, #109.1, #109.2, #109.3, #109.4 in R&R]	Cleanliness 60 PTS (Pass or Fail)	Condition 60 PTS (Pass or Fail)	Brand 40 PTS (Pass or Fail)	Comments
For Extended Stay Suites or Guestrooms with Kitchenette, the following must be included in the Kitchenette: Two of each: Dinner Plates, Cereal Bowls, Salad Plates, Spoon, Fork, Butter Knife, and Steak Knife, Drinking Glasses, Wine Glasses, Mixing Bowls, Spatulas, Serving Spoon, Hot Pads Living Room Lighting Sources (in addition to desk requirements; example: end table lamp, and floor lamp) One of each: Wine Bottle Opener, Can Opener, Tong, Whisk, Measuring Cup Set & Measuring Spoon Set, Kitchen Knife Set, Dish Rag & Dish Drying Towel, Dish Soap, Tall Kitchen Trash Receptacle, Dishwasher Pods, Paper Towel Holder & Paper Towel, Stock Pot, Sauté Pan, Sauce Pan Dinnerware and silverware must be matching in color.				
Alarm Clock: The Unit Shall Include An Illuminated Face, And Shall Be Located On The Nightstand.				
Compact Microwave/Miniature Refrigerator - Black or Stainless Steel.				
MAINSTREET - At each refreshment center, two (2) 1-Liter "Smart Water" water bottles are required to be present with approved Bottle Hangers on it. See Amenity Presentation Guide for more information.				
Cobblestone ReCharge Program Outlets (See Section 105.3 in R&R)				
A Night Latch Is Required On The Entry Door.				
Room Identification Signage Must Be In Place On The Entry Door. Room Numbers Must Be Installed.				
An Electronic Door Lock System Must Be In Place On The Entry Door.				
An 180 Degree Door Viewer Must Be In Place On The Entry Door.				
Desk lamps and nightstand lamps shall have power outlets on base.				
One Smoke free tent card must be displayed in room. If daily housekeeping is offered - terry reuse card must also be in place.				
One luggage rack is required to be stored in the closet area. Rack to be wood or stainless steel.				
Doors/Walls/Baseboards/Artwork/Mirrors				
Ceiling/Doors/Walls/Baseboard/Artwork/Mirrors				
Flooring/Carpet				
Casegoods - Dresser/Nightstand/Coffee Table/End Table/Desk				
Ergonomic Chair - Black, Chrome, Breathable Fabric, Wheels on Base (must swivel)				
Upholstered Furniture				
Windows and Window Treatments				
HVAC/Ventilation/Odor				
Headboard/Bed-frame/Mattress/Box-spring				
Total				

Guest Room - 4



GUEST BATHROOM [See Sections #109.4 in R&R]	Cleanliness 34 PTS (Pass or Fail)	Condition 34 PTS (Pass or Fail)	Brand 23 PTS (Pass or Fail)	Comments
Archive bulk amenities program in place (shampoo, conditioner, body wash) and bar hand soap at sink				
Two Rolls Of Two Ply Toilet Tissue. Rolls Not Presented On A Dispenser Must Be Wrapped. Roll on Dispenser must be in triangular fold.				
Toilet Tissue Dispenser: Must Be Installed Convenient To Commode.				
Facial Tissue Dispenser: Must Be Located On Vanity.				
Facial Tissue: Two Ply Facial Tissue. Each Guest Room Bath Or Vanity Must Have A Supply Of Facial Tissues Placed In The Dispenser.				
Towel Bars: One (1) 18" Bar Must Be Installed In The Vanity Area And One (1) 24" Bar Must Be Installed In The Bath Area. One 24" Shelf Must Be Installed Above The 24" Towel Bar. Both The Towel Bar And Towel Shelf May Be One Piece. Caddies Are Not Permitted. Towel Bars: Must Be Installed Convenient To The Vanity And Shower, Must Match In Color.				
Robe Hook: A Single Or Double Stainless Steel Or Chrome Robe Hook Must Be Securely Installed On The Interior Side Of The Bathroom Door.				
Hookless Shower Curtain (White or Beige in color) and Curved Shower Rod: Flat Chrome				
"You Say When" housekeeping hanger or Terry Re-use card must be displayed in bathroom.				
Hairdryer: Minimum 1500-watt Hair Dryer With Integrated Nightlight. For unmounted hairdryers, they must be placed in professional cloth bag, and either an outlet with integrated nightlight, or approved night light to be plugged into outlet in bathroom.				
Framed Mirror: The Width Of The Vanity.				
A Clear Amenity Tray must Be In Place.				
Wastebasket Must Be Made Of Plastic, Vinyl, Or Padded Metal. Minimum 8 Qt., Black, beige, tan in color, with liner.				
Two Bath Towels Per Bed For Standard Rooms And Two Extra For Rooms With Whirlpools; Two Hand Towels Per Bed; Two Wash Clothes Per Bed, And One Bathmat For Standard Rooms And Two For Rooms With Whirlpools. Bath Towels Should Be First Quality Grade, 27" X 50", And 14 Lbs. Hand Towels Should Be First Quality Grade, 16" X 27", And 3 Lbs. Wash Cloths Should Be First Quality Grade, 12" X 12", And 1 Lb. Bath Mats Should Be First Quality Grade, 20" X 30", And 7 Lbs. Must Be White In Color.				
Towel folding and presentation must be in compliance with the amenity presentation guide.				
Doors/Walls/Baseboards				
Ceiling				
Floor				
Sink/Counter/Shelves/Faucets				
Lighting/Light Fixtures/Vents				
Toilet/Bathtub/Shower				
Whirlpool Tub (if applicable)				
Total				

Guest Room - 4



COFFEE PROGRAM [See Sections #109.4 in R&R]	Cleanliness 2 PTS (Pass or Fail)	Condition 2 PTS (Pass or Fail)	Brand 12 PTS (Pass or Fail)	Comments
One CV1 Single Cup Coffee Brewer (available through Courtesy Products) is required in each guestroom.				
One (1) Of Each Per Bed Should Be In Place: Regular Coffee Pod (for CV1 Brewer), Decaf Coffee Pod (for CV1 Brewer), Grey Tea (individually wrapped), Chamomile Tea (individually wrapped).				
Coffee Service Tray: Must Be The Cobblestone Hotels, LLC Approved Coffee Tray.				
Two (2) Of Each Per Bed: Condiment Packets (in Clear Packaging/Unbranded) purchased through Courtesy Products, branded 10 oz. Individually Wrapped Hot Coffee Cups with Fitted Lids.				
BEDDING PROGRAM [See Sections #109.4 in R&R]	Cleanliness 16 PTS (Pass or Fail)	Condition 16 PTS (Pass or Fail)	Brand 33 PTS (Pass or Fail)	Comments
Approved Bed Scarf (Optional): One Per Bed. Must Be Cobblestone Hotels Approved Fabric.				
Dust Skirt: a brand-approved fitted dust skirt is required for beds with box springs. (Exception: Approved platform beds).				
Blankets: Required For Roll-away Beds And Sofa Sleepers. Sofa beds shall not be made up in advance, but sheets, blankets, and pillows should be stored in closet area (in approved storage bag) or dresser.				
Duvet Insert: One Per Bed Required. Must Be White In Color, And Be Minimum Of 41 Oz. Duvet Insert Blankets Are Required Between The Top Sheet And Flat Sheet.				
Bed Sheets And Pillow Cases: Properly Sized Bed Sheets And Pillowcases Must Be Provided. All Linen Items Are To Be A Minimum Of 200 Thread Count and white in color. There Should Be (1) Fitted Bottom Sheet, (1) Flat Sheet Per Bed, and (1) Top Sheet, (1) Pillowcase Per Pillow.				
Bed making and presentation must be in compliance with the amenity presentation guide.				
Pillows: Required For All Beds Including Rollaway Beds And Sofa Sleepers. Additional Pillows Are To Be Provided In The Guest Room Or In A Storage Available To The Guest Upon Request. There Should Be (5) Standard Size Pillows Per King Bed. (2) Standard Size Pillows Required For Sofa Sleeper. (4) Standard Size Pillows Per Queen Bed.				
Main Street: (2) Dream Surrender Pillow (Soft) per King Bed and Queen Bed; (3) Dream Memories Pillow (Firm) per King Bed and (2) per Queen Bed				
Main Street: Pick Your Pillow Card.				
A Mattress Pad is Required.				
Total				

Overall Guest Room Notes:

