



# AFFORDABLE I N N S

## Brand Standards Inspection Checklist

Property Location: \_\_\_\_\_ Date of Inspection: \_\_\_\_\_

### PROPERTY EXTERIOR

	Within Guidelines	Needs Attention
Exterior main hotel and outbuildings/structures are clean, in good repair without paint chips, missing or broken stucco, bricks etc.		
Lawn, curbs, sidewalks and outer walls are free from weeds. Any and all Lawn/Floral areas noticeably maintained.		
Paint colors and façade are approved by design review board and adhere to local, city, county, state and/or federal statutes, guidelines and regulations.		
Parking lot is clean and in good repair with clearly marked parking indicated.		
Outdoor lighting and bulbs are sufficient for safety and provide full coverage of property including stairs and walkways.		
Door locks are electronic and are in good working order		

All windows are clean, smudge free, and intact without broken or cracked window panes. Screens are in place for all windows able to open and are clean and in good repair.		
All outdoor signs are clean and in good working order. The brand's logo is incorporated in addition to being approved by design review board.		
All signage meets any and all local, city, county, state, federal guidelines, statutes and regulations.		

## PROPERTY GUEST COMMON AREAS

### Within Guidelines

### Needs Attention

Areas are clean and 'clutter' free. Floors, tables, chairs etc. are kept and maintained free of all food particles and other debris.		
The licensee has posted at the front counter: This Stay Wise Inns is independently owned and/or operated by (insert legal operating entity name here).		
No visible 'taped' items are on walls, counters etc. Visuals or signs of a very temporary nature, (i.e. pool closed for maintenance) are adhered, tastefully with double stick tape and is typed and laminated, not handwritten		
The check-in counter is maintained and clutter free. Only items necessary for guest check-in are present.		

# GUEST ROOMS

Within Guidelines	Needs Attention
Each room has matching and coordinating design elements and furniture within the room.	
All room designs meet final approval by the brand's design review board	
All flooring (carpet, laminate, tile, etc) is in good repair without stains, holes, burn marks, etc. All adjoining flooring coordinates and is aesthetically pleasing as part of the overall room design.	
All drapes are in good repair on both sides, without stains, holes, rips or odors. Drapes are attached with proper hardware and proper opening and closing mechanisms in proper working order.	
All bedding items are clean, debris, soil, and odor free and well maintained without holes, tears, or visible signs of age.	
Bedding is folded open to display the pillows and give a large visible impression of the 'inner' bedding.	
Sheets and pillowcase are white and of 180 thread count or better and in good repair, without rips, holes, stains etc.	
Artwork is tasteful and coordinates with the room to give and provide an overall pleasing impression.	

Lampshades are clean, stain and dust free and in good repair and coordinate with room design.		
All side goods are of the same design and finish within each room and are approved by design review board		
Mattresses are pillow top or hotel standard medium quality, in good repair and clean/odor free. All mattresses are used with a standard or better mattress pad that is clean, stain and odor free and in good repair		
Pillows are clean and free of rips, tears, odors, stains etc. All pillows are covered with a pillowcase.		
All beds meet the minimum requirements for quantity of pillows: Double/Queen – 3 standard pillows each. King – option of 5 standard sized pillows or 3 king size, per bed.		
Guest room towels are white and of medium to good quality. Towels are without stains, rips and without visible wear.		
All rooms have a minimum of 3 bath towels, 3 hand towels, 3 washcloths and 1 bathmat.		
The following room items are present in each guest room and are clean and in good repair and working order.: Coffee Maker Microwave Refrigerator Clock Radio Hair Dryer TV (must be a mounted flat screen – 27” or larger)		

<p>Clothing rack with supplied hangars Free Wi-fi Iron Ironing Board Deadbolt on door Full length mirror Bedside reading light with 'reachable' switch</p>		
<p>The following guest amenities are supplied for each and every guest room: Coffee, Regular and Decaf Tea, Regular and Decaf Condiments including sugar, artificial sweetener, stir sticks Face Soap – min of .5 oz Bath Soap – bar style in min of 1 oz size Shampoo – min .5 oz in tube or bottle with easy open cap. No tear open packages permitted. Conditioner – min .5 oz in tube or bottle with easy open cap. No tear open packages permitted. 5 Makeup Remover Towelette Toilet Paper – one on roll and one supplied extra shall be present. Quilted 2-ply minimum standard</p>		

## ONLINE BRAND PRESENCE

**Within  
Guidelines**

**Needs Attention**

<p>The brand licensee is included in the brand's corporate website, <a href="http://www.affordablinns.com">www.affordablinns.com</a>. This includes the property's information (location, address, phone, property pictures, etc)</p>		
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Property specific satellite (property specific) website is completed and in good working order and is executed by the brand or third party designee		
All social media outlets, ie Facebook, Instagram, Twitter etc meet the approval of the brand's design review board.		

## LOGO USAGE

**Within  
Guidelines**

**Needs Attention**

The Affordable Inns Logo is used in accordance with the brand standards. All letterhead, business cards, printed materials, signs, online usage, etc. of the logo has been approved by the brand's design review board.		
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## PROGRAM PARTICIPATION

**Within  
Guidelines**

**Needs Attention**

Participation of current Brand Programs and offerings below are being implemented: <ul style="list-style-type: none"> <li>• Thanks A Mint program</li> <li>• JumpStart24</li> <li>• DreamTeam™ (effective beginning July of 2017)</li> <li>• MobiGuest™</li> <li>• Free Guest Wifi</li> <li>• Complimentary lemon infused ice water during daylight hours</li> </ul>		
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<ul style="list-style-type: none"><li>• Boots In Bed</li><li>• The Golden Rule</li><li>• Doggone Deal</li></ul>		
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