Guest Room - 5

Room #



Mock Quality Assurance

GUESTROOM [See Sections #109, #109.1, #109.2, #109.3, #109.4 in R&R]	Cleanliness 60 PTS (Pass or Fail)	Condition 60 PTS (Pass or Fail)	Brand 40 PTS (Pass or Fail)	Comments
Do Not Disturb: The use of "maid request" cards is not permitted.				
Glasses must be individually wrapped translucent cups. Glass tumblers are not permitted. The cups are to be placed on the designated coffee tray. Minimum 8 oz (two per bed).				
Removable Hangers Are Required In All Guest Room Closet Areas. (4) Shirt Hangers, And (4) Trouser Hangers, That Must Be Manufactured From Wood That Matches The Case Good/Door Wood Color. Wire/Metal/Or Plastic Hangers Are Not Permitted. A Mixture Of Color And Material Is Not Allowed.				
Ice Container: A Minimum 3 Qt. Size Ice Container With A Lid And Disposable Liner Must Be Placed In Refreshment Area; black in color.				
Logo'd Notepad And Pen: The Pad Must Be A Minimum Of 8 Sheets. A Logo'd Pen Is Required In All Guest Rooms. Notepad And Pen Are To Be Placed On Desk Area In All Guestrooms.				
Wastebasket Must Be Made Of Plastic, Vinyl, Or Padded Metal. Minimum 8 Qt; Black, tan or beige in color.				
Laundry Bag: A Minimum Size Of 14" X 24" Laundry Bag Must Be Hung In Closet Area.				
Flat Panel Television: Minimum of 55" With Remote Control.1 in guestrooms; 2 in two-room suites and studios - 32" in permitted in studio alcove if space does not allow 40".				
A Professionally Prepared TV Channel Guide Must Be Provided In Close Proximity To The Television And/or Remote Or In The Pocket Of The GSD, As A Listing In The Guests Services Directory, Or Electronically On The TV.				
Pornographic Movies Or Shows Are Prohibited.				
Required High Definition Basic Programming: At A Minimum, The Hotel Must Offer Free-to-guest "Basic Cable/Satellite" Programming Variety With No Fewer Than 25 Channels. The Following 5 Specific Networks Are Required: ABC, CBS, FOX, NBC, And PBS. At Least One (1) Channel Is Required From Each Of The Following 5 Programming Categories (With Notable/Popular Network Recommendations Provided As Guidance):1. News-CNN, CNN Headline News, CNBC, MSNBC, Fox News2. Weather-The Weather Channel, AccuWeather, Regional/Local Weather3. Entertainment-USA, TNT, TBS, LIFE, FX, WGN, History, Discovery, A&E, HGTV, TLC, Travel, AMC, TMC, Comedy Central, Sci-Fi, BIO, Food, MTV, VH1, CMT, Bravo, Spike, National Geographic4. Kid-Friendly: Disney, ABC Family, Nick, TVLand, Sprout, Noggin5. Sports, ESPN, ESPN2, ESPN Classic, ESPN U, SPEED, Fox Sports				
Iron And Ironing Board: Must Be Mounted On An Iron/Ironing Board Caddy In The Closet Area. Neutral Color (No Prints).				
Guest Room Telephones: Each Guest Room Must Have One (1) Telephone. The Telephone Must Be Placed On The Nightstand. Each Guestroom That Has Separated Rooms Must Have Two (2) Telephones. One Telephone Must Be Placed On Desk, And The Other On The Nightstand In The Bedroom. All Guestroom Telephones Must Also Meet Or Exceed The Following Specifications: Must Have Message Waiting Light, Must Have Custom Faceplate With Dialing Instructions, And Contain The Cobblestone Logo, Room Number, Address, Hotel Name, Phone Number, And Fax Number. Must Have Adequate Out-bound Trunk Lines For Both Local And Long Distance Service. Telephone Services Such As Call Waiting And Speed Dialing Are Optional.				

Guest Room - 5



GUESTROOM [See Sections #109, #109.1, #109.2, #109.3, #109.4 in R&R]	Cleanliness 60 PTS (Pass or Fail)	Condition 60 PTS (Pass or Fail)	Brand 40 PTS (Pass or Fail)	Comments
For Extended Stay Suites or Guestrooms with Kitchenette, the following must be included in the Kitchenette: Two of each: Dinner Plates, Cereal Bowls, Salad Plates, Spoon, Fork, Butter Knife, and Steak Knife, Drinking Glasses, Wine Glasses, Mixing Bowls, Spatulas, Serving Spoon, Hot Pads Living Room Lighting Sources (in addition to desk requirements; example: end table lamp, and floor lamp) One of each: Wine Bottle Opener, Can Opener, Tong, Whisk, Measuring Cup Set & Measuring Spoon Set, Kitchen Knife Set, Dish Rag & Dish Drying Towel, Dish Soap, Tall Kitchen Trash Receptacle, Dishwasher Pods, Paper Towel Holder & Paper Towel, Stock Pot, Sauté Pan, Sauce Pan Dinnerware and silverware must be matching in color.				
Alarm Clock: The Unit Shall Include An Illuminated Face, And Shall Be Located On The Nightstand.				
Compact Microwave/Miniature Refrigerator - Black or Stainless Steel.				
MAINSTREET - At each refreshment center, two (2) 1-Liter "Smart Water" water bottles are required to be present with approved Bottle Hangers on it. See Amenity Presentation Guide for more information.				
Cobblestone ReCharge Program Outlets (See Section 105.3 in R&R)				
A Night Latch Is Required On The Entry Door.				
Room Identification Signage Must Be In Place On The Entry Door. Room Numbers Must Be Installed.				
An Electronic Door Lock System Must Be In Place On The Entry Door.				
An 180 Degree Door Viewer Must Be In Place On The Entry Door.				
Desk lamps and nightstand lamps shall have power outlets on base.				
One Smoke free tent card must be displayed in room. If daily housekeeping is offered - terry reuse card must also be in place.				
One luggage rack is required to be stored in the closet area. Rack to be wood or stainless steel.				
Doors/Walls/Baseboards/Artwork/Mirrors				
Ceiling/Doors/Walls/Baseboard/Artwork/Mirrors				
Flooring/Carpet				
Casegoods - Dresser/Nightstand/Coffee Table/End Table/Desk				
Ergonomic Chair - Black, Chrome, Breathable Fabric, Wheels on Base (must swivel)				
Upholstered Furniture				
Windows and Window Treatments				
HVAC/Ventilation/Odor				
Headboard/Bed-frame/Mattress/Box-spring				
Total				

Guest Room - 5



GUEST BATHROOM [See Sections #109.4 in R&R]	Cleanliness 34 PTS (Pass or Fail)	Condition 34 PTS (Pass or Fail)	Brand 23 PTS (Pass or Fail)	Comments
Archive bulk amenities program in place (shampoo, conditioner, body wash) and bar hand soap at sink				
Two Rolls Of Two Ply Toilet Tissue. Rolls Not Presented On A Dispenser Must Be Wrapped. Roll on Dispenser must be in triangular fold.				
Toilet Tissue Dispenser: Must Be Installed Convenient To Commode.				
Facial Tissue Dispenser: Must Be Located On Vanity.				
Facial Tissue: Two Ply Facial Tissue. Each Guest Room Bath Or Vanity Must Have A Supply Of Facial Tissues Placed In The Dispenser.				
Towel Bars: One (1) 18" Bar Must Be Installed In The Vanity Area And One (1) 24" Bar Must Be Installed In The Bath Area. One 24" Shelf Must Be Installed Above The 24" Towel Bar. Both The Towel Bar And Towel Shelf May Be One Piece. Caddies Are Not Permitted. Towel Bars: Must Be Installed Convenient To The Vanity And Shower, Must Match In Color.				
Robe Hook: A Single Or Double Stainless Steel Or Chrome Robe Hook Must Be Securely Installed On The Interior Side Of The Bathroom Door.				
Hookless Shower Curtain (White or Beige in color) and Curved Shower Rod: Flat Chrome				
"You Say When" housekeeping hanger or Terry Re-use card must be displayed in bathroom.				
Hairdryer: Minimum 1500-watt Hair Dryer With Integrated Nightlight. For unmounted hairdryers, they must be placed in professional cloth bag, and either an outlet with integrated nightlight, or approved night light to be plugged into outlet in bathroom.				
Framed Mirror: The Width Of The Vanity.				
A Clear Amenity Tray must Be In Place.				
Wastebasket Must Be Made Of Plastic, Vinyl, Or Padded Metal. Minimum 8 Qt., Black, beige, tan in color, with liner.				
Two Bath Towels Per Bed For Standard Rooms And Two Extra For Rooms With Whirlpools; Two Hand Towels Per Bed; Two Wash Clothes Per Bed, And One Bathmat For Standard Rooms And Two For Rooms With Whirlpools. Bath Towels Should Be First Quality Grade, 27" X 50", And 14 Lbs. Hand Towels Should Be First Quality Grade, 16" X 27", And 3 Lbs. Wash Cloths Should Be First Quality Grade, 12" X 12", And 1 Lb. Bath Mats Should Be First Quality Grade, 20" X 30", And 7 Lbs. Must Be White In Color.				
Towel folding and presentation must be in compliance with the amenity presentation guide.				
Doors/Walls/Baseboards				
Ceiling				
Floor				
Sink/Counter/Shelves/Faucets				
Lighting/Light Fixtures/Vents				
Toilet/Bathtub/Shower				
Whirlpool Tub (if applicable)				
Total				

Guest Room - 5



COFFEE PROGRAM [See Sections #109.4 in R&R]	Cleanliness 2 PTS (Pass or Fail)	Condition 2 PTS (Pass or Fail)	Brand 12 PTS (Pass or Fail)	Comments
One CV1 Single Cup Coffee Brewer (available through Courtesy Products) is required in each guestroom.				
One (1) Of Each Per Bed Should Be In Place: Regular Coffee Pod (for CV1 Brewer), Decaf Coffee Pod (for CV1 Brewer), Grey Tea (individually wrapped), Chamomile Tea (individually wrapped).				
Coffee Service Tray: Must Be The Cobblestone Hotels, LLC Approved Coffee Tray.				
Two (2) Of Each Per Bed: Condiment Packets (in Clear Packaging/Unbranded) purchased through Courtesy Products, branded 10 oz. Individually Wrapped Hot Coffee Cups with Fitted Lids.				
BEDDING PROGRAM [See Sections #109.4 in R&R]	Cleanliness 16 PTS (Pass or Fail)	Condition 16 PTS (Pass or Fail)	Brand 33 PTS (Pass or Fail)	Comments
Approved Bed Scarf (Optional): One Per Bed. Must Be Cobblestone Hotels Approved Fabric.				
Dust Skirt: a brand-approved fitted dust skirt is required for beds with box springs. (Exception: Approved platform beds).				
Blankets: Required For Roll-away Beds And Sofa Sleepers. Sofa beds shall not be made up in advance, but sheets, blankets, and pillows should be stored in closet area (in approved storage bag) or dresser.				
Duvet Insert: One Per Bed Required. Must Be White In Color, And Be Minimum Of 41 Oz. Duvet Insert Blankets Are Required Between The Top Sheet And Flat Sheet.				
Bed Sheets And Pillow Cases: Properly Sized Bed Sheets And Pillowcases Must Be Provided. All Linen Items Are To Be A Minimum Of 200 Thread Count and white in color. There Should Be (1) Fitted Bottom Sheet, (1) Flat Sheet Per Bed, and (1) Top Sheet, (1) Pillowcase Per Pillow.				
Bed making and presentation must be in compliance with the amenity presentation guide.				
Pillows: Required For All Beds Including Rollaway Beds And Sofa Sleepers. Additional Pillows Are To Be Provided In The Guest Room Or In A Storage Available To The Guest Upon Request. There Should Be (5) Standard Size Pillows Per King Bed. (2) Standard Size Pillows Required For Sofa Sleeper. (4) Standard Size Pillows Per Queen Bed. Main Street: (2) Dream Surrender Pillow (Soft) per King Bed and Queen Bed; (3) Dream Memories Pillow (Firm) per King Bed and (2) per Queen Bed				
Main Street: Pick Your Pillow Card.				
A Mattress Pad is Required.				
Total				

Overall Guest Room Notes:

Guest Room - 6

Room #



Mock Quality Assurance

GUESTROOM [See Sections #109, #109.1, #109.2, #109.3, #109.4 in R&R]	Cleanliness 60 PTS (Pass or Fail)	Condition 60 PTS (Pass or Fail)	Brand 40 PTS (Pass or Fail)	Comments
Do Not Disturb: The use of "maid request" cards is not permitted.				
Glasses must be individually wrapped translucent cups. Glass tumblers are not permitted. The cups are to be placed on the designated coffee tray. Minimum 8 oz (two per bed).				
Removable Hangers Are Required In All Guest Room Closet Areas. (4) Shirt Hangers, And (4) Trouser Hangers, That Must Be Manufactured From Wood That Matches The Case Good/Door Wood Color. Wire/Metal/Or Plastic Hangers Are Not Permitted. A Mixture Of Color And Material Is Not Allowed.				
Ice Container: A Minimum 3 Qt. Size Ice Container With A Lid And Disposable Liner Must Be Placed In Refreshment Area; black in color.				
Logo'd Notepad And Pen: The Pad Must Be A Minimum Of 8 Sheets. A Logo'd Pen Is Required In All Guest Rooms. Notepad And Pen Are To Be Placed On Desk Area In All Guestrooms.				
Wastebasket Must Be Made Of Plastic, Vinyl, Or Padded Metal. Minimum 8 Qt; Black, tan or beige in color.				
Laundry Bag: A Minimum Size Of 14" X 24" Laundry Bag Must Be Hung In Closet Area.				
Flat Panel Television: Minimum of 55" With Remote Control.1 in guestrooms; 2 in two-room suites and studios - 32" in permitted in studio alcove if space does not allow 40".				
A Professionally Prepared TV Channel Guide Must Be Provided In Close Proximity To The Television And/or Remote Or In The Pocket Of The GSD, As A Listing In The Guests Services Directory, Or Electronically On The TV.				
Pornographic Movies Or Shows Are Prohibited.				
Required High Definition Basic Programming: At A Minimum, The Hotel Must Offer Free-to-guest "Basic Cable/Satellite" Programming Variety With No Fewer Than 25 Channels. The Following 5 Specific Networks Are Required: ABC, CBS, FOX, NBC, And PBS. At Least One (1) Channel Is Required From Each Of The Following 5 Programming Categories (With Notable/Popular Network Recommendations Provided As Guidance):1. News-CNN, CNN Headline News, CNBC, MSNBC, Fox News2. Weather-The Weather Channel, AccuWeather, Regional/Local Weather3. Entertainment-USA, TNT, TBS, LIFE, FX, WGN, History, Discovery, A&E, HGTV, TLC, Travel, AMC, TMC, Comedy Central, Sci-Fi, BIO, Food, MTV, VH1, CMT, Bravo, Spike, National Geographic4. Kid-Friendly: Disney, ABC Family, Nick, TVLand, Sprout, Noggin5. Sports, ESPN, ESPN2, ESPN Classic, ESPN U, SPEED, Fox Sports				
Iron And Ironing Board: Must Be Mounted On An Iron/Ironing Board Caddy In The Closet Area. Neutral Color (No Prints).				
Guest Room Telephones: Each Guest Room Must Have One (1) Telephone. The Telephone Must Be Placed On The Nightstand. Each Guestroom That Has Separated Rooms Must Have Two (2) Telephones. One Telephone Must Be Placed On Desk, And The Other On The Nightstand In The Bedroom. All Guestroom Telephones Must Also Meet Or Exceed The Following Specifications: Must Have Message Waiting Light, Must Have Custom Faceplate With Dialing Instructions, And Contain The Cobblestone Logo, Room Number, Address, Hotel Name, Phone Number, And Fax Number. Must Have Adequate Out-bound Trunk Lines For Both Local And Long Distance Service. Telephone Services Such As Call Waiting And Speed Dialing Are Optional.				

Guest Room - 6



GUESTROOM [See Sections #109, #109.1, #109.2, #109.3, #109.4 in R&R]	Cleanliness 60 PTS (Pass or Fail)	Condition 60 PTS (Pass or Fail)	Brand 40 PTS (Pass or Fail)	Comments
For Extended Stay Suites or Guestrooms with Kitchenette, the following must be included in the Kitchenette: Two of each: Dinner Plates, Cereal Bowls, Salad Plates, Spoon, Fork, Butter Knife, and Steak Knife, Drinking Glasses, Wine Glasses, Mixing Bowls, Spatulas, Serving Spoon, Hot Pads Living Room Lighting Sources (in addition to desk requirements; example: end table lamp, and floor lamp) One of each: Wine Bottle Opener, Can Opener, Tong, Whisk, Measuring Cup Set & Measuring Spoon Set, Kitchen Knife Set, Dish Rag & Dish Drying Towel, Dish Soap, Tall Kitchen Trash Receptacle, Dishwasher Pods, Paper Towel Holder & Paper Towel, Stock Pot, Sauté Pan, Sauce Pan Dinnerware and silverware must be matching in color.				
Alarm Clock: The Unit Shall Include An Illuminated Face, And Shall Be Located On The Nightstand.				
Compact Microwave/Miniature Refrigerator - Black or Stainless Steel.				
MAINSTREET - At each refreshment center, two (2) 1-Liter "Smart Water" water bottles are required to be present with approved Bottle Hangers on it. See Amenity Presentation Guide for more information.				
Cobblestone ReCharge Program Outlets (See Section 105.3 in R&R)				
A Night Latch Is Required On The Entry Door.				
Room Identification Signage Must Be In Place On The Entry Door. Room Numbers Must Be Installed.				
An Electronic Door Lock System Must Be In Place On The Entry Door.				
An 180 Degree Door Viewer Must Be In Place On The Entry Door.				
Desk lamps and nightstand lamps shall have power outlets on base.				
One Smoke free tent card must be displayed in room. If daily housekeeping is offered - terry reuse card must also be in place.				
One luggage rack is required to be stored in the closet area. Rack to be wood or stainless steel.				
Doors/Walls/Baseboards/Artwork/Mirrors				
Ceiling/Doors/Walls/Baseboard/Artwork/Mirrors				
Flooring/Carpet				
Casegoods - Dresser/Nightstand/Coffee Table/End Table/Desk				
Ergonomic Chair - Black, Chrome, Breathable Fabric, Wheels on Base (must swivel)				
Upholstered Furniture				
Windows and Window Treatments				
HVAC/Ventilation/Odor				
Headboard/Bed-frame/Mattress/Box-spring				
Total				

Guest Room - 6



GUEST BATHROOM [See Sections #109.4 in R&R]	Cleanliness 34 PTS (Pass or Fail)	Condition 34 PTS (Pass or Fail)	Brand 23 PTS (Pass or Fail)	Comments
Archive bulk amenities program in place (shampoo, conditioner, body wash) and bar hand soap at sink				
Two Rolls Of Two Ply Toilet Tissue. Rolls Not Presented On A Dispenser Must Be Wrapped. Roll on Dispenser must be in triangular fold.				
Toilet Tissue Dispenser: Must Be Installed Convenient To Commode.				
Facial Tissue Dispenser: Must Be Located On Vanity.				
Facial Tissue: Two Ply Facial Tissue. Each Guest Room Bath Or Vanity Must Have A Supply Of Facial Tissues Placed In The Dispenser.				
Towel Bars: One (1) 18" Bar Must Be Installed In The Vanity Area And One (1) 24" Bar Must Be Installed In The Bath Area. One 24" Shelf Must Be Installed Above The 24" Towel Bar. Both The Towel Bar And Towel Shelf May Be One Piece. Caddies Are Not Permitted. Towel Bars: Must Be Installed Convenient To The Vanity And Shower, Must Match In Color.				
Robe Hook: A Single Or Double Stainless Steel Or Chrome Robe Hook Must Be Securely Installed On The Interior Side Of The Bathroom Door.				
Hookless Shower Curtain (White or Beige in color) and Curved Shower Rod: Flat Chrome				
"You Say When" housekeeping hanger or Terry Re-use card must be displayed in bathroom.				
Hairdryer: Minimum 1500-watt Hair Dryer With Integrated Nightlight. For unmounted hairdryers, they must be placed in professional cloth bag, and either an outlet with integrated nightlight, or approved night light to be plugged into outlet in bathroom.				
Framed Mirror: The Width Of The Vanity.				
A Clear Amenity Tray must Be In Place.				
Wastebasket Must Be Made Of Plastic, Vinyl, Or Padded Metal. Minimum 8 Qt., Black, beige, tan in color, with liner.				
Two Bath Towels Per Bed For Standard Rooms And Two Extra For Rooms With Whirlpools; Two Hand Towels Per Bed; Two Wash Clothes Per Bed, And One Bathmat For Standard Rooms And Two For Rooms With Whirlpools. Bath Towels Should Be First Quality Grade, 27" X 50", And 14 Lbs. Hand Towels Should Be First Quality Grade, 16" X 27", And 3 Lbs. Wash Cloths Should Be First Quality Grade, 12" X 12", And 1 Lb. Bath Mats Should Be First Quality Grade, 20" X 30", And 7 Lbs. Must Be White In Color.				
Towel folding and presentation must be in compliance with the amenity presentation guide.				
Doors/Walls/Baseboards				
Ceiling				
Floor				
Sink/Counter/Shelves/Faucets				
Lighting/Light Fixtures/Vents				
Toilet/Bathtub/Shower				
Whirlpool Tub (if applicable)				
Total				

Guest Room - 6



COFFEE PROGRAM [See Sections #109.4 in R&R]	Cleanliness 2 PTS (Pass or Fail)	Condition 2 PTS (Pass or Fail)	Brand 12 PTS (Pass or Fail)	Comments
One CV1 Single Cup Coffee Brewer (available through Courtesy Products) is required in each guestroom.				
One (1) Of Each Per Bed Should Be In Place: Regular Coffee Pod (for CV1 Brewer), Decaf Coffee Pod (for CV1 Brewer), Grey Tea (individually wrapped), Chamomile Tea (individually wrapped).				
Coffee Service Tray: Must Be The Cobblestone Hotels, LLC Approved Coffee Tray.				
Two (2) Of Each Per Bed: Condiment Packets (in Clear Packaging/Unbranded) purchased through Courtesy Products, branded 10 oz. Individually Wrapped Hot Coffee Cups with Fitted Lids.				
BEDDING PROGRAM [See Sections #109.4 in R&R]	Cleanliness 16 PTS (Pass or Fail)	Condition 16 PTS (Pass or Fail)	Brand 33 PTS (Pass or Fail)	Comments
Approved Bed Scarf (Optional): One Per Bed. Must Be Cobblestone Hotels Approved Fabric.				
Dust Skirt: a brand-approved fitted dust skirt is required for beds with box springs. (Exception: Approved platform beds).				
Blankets: Required For Roll-away Beds And Sofa Sleepers. Sofa beds shall not be made up in advance, but sheets, blankets, and pillows should be stored in closet area (in approved storage bag) or dresser.				
Duvet Insert: One Per Bed Required. Must Be White In Color, And Be Minimum Of 41 Oz. Duvet Insert Blankets Are Required Between The Top Sheet And Flat Sheet.				
Bed Sheets And Pillow Cases: Properly Sized Bed Sheets And Pillowcases Must Be Provided. All Linen Items Are To Be A Minimum Of 200 Thread Count and white in color. There Should Be (1) Fitted Bottom Sheet, (1) Flat Sheet Per Bed, and (1) Top Sheet, (1) Pillowcase Per Pillow.				
Bed making and presentation must be in compliance with the amenity presentation guide.				
Pillows: Required For All Beds Including Rollaway Beds And Sofa Sleepers. Additional Pillows Are To Be Provided In The Guest Room Or In A Storage Available To The Guest Upon Request. There Should Be (5) Standard Size Pillows Per King Bed. (2) Standard Size Pillows Required For Sofa Sleeper. (4) Standard Size Pillows Per Queen Bed. Main Street: (2) Dream Surrender Pillow (Soft) per King Bed and Queen Bed; (3) Dream Memories Pillow (Firm) per King Bed and (2) per Queen Bed				
Main Street: Pick Your Pillow Card.				
A Mattress Pad is Required.				
Total				

Overall Guest Room Notes:

Guest Room - 7 (MAIN STREET) Room



Mock Quality Assurance

GUESTROOM [See Sections #109, #109.1, #109.2, #109.3, #109.4 in R&R]	Cleanliness 60 PTS (Pass or Fail)	Condition 60 PTS (Pass or Fail)	Brand 40 PTS (Pass or Fail)	Comments
Do Not Disturb: The use of "maid request" cards is not permitted.				
Glasses must be individually wrapped translucent cups. Glass tumblers are not permitted. The cups are to be placed on the designated coffee tray. Minimum 8 oz (two per bed).				
Removable Hangers Are Required In All Guest Room Closet Areas. (4) Shirt Hangers, And (4) Trouser Hangers, That Must Be Manufactured From Wood That Matches The Case Good/Door Wood Color. Wire/Metal/Or Plastic Hangers Are Not Permitted. A Mixture Of Color And Material Is Not Allowed.				
Ice Container: A Minimum 3 Qt. Size Ice Container With A Lid And Disposable Liner Must Be Placed In Refreshment Area; black in color.				
Logo'd Notepad And Pen: The Pad Must Be A Minimum Of 8 Sheets. A Logo'd Pen Is Required In All Guest Rooms. Notepad And Pen Are To Be Placed On Desk Area In All Guestrooms.				
Wastebasket Must Be Made Of Plastic, Vinyl, Or Padded Metal. Minimum 8 Qt; Black, tan or beige in color.				
Laundry Bag: A Minimum Size Of 14" X 24" Laundry Bag Must Be Hung In Closet Area.				
Flat Panel Television: Minimum of 55" With Remote Control.1 in guestrooms; 2 in two-room suites and studios - 32" in permitted in studio alcove if space does not allow 40".				
A Professionally Prepared TV Channel Guide Must Be Provided In Close Proximity To The Television And/or Remote Or In The Pocket Of The GSD, As A Listing In The Guests Services Directory, Or Electronically On The TV.				
Pornographic Movies Or Shows Are Prohibited.				
Required High Definition Basic Programming: At A Minimum, The Hotel Must Offer Free-to-guest "Basic Cable/Satellite" Programming Variety With No Fewer Than 25 Channels. The Following 5 Specific Networks Are Required: ABC, CBS, FOX, NBC, And PBS. At Least One (1) Channel Is Required From Each Of The Following 5 Programming Categories (With Notable/Popular Network Recommendations Provided As Guidance):1. News-CNN, CNN Headline News, CNBC, MSNBC, Fox News2. Weather-The Weather Channel, AccuWeather, Regional/Local Weather3. Entertainment-USA, TNT, TBS, LIFE, FX, WGN, History, Discovery, A&E, HGTV, TLC, Travel, AMC, TMC, Comedy Central, Sci-Fi, BIO, Food, MTV, VH1, CMT, Bravo, Spike, National Geographic4. Kid-Friendly: Disney, ABC Family, Nick, TVLand, Sprout, Noggin5. Sports, ESPN, ESPN2, ESPN Classic, ESPN U, SPEED, Fox Sports				
Iron And Ironing Board: Must Be Mounted On An Iron/Ironing Board Caddy In The Closet Area. Neutral Color (No Prints).				
Guest Room Telephones: Each Guest Room Must Have One (1) Telephone. The Telephone Must Be Placed On The Nightstand. Each Guestroom That Has Separated Rooms Must Have Two (2) Telephones. One Telephone Must Be Placed On Desk, And The Other On The Nightstand In The Bedroom. All Guestroom Telephones Must Also Meet Or Exceed The Following Specifications: Must Have Message Waiting Light, Must Have Custom Faceplate With Dialing Instructions, And Contain The Cobblestone Logo, Room Number, Address, Hotel Name, Phone Number, And Fax Number. Must Have Adequate Out-bound Trunk Lines For Both Local And Long Distance Service. Telephone Services Such As Call Waiting And Speed Dialing Are Optional.				

Guest Room - 7



GUESTROOM [See Sections #109, #109.1, #109.2, #109.3, #109.4 in R&R]	Cleanliness 60 PTS (Pass or Fail)	Condition 60 PTS (Pass or Fail)	Brand 40 PTS (Pass or Fail)	Comments
For Extended Stay Suites or Guestrooms with Kitchenette, the following must be included in the Kitchenette: Two of each: Dinner Plates, Cereal Bowls, Salad Plates, Spoon, Fork, Butter Knife, and Steak Knife, Drinking Glasses, Wine Glasses, Mixing Bowls, Spatulas, Serving Spoon, Hot Pads Living Room Lighting Sources (in addition to desk requirements; example: end table lamp, and floor lamp) One of each: Wine Bottle Opener, Can Opener, Tong, Whisk, Measuring Cup Set & Measuring Spoon Set, Kitchen Knife Set, Dish Rag & Dish Drying Towel, Dish Soap, Tall Kitchen Trash Receptacle, Dishwasher Pods, Paper Towel Holder & Paper Towel, Stock Pot, Sauté Pan, Sauce Pan Dinnerware and silverware must be matching in color.				
Alarm Clock: The Unit Shall Include An Illuminated Face, And Shall Be Located On The Nightstand.				
Compact Microwave/Miniature Refrigerator - Black or Stainless Steel.				
MAINSTREET - At each refreshment center, two (2) 1-Liter "Smart Water" water bottles are required to be present with approved Bottle Hangers on it. See Amenity Presentation Guide for more information.				
Cobblestone ReCharge Program Outlets (See Section 105.3 in R&R)				
A Night Latch Is Required On The Entry Door.				
Room Identification Signage Must Be In Place On The Entry Door. Room Numbers Must Be Installed.				
An Electronic Door Lock System Must Be In Place On The Entry Door.				
An 180 Degree Door Viewer Must Be In Place On The Entry Door.				
Desk lamps and nightstand lamps shall have power outlets on base.				
One Smoke free tent card must be displayed in room. If daily housekeeping is offered - terry reuse card must also be in place.				
One luggage rack is required to be stored in the closet area. Rack to be wood or stainless steel.				
Doors/Walls/Baseboards/Artwork/Mirrors				
Ceiling/Doors/Walls/Baseboard/Artwork/Mirrors				
Flooring/Carpet				
Casegoods - Dresser/Nightstand/Coffee Table/End Table/Desk				
Ergonomic Chair - Black, Chrome, Breathable Fabric, Wheels on Base (must swivel)				
Upholstered Furniture				
Windows and Window Treatments				
HVAC/Ventilation/Odor				
Headboard/Bed-frame/Mattress/Box-spring				
Total				

Guest Room - 7



GUEST BATHROOM [See Sections #109.4 in R&R]	Cleanliness 34 PTS (Pass or Fail)	Condition 34 PTS (Pass or Fail)	Brand 23 PTS (Pass or Fail)	Comments
Archive bulk amenities program in place (shampoo, conditioner, body wash) and bar hand soap at sink				
Two Rolls Of Two Ply Toilet Tissue. Rolls Not Presented On A Dispenser Must Be Wrapped. Roll on Dispenser must be in triangular fold.				
Toilet Tissue Dispenser: Must Be Installed Convenient To Commode.				
Facial Tissue Dispenser: Must Be Located On Vanity.				
Facial Tissue: Two Ply Facial Tissue. Each Guest Room Bath Or Vanity Must Have A Supply Of Facial Tissues Placed In The Dispenser.				
Towel Bars: One (1) 18" Bar Must Be Installed In The Vanity Area And One (1) 24" Bar Must Be Installed In The Bath Area. One 24" Shelf Must Be Installed Above The 24" Towel Bar. Both The Towel Bar And Towel Shelf May Be One Piece. Caddies Are Not Permitted. Towel Bars: Must Be Installed Convenient To The Vanity And Shower, Must Match In Color.				
Robe Hook: A Single Or Double Stainless Steel Or Chrome Robe Hook Must Be Securely Installed On The Interior Side Of The Bathroom Door.				
Hookless Shower Curtain (White or Beige in color) and Curved Shower Rod: Flat Chrome				
"You Say When" housekeeping hanger or Terry Re-use card must be displayed in bathroom.				
Hairdryer: Minimum 1500-watt Hair Dryer With Integrated Nightlight. For unmounted hairdryers, they must be placed in professional cloth bag, and either an outlet with integrated nightlight, or approved night light to be plugged into outlet in bathroom.				
Framed Mirror: The Width Of The Vanity.				
A Clear Amenity Tray must Be In Place.				
Wastebasket Must Be Made Of Plastic, Vinyl, Or Padded Metal. Minimum 8 Qt., Black, beige, tan in color, with liner.				
Two Bath Towels Per Bed For Standard Rooms And Two Extra For Rooms With Whirlpools; Two Hand Towels Per Bed; Two Wash Clothes Per Bed, And One Bathmat For Standard Rooms And Two For Rooms With Whirlpools. Bath Towels Should Be First Quality Grade, 27" X 50", And 14 Lbs. Hand Towels Should Be First Quality Grade, 16" X 27", And 3 Lbs. Wash Cloths Should Be First Quality Grade, 12" X 12", And 1 Lb. Bath Mats Should Be First Quality Grade, 20" X 30", And 7 Lbs. Must Be White In Color.				
Towel folding and presentation must be in compliance with the amenity presentation guide.				
Doors/Walls/Baseboards				
Ceiling				
Floor				
Sink/Counter/Shelves/Faucets				
Lighting/Light Fixtures/Vents				
Toilet/Bathtub/Shower				
Whirlpool Tub (if applicable)				
Total				

Guest Room - 7



COFFEE PROGRAM [See Sections #109.4 in R&R]	Cleanliness 2 PTS (Pass or Fail)	Condition 2 PTS (Pass or Fail)	Brand 12 PTS (Pass or Fail)	Comments
One CV1 Single Cup Coffee Brewer (available through Courtesy Products) is required in each guestroom.				
One (1) Of Each Per Bed Should Be In Place: Regular Coffee Pod (for CV1 Brewer), Decaf Coffee Pod (for CV1 Brewer), Grey Tea (individually wrapped), Chamomile Tea (individually wrapped).				
Coffee Service Tray: Must Be The Cobblestone Hotels, LLC Approved Coffee Tray.				
Two (2) Of Each Per Bed: Condiment Packets (in Clear Packaging/Unbranded) purchased through Courtesy Products, branded 10 oz. Individually Wrapped Hot Coffee Cups with Fitted Lids.				
BEDDING PROGRAM [See Sections #109.4 in R&R]	Cleanliness 16 PTS (Pass or Fail)	Condition 16 PTS (Pass or Fail)	Brand 33 PTS (Pass or Fail)	Comments
Approved Bed Scarf (Optional): One Per Bed. Must Be Cobblestone Hotels Approved Fabric.				
Dust Skirt: a brand-approved fitted dust skirt is required for beds with box springs. (Exception: Approved platform beds).				
Blankets: Required For Roll-away Beds And Sofa Sleepers. Sofa beds shall not be made up in advance, but sheets, blankets, and pillows should be stored in closet area (in approved storage bag) or dresser.				
Duvet Insert: One Per Bed Required. Must Be White In Color, And Be Minimum Of 41 Oz. Duvet Insert Blankets Are Required Between The Top Sheet And Flat Sheet.				
Bed Sheets And Pillow Cases: Properly Sized Bed Sheets And Pillowcases Must Be Provided. All Linen Items Are To Be A Minimum Of 200 Thread Count and white in color. There Should Be (1) Fitted Bottom Sheet, (1) Flat Sheet Per Bed, and (1) Top Sheet, (1) Pillowcase Per Pillow.				
Bed making and presentation must be in compliance with the amenity presentation guide.				
Pillows: Required For All Beds Including Rollaway Beds And Sofa Sleepers. Additional Pillows Are To Be Provided In The Guest Room Or In A Storage Available To The Guest Upon Request. There Should Be (5) Standard Size Pillows Per King Bed. (2) Standard Size Pillows Required For Sofa Sleeper. (4) Standard Size Pillows Per Queen Bed.				
Main Street: (2) Dream Surrender Pillow (Soft) per King Bed and Queen Bed; (3) Dream Memories Pillow (Firm) per King Bed and (2) per Queen Bed				
Main Street: Pick Your Pillow Card.				
A Mattress Pad is Required.				
Total				

Overall Guest Room Notes:

Guest Room - 8 (MAIN STREET) Room



Mock Quality Assurance

GUESTROOM [See Sections #109, #109.1, #109.2, #109.3, #109.4 in R&R]	Cleanliness 60 PTS (Pass or Fail)	Condition 60 PTS (Pass or Fail)	Brand 40 PTS (Pass or Fail)	Comments
Do Not Disturb: The use of "maid request" cards is not permitted.				
Glasses must be individually wrapped translucent cups. Glass tumblers are not permitted. The cups are to be placed on the designated coffee tray. Minimum 8 oz (two per bed).				
Removable Hangers Are Required In All Guest Room Closet Areas. (4) Shirt Hangers, And (4) Trouser Hangers, That Must Be Manufactured From Wood That Matches The Case Good/Door Wood Color. Wire/Metal/Or Plastic Hangers Are Not Permitted. A Mixture Of Color And Material Is Not Allowed.				
Ice Container: A Minimum 3 Qt. Size Ice Container With A Lid And Disposable Liner Must Be Placed In Refreshment Area; black in color.				
Logo'd Notepad And Pen: The Pad Must Be A Minimum Of 8 Sheets. A Logo'd Pen Is Required In All Guest Rooms. Notepad And Pen Are To Be Placed On Desk Area In All Guestrooms.				
Wastebasket Must Be Made Of Plastic, Vinyl, Or Padded Metal. Minimum 8 Qt; Black, tan or beige in color.				
Laundry Bag: A Minimum Size Of 14" X 24" Laundry Bag Must Be Hung In Closet Area.				
Flat Panel Television: Minimum of 55" With Remote Control.1 in guestrooms; 2 in two-room suites and studios - 32" in permitted in studio alcove if space does not allow 40".				
A Professionally Prepared TV Channel Guide Must Be Provided In Close Proximity To The Television And/or Remote Or In The Pocket Of The GSD, As A Listing In The Guests Services Directory, Or Electronically On The TV.				
Pornographic Movies Or Shows Are Prohibited.				
Required High Definition Basic Programming: At A Minimum, The Hotel Must Offer Free-to-guest "Basic Cable/Satellite" Programming Variety With No Fewer Than 25 Channels. The Following 5 Specific Networks Are Required: ABC, CBS, FOX, NBC, And PBS. At Least One (1) Channel Is Required From Each Of The Following 5 Programming Categories (With Notable/Popular Network Recommendations Provided As Guidance):1. News-CNN, CNN Headline News, CNBC, MSNBC, Fox News2. Weather-The Weather Channel, AccuWeather, Regional/Local Weather3. Entertainment-USA, TNT, TBS, LIFE, FX, WGN, History, Discovery, A&E, HGTV, TLC, Travel, AMC, TMC, Comedy Central, Sci-Fi, BIO, Food, MTV, VH1, CMT, Bravo, Spike, National Geographic4. Kid-Friendly: Disney, ABC Family, Nick, TVLand, Sprout, Noggin5. Sports, ESPN, ESPN2, ESPN Classic, ESPN U, SPEED, Fox Sports				
Iron And Ironing Board: Must Be Mounted On An Iron/Ironing Board Caddy In The Closet Area. Neutral Color (No Prints).				
Guest Room Telephones: Each Guest Room Must Have One (1) Telephone. The Telephone Must Be Placed On The Nightstand. Each Guestroom That Has Separated Rooms Must Have Two (2) Telephones. One Telephone Must Be Placed On Desk, And The Other On The Nightstand In The Bedroom. All Guestroom Telephones Must Also Meet Or Exceed The Following Specifications: Must Have Message Waiting Light, Must Have Custom Faceplate With Dialing Instructions, And Contain The Cobblestone Logo, Room Number, Address, Hotel Name, Phone Number, And Fax Number. Must Have Adequate Out-bound Trunk Lines For Both Local And Long Distance Service. Telephone Services Such As Call Waiting And Speed Dialing Are Optional.				

Guest Room - 8



GUESTROOM [See Sections #109, #109.1, #109.2, #109.3, #109.4 in R&R]	Cleanliness 60 PTS (Pass or Fail)	Condition 60 PTS (Pass or Fail)	Brand 40 PTS (Pass or Fail)	Comments
For Extended Stay Suites or Guestrooms with Kitchenette, the following must be included in the Kitchenette: Two of each: Dinner Plates, Cereal Bowls, Salad Plates, Spoon, Fork, Butter Knife, and Steak Knife, Drinking Glasses, Wine Glasses, Mixing Bowls, Spatulas, Serving Spoon, Hot Pads Living Room Lighting Sources (in addition to desk requirements; example: end table lamp, and floor lamp) One of each: Wine Bottle Opener, Can Opener, Tong, Whisk, Measuring Cup Set & Measuring Spoon Set, Kitchen Knife Set, Dish Rag & Dish Drying Towel, Dish Soap, Tall Kitchen Trash Receptacle, Dishwasher Pods, Paper Towel Holder & Paper Towel, Stock Pot, Sauté Pan, Sauce Pan Dinnerware and silverware must be matching in color.				
Alarm Clock: The Unit Shall Include An Illuminated Face, And Shall Be Located On The Nightstand.				
Compact Microwave/Miniature Refrigerator - Black or Stainless Steel.				
MAINSTREET - At each refreshment center, two (2) 1-Liter "Smart Water" water bottles are required to be present with approved Bottle Hangers on it. See Amenity Presentation Guide for more information.				
Cobblestone ReCharge Program Outlets (See Section 105.3 in R&R)				
A Night Latch Is Required On The Entry Door.				
Room Identification Signage Must Be In Place On The Entry Door. Room Numbers Must Be Installed.				
An Electronic Door Lock System Must Be In Place On The Entry Door.				
An 180 Degree Door Viewer Must Be In Place On The Entry Door.				
Desk lamps and nightstand lamps shall have power outlets on base.				
One Smoke free tent card must be displayed in room. If daily housekeeping is offered - terry reuse card must also be in place.				
One luggage rack is required to be stored in the closet area. Rack to be wood or stainless steel.				
Doors/Walls/Baseboards/Artwork/Mirrors				
Ceiling/Doors/Walls/Baseboard/Artwork/Mirrors				
Flooring/Carpet				
Casegoods - Dresser/Nightstand/Coffee Table/End Table/Desk				
Ergonomic Chair - Black, Chrome, Breathable Fabric, Wheels on Base (must swivel)				
Upholstered Furniture				
Windows and Window Treatments				
HVAC/Ventilation/Odor				
Headboard/Bed-frame/Mattress/Box-spring				
Total				

Guest Room - 8



GUEST BATHROOM [See Sections #109.4 in R&R]	Cleanliness 34 PTS (Pass or Fail)	Condition 34 PTS (Pass or Fail)	Brand 23 PTS (Pass or Fail)	Comments
Archive bulk amenities program in place (shampoo, conditioner, body wash) and bar hand soap at sink				
Two Rolls Of Two Ply Toilet Tissue. Rolls Not Presented On A Dispenser Must Be Wrapped. Roll on Dispenser must be in triangular fold.				
Toilet Tissue Dispenser: Must Be Installed Convenient To Commode.				
Facial Tissue Dispenser: Must Be Located On Vanity.				
Facial Tissue: Two Ply Facial Tissue. Each Guest Room Bath Or Vanity Must Have A Supply Of Facial Tissues Placed In The Dispenser.				
Towel Bars: One (1) 18" Bar Must Be Installed In The Vanity Area And One (1) 24" Bar Must Be Installed In The Bath Area. One 24" Shelf Must Be Installed Above The 24" Towel Bar. Both The Towel Bar And Towel Shelf May Be One Piece. Caddies Are Not Permitted. Towel Bars: Must Be Installed Convenient To The Vanity And Shower, Must Match In Color.				
Robe Hook: A Single Or Double Stainless Steel Or Chrome Robe Hook Must Be Securely Installed On The Interior Side Of The Bathroom Door.				
Hookless Shower Curtain (White or Beige in color) and Curved Shower Rod: Flat Chrome				
"You Say When" housekeeping hanger or Terry Re-use card must be displayed in bathroom.				
Hairdryer: Minimum 1500-watt Hair Dryer With Integrated Nightlight. For unmounted hairdryers, they must be placed in professional cloth bag, and either an outlet with integrated nightlight, or approved night light to be plugged into outlet in bathroom.				
Framed Mirror: The Width Of The Vanity.				
A Clear Amenity Tray must Be In Place.				
Wastebasket Must Be Made Of Plastic, Vinyl, Or Padded Metal. Minimum 8 Qt., Black, beige, tan in color, with liner.				
Two Bath Towels Per Bed For Standard Rooms And Two Extra For Rooms With Whirlpools; Two Hand Towels Per Bed; Two Wash Clothes Per Bed, And One Bathmat For Standard Rooms And Two For Rooms With Whirlpools. Bath Towels Should Be First Quality Grade, 27" X 50", And 14 Lbs. Hand Towels Should Be First Quality Grade, 16" X 27", And 3 Lbs. Wash Cloths Should Be First Quality Grade, 12" X 12", And 1 Lb. Bath Mats Should Be First Quality Grade, 20" X 30", And 7 Lbs. Must Be White In Color.				
Towel folding and presentation must be in compliance with the amenity presentation guide.				
Doors/Walls/Baseboards				
Ceiling				
Floor				
Sink/Counter/Shelves/Faucets				
Lighting/Light Fixtures/Vents				
Toilet/Bathtub/Shower				
Whirlpool Tub (if applicable)				
Total				

Guest Room - 8



COFFEE PROGRAM [See Sections #109.4 in R&R]	Cleanliness 2 PTS (Pass or Fail)	Condition 2 PTS (Pass or Fail)	Brand 12 PTS (Pass or Fail)	Comments
One CV1 Single Cup Coffee Brewer (available through Courtesy Products) is required in each guestroom.				
One (1) Of Each Per Bed Should Be In Place: Regular Coffee Pod (for CV1 Brewer), Decaf Coffee Pod (for CV1 Brewer), Grey Tea (individually wrapped), Chamomile Tea (individually wrapped).				
Coffee Service Tray: Must Be The Cobblestone Hotels, LLC Approved Coffee Tray.				
Two (2) Of Each Per Bed: Condiment Packets (in Clear Packaging/Unbranded) purchased through Courtesy Products, branded 10 oz. Individually Wrapped Hot Coffee Cups with Fitted Lids.				
BEDDING PROGRAM [See Sections #109.4 in R&R]	Cleanliness 16 PTS (Pass or Fail)	Condition 16 PTS (Pass or Fail)	Brand 33 PTS (Pass or Fail)	Comments
Approved Bed Scarf (Optional): One Per Bed. Must Be Cobblestone Hotels Approved Fabric.				
Dust Skirt: a brand-approved fitted dust skirt is required for beds with box springs. (Exception: Approved platform beds).				
Blankets: Required For Roll-away Beds And Sofa Sleepers. Sofa beds shall not be made up in advance, but sheets, blankets, and pillows should be stored in closet area (in approved storage bag) or dresser.				
Duvet Insert: One Per Bed Required. Must Be White In Color, And Be Minimum Of 41 Oz. Duvet Insert Blankets Are Required Between The Top Sheet And Flat Sheet.				
Bed Sheets And Pillow Cases: Properly Sized Bed Sheets And Pillowcases Must Be Provided. All Linen Items Are To Be A Minimum Of 200 Thread Count and white in color. There Should Be (1) Fitted Bottom Sheet, (1) Flat Sheet Per Bed, and (1) Top Sheet, (1) Pillowcase Per Pillow.				
Bed making and presentation must be in compliance with the amenity presentation guide.				
Pillows: Required For All Beds Including Rollaway Beds And Sofa Sleepers. Additional Pillows Are To Be Provided In The Guest Room Or In A Storage Available To The Guest Upon Request. There Should Be (5) Standard Size Pillows Per King Bed. (2) Standard Size Pillows Required For Sofa Sleeper. (4) Standard Size Pillows Per Queen Bed.				
Main Street: (2) Dream Surrender Pillow (Soft) per King Bed and Queen Bed; (3) Dream Memories Pillow (Firm) per King Bed and (2) per Queen Bed				
Main Street: Pick Your Pillow Card.				
A Mattress Pad is Required.				
Total				

Overall Guest Room Notes:

Guest Room - 9 (MAIN STREET) Room



Mock Quality Assurance

GUESTROOM [See Sections #109, #109.1, #109.2, #109.3, #109.4 in R&R]	Cleanliness 60 PTS (Pass or Fail)	Condition 60 PTS (Pass or Fail)	Brand 40 PTS (Pass or Fail)	Comments
Do Not Disturb: The use of "maid request" cards is not permitted.				
Glasses must be individually wrapped translucent cups. Glass tumblers are not permitted. The cups are to be placed on the designated coffee tray. Minimum 8 oz (two per bed).				
Removable Hangers Are Required In All Guest Room Closet Areas. (4) Shirt Hangers, And (4) Trouser Hangers, That Must Be Manufactured From Wood That Matches The Case Good/Door Wood Color. Wire/Metal/Or Plastic Hangers Are Not Permitted. A Mixture Of Color And Material Is Not Allowed.				
Ice Container: A Minimum 3 Qt. Size Ice Container With A Lid And Disposable Liner Must Be Placed In Refreshment Area; black in color.				
Logo'd Notepad And Pen: The Pad Must Be A Minimum Of 8 Sheets. A Logo'd Pen Is Required In All Guest Rooms. Notepad And Pen Are To Be Placed On Desk Area In All Guestrooms.				
Wastebasket Must Be Made Of Plastic, Vinyl, Or Padded Metal. Minimum 8 Qt; Black, tan or beige in color.				
Laundry Bag: A Minimum Size Of 14" X 24" Laundry Bag Must Be Hung In Closet Area.				
Flat Panel Television: Minimum of 55" With Remote Control.1 in guestrooms; 2 in two-room suites and studios - 32" in permitted in studio alcove if space does not allow 40".				
A Professionally Prepared TV Channel Guide Must Be Provided In Close Proximity To The Television And/or Remote Or In The Pocket Of The GSD, As A Listing In The Guests Services Directory, Or Electronically On The TV.				
Pornographic Movies Or Shows Are Prohibited.				
Required High Definition Basic Programming: At A Minimum, The Hotel Must Offer Free-to-guest "Basic Cable/Satellite" Programming Variety With No Fewer Than 25 Channels. The Following 5 Specific Networks Are Required: ABC, CBS, FOX, NBC, And PBS. At Least One (1) Channel Is Required From Each Of The Following 5 Programming Categories (With Notable/Popular Network Recommendations Provided As Guidance):1. News-CNN, CNN Headline News, CNBC, MSNBC, Fox News2. Weather-The Weather Channel, AccuWeather, Regional/Local Weather3. Entertainment-USA, TNT, TBS, LIFE, FX, WGN, History, Discovery, A&E, HGTV, TLC, Travel, AMC, TMC, Comedy Central, Sci-Fi, BIO, Food, MTV, VH1, CMT, Bravo, Spike, National Geographic4. Kid-Friendly: Disney, ABC Family, Nick, TVLand, Sprout, Noggin5. Sports, ESPN, ESPN2, ESPN Classic, ESPN U, SPEED, Fox Sports				
Iron And Ironing Board: Must Be Mounted On An Iron/Ironing Board Caddy In The Closet Area. Neutral Color (No Prints).				
Guest Room Telephones: Each Guest Room Must Have One (1) Telephone. The Telephone Must Be Placed On The Nightstand. Each Guestroom That Has Separated Rooms Must Have Two (2) Telephones. One Telephone Must Be Placed On Desk, And The Other On The Nightstand In The Bedroom. All Guestroom Telephones Must Also Meet Or Exceed The Following Specifications: Must Have Message Waiting Light, Must Have Custom Faceplate With Dialing Instructions, And Contain The Cobblestone Logo, Room Number, Address, Hotel Name, Phone Number, And Fax Number. Must Have Adequate Out-bound Trunk Lines For Both Local And Long Distance Service. Telephone Services Such As Call Waiting And Speed Dialing Are Optional.				

Guest Room - 9



GUESTROOM [See Sections #109, #109.1, #109.2, #109.3, #109.4 in R&R]	Cleanliness 60 PTS (Pass or Fail)	Condition 60 PTS (Pass or Fail)	Brand 40 PTS (Pass or Fail)	Comments
For Extended Stay Suites or Guestrooms with Kitchenette, the following must be included in the Kitchenette: Two of each: Dinner Plates, Cereal Bowls, Salad Plates, Spoon, Fork, Butter Knife, and Steak Knife, Drinking Glasses, Wine Glasses, Mixing Bowls, Spatulas, Serving Spoon, Hot Pads Living Room Lighting Sources (in addition to desk requirements; example: end table lamp, and floor lamp) One of each: Wine Bottle Opener, Can Opener, Tong, Whisk, Measuring Cup Set & Measuring Spoon Set, Kitchen Knife Set, Dish Rag & Dish Drying Towel, Dish Soap, Tall Kitchen Trash Receptacle, Dishwasher Pods, Paper Towel Holder & Paper Towel, Stock Pot, Sauté Pan, Sauce Pan Dinnerware and silverware must be matching in color.				
Alarm Clock: The Unit Shall Include An Illuminated Face, And Shall Be Located On The Nightstand.				
Compact Microwave/Miniature Refrigerator - Black or Stainless Steel.				
MAINSTREET - At each refreshment center, two (2) 1-Liter "Smart Water" water bottles are required to be present with approved Bottle Hangers on it. See Amenity Presentation Guide for more information.				
Cobblestone ReCharge Program Outlets (See Section 105.3 in R&R)				
A Night Latch Is Required On The Entry Door.				
Room Identification Signage Must Be In Place On The Entry Door. Room Numbers Must Be Installed.				
An Electronic Door Lock System Must Be In Place On The Entry Door.				
An 180 Degree Door Viewer Must Be In Place On The Entry Door.				
Desk lamps and nightstand lamps shall have power outlets on base.				
One Smoke free tent card must be displayed in room. If daily housekeeping is offered - terry reuse card must also be in place.				
One luggage rack is required to be stored in the closet area. Rack to be wood or stainless steel.				
Doors/Walls/Baseboards/Artwork/Mirrors				
Ceiling/Doors/Walls/Baseboard/Artwork/Mirrors				
Flooring/Carpet				
Casegoods - Dresser/Nightstand/Coffee Table/End Table/Desk				
Ergonomic Chair - Black, Chrome, Breathable Fabric, Wheels on Base (must swivel)				
Upholstered Furniture				
Windows and Window Treatments				
HVAC/Ventilation/Odor				
Headboard/Bed-frame/Mattress/Box-spring				
Total				

Guest Room - 9



GUEST BATHROOM [See Sections #109.4 in R&R]	Cleanliness 34 PTS (Pass or Fail)	Condition 34 PTS (Pass or Fail)	Brand 23 PTS (Pass or Fail)	Comments
Archive bulk amenities program in place (shampoo, conditioner, body wash) and bar hand soap at sink				
Two Rolls Of Two Ply Toilet Tissue. Rolls Not Presented On A Dispenser Must Be Wrapped. Roll on Dispenser must be in triangular fold.				
Toilet Tissue Dispenser: Must Be Installed Convenient To Commode.				
Facial Tissue Dispenser: Must Be Located On Vanity.				
Facial Tissue: Two Ply Facial Tissue. Each Guest Room Bath Or Vanity Must Have A Supply Of Facial Tissues Placed In The Dispenser.				
Towel Bars: One (1) 18" Bar Must Be Installed In The Vanity Area And One (1) 24" Bar Must Be Installed In The Bath Area. One 24" Shelf Must Be Installed Above The 24" Towel Bar. Both The Towel Bar And Towel Shelf May Be One Piece. Caddies Are Not Permitted. Towel Bars: Must Be Installed Convenient To The Vanity And Shower, Must Match In Color.				
Robe Hook: A Single Or Double Stainless Steel Or Chrome Robe Hook Must Be Securely Installed On The Interior Side Of The Bathroom Door.				
Hookless Shower Curtain (White or Beige in color) and Curved Shower Rod: Flat Chrome				
"You Say When" housekeeping hanger or Terry Re-use card must be displayed in bathroom.				
Hairdryer: Minimum 1500-watt Hair Dryer With Integrated Nightlight. For unmounted hairdryers, they must be placed in professional cloth bag, and either an outlet with integrated nightlight, or approved night light to be plugged into outlet in bathroom.				
Framed Mirror: The Width Of The Vanity.				
A Clear Amenity Tray must Be In Place.				
Wastebasket Must Be Made Of Plastic, Vinyl, Or Padded Metal. Minimum 8 Qt., Black, beige, tan in color, with liner.				
Two Bath Towels Per Bed For Standard Rooms And Two Extra For Rooms With Whirlpools; Two Hand Towels Per Bed; Two Wash Clothes Per Bed, And One Bathmat For Standard Rooms And Two For Rooms With Whirlpools. Bath Towels Should Be First Quality Grade, 27" X 50", And 14 Lbs. Hand Towels Should Be First Quality Grade, 16" X 27", And 3 Lbs. Wash Cloths Should Be First Quality Grade, 12" X 12", And 1 Lb. Bath Mats Should Be First Quality Grade, 20" X 30", And 7 Lbs. Must Be White In Color.				
Towel folding and presentation must be in compliance with the amenity presentation guide.				
Doors/Walls/Baseboards				
Ceiling				
Floor				
Sink/Counter/Shelves/Faucets				
Lighting/Light Fixtures/Vents				
Toilet/Bathtub/Shower				
Whirlpool Tub (if applicable)				
Total				

Guest Room - 9



COFFEE PROGRAM [See Sections #109.4 in R&R]	Cleanliness 2 PTS (Pass or Fail)	Condition 2 PTS (Pass or Fail)	Brand 12 PTS (Pass or Fail)	Comments
One CV1 Single Cup Coffee Brewer (available through Courtesy Products) is required in each guestroom.				
One (1) Of Each Per Bed Should Be In Place: Regular Coffee Pod (for CV1 Brewer), Decaf Coffee Pod (for CV1 Brewer), Grey Tea (individually wrapped), Chamomile Tea (individually wrapped).				
Coffee Service Tray: Must Be The Cobblestone Hotels, LLC Approved Coffee Tray.				
Two (2) Of Each Per Bed: Condiment Packets (in Clear Packaging/Unbranded) purchased through Courtesy Products, branded 10 oz. Individually Wrapped Hot Coffee Cups with Fitted Lids.				
BEDDING PROGRAM [See Sections #109.4 in R&R]	Cleanliness 16 PTS (Pass or Fail)	Condition 16 PTS (Pass or Fail)	Brand 33 PTS (Pass or Fail)	Comments
Approved Bed Scarf (Optional): One Per Bed. Must Be Cobblestone Hotels Approved Fabric.				
Dust Skirt: a brand-approved fitted dust skirt is required for beds with box springs. (Exception: Approved platform beds).				
Blankets: Required For Roll-away Beds And Sofa Sleepers. Sofa beds shall not be made up in advance, but sheets, blankets, and pillows should be stored in closet area (in approved storage bag) or dresser.				
Duvet Insert: One Per Bed Required. Must Be White In Color, And Be Minimum Of 41 Oz. Duvet Insert Blankets Are Required Between The Top Sheet And Flat Sheet.				
Bed Sheets And Pillow Cases: Properly Sized Bed Sheets And Pillowcases Must Be Provided. All Linen Items Are To Be A Minimum Of 200 Thread Count and white in color. There Should Be (1) Fitted Bottom Sheet, (1) Flat Sheet Per Bed, and (1) Top Sheet, (1) Pillowcase Per Pillow.				
Bed making and presentation must be in compliance with the amenity presentation guide.				
Pillows: Required For All Beds Including Rollaway Beds And Sofa Sleepers. Additional Pillows Are To Be Provided In The Guest Room Or In A Storage Available To The Guest Upon Request. There Should Be (5) Standard Size Pillows Per King Bed. (2) Standard Size Pillows Required For Sofa Sleeper. (4) Standard Size Pillows Per Queen Bed.				
Main Street: (2) Dream Surrender Pillow (Soft) per King Bed and Queen Bed; (3) Dream Memories Pillow (Firm) per King Bed and (2) per Queen Bed				
Main Street: Pick Your Pillow Card.				
A Mattress Pad is Required.				
Total				

Overall Guest Room Notes:

Guest Room - 10 (MAIN STREET) Room



Mock Quality Assurance

GUESTROOM [See Sections #109, #109.1, #109.2, #109.3, #109.4 in R&R]	Cleanliness 60 PTS (Pass or Fail)	Condition 60 PTS (Pass or Fail)	Brand 40 PTS (Pass or Fail)	Comments
Do Not Disturb: The use of "maid request" cards is not permitted.				
Glasses must be individually wrapped translucent cups. Glass tumblers are not permitted. The cups are to be placed on the designated coffee tray. Minimum 8 oz (two per bed).				
Removable Hangers Are Required In All Guest Room Closet Areas. (4) Shirt Hangers, And (4) Trouser Hangers, That Must Be Manufactured From Wood That Matches The Case Good/Door Wood Color. Wire/Metal/Or Plastic Hangers Are Not Permitted. A Mixture Of Color And Material Is Not Allowed.				
Ice Container: A Minimum 3 Qt. Size Ice Container With A Lid And Disposable Liner Must Be Placed In Refreshment Area; black in color.				
Logo'd Notepad And Pen: The Pad Must Be A Minimum Of 8 Sheets. A Logo'd Pen Is Required In All Guest Rooms. Notepad And Pen Are To Be Placed On Desk Area In All Guestrooms.				
Wastebasket Must Be Made Of Plastic, Vinyl, Or Padded Metal. Minimum 8 Qt; Black, tan or beige in color.				
Laundry Bag: A Minimum Size Of 14" X 24" Laundry Bag Must Be Hung In Closet Area.				
Flat Panel Television: Minimum of 55" With Remote Control.1 in guestrooms; 2 in two-room suites and studios - 32" in permitted in studio alcove if space does not allow 40".				
A Professionally Prepared TV Channel Guide Must Be Provided In Close Proximity To The Television And/or Remote Or In The Pocket Of The GSD, As A Listing In The Guests Services Directory, Or Electronically On The TV.				
Pornographic Movies Or Shows Are Prohibited.				
Required High Definition Basic Programming: At A Minimum, The Hotel Must Offer Free-to-guest "Basic Cable/Satellite" Programming Variety With No Fewer Than 25 Channels. The Following 5 Specific Networks Are Required: ABC, CBS, FOX, NBC, And PBS. At Least One (1) Channel Is Required From Each Of The Following 5 Programming Categories (With Notable/Popular Network Recommendations Provided As Guidance):1. News-CNN, CNN Headline News, CNBC, MSNBC, Fox News2. Weather-The Weather Channel, AccuWeather, Regional/Local Weather3. Entertainment-USA, TNT, TBS, LIFE, FX, WGN, History, Discovery, A&E, HGTV, TLC, Travel, AMC, TMC, Comedy Central, Sci-Fi, BIO, Food, MTV, VH1, CMT, Bravo, Spike, National Geographic4. Kid-Friendly: Disney, ABC Family, Nick, TVLand, Sprout, Noggin5. Sports, ESPN, ESPN2, ESPN Classic, ESPN U, SPEED, Fox Sports				
Iron And Ironing Board: Must Be Mounted On An Iron/Ironing Board Caddy In The Closet Area. Neutral Color (No Prints).				
Guest Room Telephones: Each Guest Room Must Have One (1) Telephone. The Telephone Must Be Placed On The Nightstand. Each Guestroom That Has Separated Rooms Must Have Two (2) Telephones. One Telephone Must Be Placed On Desk, And The Other On The Nightstand In The Bedroom. All Guestroom Telephones Must Also Meet Or Exceed The Following Specifications: Must Have Message Waiting Light, Must Have Custom Faceplate With Dialing Instructions, And Contain The Cobblestone Logo, Room Number, Address, Hotel Name, Phone Number, And Fax Number. Must Have Adequate Out-bound Trunk Lines For Both Local And Long Distance Service. Telephone Services Such As Call Waiting And Speed Dialing Are Optional.				

Guest Room - 10



GUESTROOM [See Sections #109, #109.1, #109.2, #109.3, #109.4 in R&R]	Cleanliness 60 PTS (Pass or Fail)	Condition 60 PTS (Pass or Fail)	Brand 40 PTS (Pass or Fail)	Comments
For Extended Stay Suites or Guestrooms with Kitchenette, the following must be included in the Kitchenette: Two of each: Dinner Plates, Cereal Bowls, Salad Plates, Spoon, Fork, Butter Knife, and Steak Knife, Drinking Glasses, Wine Glasses, Mixing Bowls, Spatulas, Serving Spoon, Hot Pads Living Room Lighting Sources (in addition to desk requirements; example: end table lamp, and floor lamp) One of each: Wine Bottle Opener, Can Opener, Tong, Whisk, Measuring Cup Set & Measuring Spoon Set, Kitchen Knife Set, Dish Rag & Dish Drying Towel, Dish Soap, Tall Kitchen Trash Receptacle, Dishwasher Pods, Paper Towel Holder & Paper Towel, Stock Pot, Sauté Pan, Sauce Pan Dinnerware and silverware must be matching in color.				
Alarm Clock: The Unit Shall Include An Illuminated Face, And Shall Be Located On The Nightstand.				
Compact Microwave/Miniature Refrigerator - Black or Stainless Steel.				
MAINSTREET - At each refreshment center, two (2) 1-Liter "Smart Water" water bottles are required to be present with approved Bottle Hangers on it. See Amenity Presentation Guide for more information.				
Cobblestone ReCharge Program Outlets (See Section 105.3 in R&R)				
A Night Latch Is Required On The Entry Door.				
Room Identification Signage Must Be In Place On The Entry Door. Room Numbers Must Be Installed.				
An Electronic Door Lock System Must Be In Place On The Entry Door.				
An 180 Degree Door Viewer Must Be In Place On The Entry Door.				
Desk lamps and nightstand lamps shall have power outlets on base.				
One Smoke free tent card must be displayed in room. If daily housekeeping is offered - terry reuse card must also be in place.				
One luggage rack is required to be stored in the closet area. Rack to be wood or stainless steel.				
Doors/Walls/Baseboards/Artwork/Mirrors				
Ceiling/Doors/Walls/Baseboard/Artwork/Mirrors				
Flooring/Carpet				
Casegoods - Dresser/Nightstand/Coffee Table/End Table/Desk				
Ergonomic Chair - Black, Chrome, Breathable Fabric, Wheels on Base (must swivel)				
Upholstered Furniture				
Windows and Window Treatments				
HVAC/Ventilation/Odor				
Headboard/Bed-frame/Mattress/Box-spring				
Total				

Guest Room - 10



GUEST BATHROOM [See Sections #109.4 in R&R]	Cleanliness 34 PTS (Pass or Fail)	Condition 34 PTS (Pass or Fail)	Brand 23 PTS (Pass or Fail)	Comments
Archive bulk amenities program in place (shampoo, conditioner, body wash) and bar hand soap at sink				
Two Rolls Of Two Ply Toilet Tissue. Rolls Not Presented On A Dispenser Must Be Wrapped. Roll on Dispenser must be in triangular fold.				
Toilet Tissue Dispenser: Must Be Installed Convenient To Commode.				
Facial Tissue Dispenser: Must Be Located On Vanity.				
Facial Tissue: Two Ply Facial Tissue. Each Guest Room Bath Or Vanity Must Have A Supply Of Facial Tissues Placed In The Dispenser.				
Towel Bars: One (1) 18" Bar Must Be Installed In The Vanity Area And One (1) 24" Bar Must Be Installed In The Bath Area. One 24" Shelf Must Be Installed Above The 24" Towel Bar. Both The Towel Bar And Towel Shelf May Be One Piece. Caddies Are Not Permitted. Towel Bars: Must Be Installed Convenient To The Vanity And Shower, Must Match In Color.				
Robe Hook: A Single Or Double Stainless Steel Or Chrome Robe Hook Must Be Securely Installed On The Interior Side Of The Bathroom Door.				
Hookless Shower Curtain (White or Beige in color) and Curved Shower Rod: Flat Chrome				
"You Say When" housekeeping hanger or Terry Re-use card must be displayed in bathroom.				
Hairdryer: Minimum 1500-watt Hair Dryer With Integrated Nightlight. For unmounted hairdryers, they must be placed in professional cloth bag, and either an outlet with integrated nightlight, or approved night light to be plugged into outlet in bathroom.				
Framed Mirror: The Width Of The Vanity.				
A Clear Amenity Tray must Be In Place.				
Wastebasket Must Be Made Of Plastic, Vinyl, Or Padded Metal. Minimum 8 Qt., Black, beige, tan in color, with liner.				
Two Bath Towels Per Bed For Standard Rooms And Two Extra For Rooms With Whirlpools; Two Hand Towels Per Bed; Two Wash Clothes Per Bed, And One Bathmat For Standard Rooms And Two For Rooms With Whirlpools. Bath Towels Should Be First Quality Grade, 27" X 50", And 14 Lbs. Hand Towels Should Be First Quality Grade, 16" X 27", And 3 Lbs. Wash Cloths Should Be First Quality Grade, 12" X 12", And 1 Lb. Bath Mats Should Be First Quality Grade, 20" X 30", And 7 Lbs. Must Be White In Color.				
Towel folding and presentation must be in compliance with the amenity presentation guide.				
Doors/Walls/Baseboards				
Ceiling				
Floor				
Sink/Counter/Shelves/Faucets				
Lighting/Light Fixtures/Vents				
Toilet/Bathtub/Shower				
Whirlpool Tub (if applicable)				
Total				

Guest Room - 10



COFFEE PROGRAM [See Sections #109.4 in R&R]	Cleanliness 2 PTS (Pass or Fail)	Condition 2 PTS (Pass or Fail)	Brand 12 PTS (Pass or Fail)	Comments
One CV1 Single Cup Coffee Brewer (available through Courtesy Products) is required in each guestroom.				
One (1) Of Each Per Bed Should Be In Place: Regular Coffee Pod (for CV1 Brewer), Decaf Coffee Pod (for CV1 Brewer), Grey Tea (individually wrapped), Chamomile Tea (individually wrapped).				
Coffee Service Tray: Must Be The Cobblestone Hotels, LLC Approved Coffee Tray.				
Two (2) Of Each Per Bed: Condiment Packets (in Clear Packaging/Unbranded) purchased through Courtesy Products, branded 10 oz. Individually Wrapped Hot Coffee Cups with Fitted Lids.				
BEDDING PROGRAM [See Sections #109.4 in R&R]	Cleanliness 16 PTS (Pass or Fail)	Condition 16 PTS (Pass or Fail)	Brand 33 PTS (Pass or Fail)	Comments
Approved Bed Scarf (Optional): One Per Bed. Must Be Cobblestone Hotels Approved Fabric.				
Dust Skirt: a brand-approved fitted dust skirt is required for beds with box springs. (Exception: Approved platform beds).				
Blankets: Required For Roll-away Beds And Sofa Sleepers. Sofa beds shall not be made up in advance, but sheets, blankets, and pillows should be stored in closet area (in approved storage bag) or dresser.				
Duvet Insert: One Per Bed Required. Must Be White In Color, And Be Minimum Of 41 Oz. Duvet Insert Blankets Are Required Between The Top Sheet And Flat Sheet.				
Bed Sheets And Pillow Cases: Properly Sized Bed Sheets And Pillowcases Must Be Provided. All Linen Items Are To Be A Minimum Of 200 Thread Count and white in color. There Should Be (1) Fitted Bottom Sheet, (1) Flat Sheet Per Bed, and (1) Top Sheet, (1) Pillowcase Per Pillow.				
Bed making and presentation must be in compliance with the amenity presentation guide.				
Pillows: Required For All Beds Including Rollaway Beds And Sofa Sleepers. Additional Pillows Are To Be Provided In The Guest Room Or In A Storage Available To The Guest Upon Request. There Should Be (5) Standard Size Pillows Per King Bed. (2) Standard Size Pillows Required For Sofa Sleeper. (4) Standard Size Pillows Per Queen Bed.				
Main Street: (2) Dream Surrender Pillow (Soft) per King Bed and Queen Bed; (3) Dream Memories Pillow (Firm) per King Bed and (2) per Queen Bed				
Main Street: Pick Your Pillow Card.				
A Mattress Pad is Required.				
Total				

Overall Guest Room Notes: