

Guest Room Linens, Supplies & Furnishings

1.21

Guest Room Furnishings

Policy Statement

The standard and minimum room requirements are established by Hospitality International. Some items may vary dependent upon the Franchise Brand.

Hospitality International, at its discretion, may change these requirements by issuing a 30 day written notice to the Franchisees.

Required Guest Room Linen

- ❖ Bath Towels 22" x 44" 6lbs minimum, white only
 - 2 Bedded room - 3 towels (4 in summer months)
 - 1 Bedded room - 2 towels (3 in summer months)
- ❖ Bath Towels 22" x 48" 6.75lbs minimum, white only
 - 2 Bedded room - 3 towels (4 in summer months)
 - 1 Bedded room - 2 towels (3 in summer months)
- ❖ Hand Towels 16" x 27" 2.6lbs minimum, white only
 - 2 Bedded room - 3 towels
 - 1 Bedded room - 2 towels
- ❖ Face Cloths 12" x 12" .54lbs white only
 - 2 Bedded room - 3 facecloths
 - 1 Bedded room - 2 facecloths
- ❖ Bathmat - one per bathroom, white only
- ❖ 3 Pillows on Queen Beds and Double Beds. 5 Pillows on King beds
- ❖ Pillowcases white only
- ❖ Sheets white only. Top and bottom for each bed. Percale recommended
- ❖ Blanket or duvet. Triple sheeting top cover with bed scarf coordinated with carpet and drapes OR Goodnight's Sleep integrated top cover and box spring cover
- ❖ Mattress Pad white only. One per bed to fit properly

Linen Inventory Requirements

- ❖ Minimum of 3 turns of Guest Room and Bath linens to be maintained

Required Guest Room Supplies

- ❖ Ashtrays minimum of three required in smoking rooms only
- ❖ Two eight quart wastebaskets
- ❖ One ice bucket and tray
- ❖ Four 10 oz. disposable individually wrapped plastic cups
- ❖ One 1.25 oz. bar of deodorant soap or 1 oz body wash bottle*
- ❖ One 1 oz shampoo bottle and recommended one 1 oz lotion bottle (no foil packets)
- ❖ Two .67 oz. bars of facial soap
- ❖ Smoke alarms, hardwired or as required by local fire codes
- ❖ One StayHiHotels Tent Card *(Temporarily suspended)*
- ❖ One Safety and Security Tent Card *(Temporarily suspended)*
- ❖ Two rolls of toilet tissue
- ❖ One 'Do Not Disturb' sign
- ❖ One State Law/Rate card posted on the back of guest room door or as stated by local codes
- ❖ One professionally printed evacuation plan posted in a conspicuous place in each guest room

***Quoted amenity sizes are minimum requirements**

Required Guest Room Furnishings

- ❖ Two double or two queen or one queen or one king sized bed with finished/closed in bed boxes
- ❖ One dresser and or one credenza or combination dresser/desk
- ❖ If desk area provided, one coordinated desk chair
- ❖ Dresser mirror framed - minimum size 24" x 38"
- ❖ Two beds to have a nightstand between them. One bed to have two nightstands.
- ❖ Table with two occasional chairs or desk and chair.
- ❖ Each bed to have a headboard
- ❖ TV - 32" Flat Screen with remote control. (32" minimum required but recommend 42")
- ❖ If the TV is wall mounted cables should be concealed behind a cable cover
- ❖ Clothes rack with six permanent matching clothes hangers
- ❖ One dresser and/or desk lamp
- ❖ One floor or ceiling lamp in area of occasional table
- ❖ One pair of blackout drapes in excellent condition, free of holes and wear and tear
- ❖ One mirror over vanity
- ❖ Wall-to-wall carpeting - 28oz commercial grade with pad recommended or approved wood or vinyl flooring
- ❖ One telephone with dialing instructions and faceplate with logo
- ❖ Free High Speed internet connection required in all rooms
- ❖ Double toilet tissue holder

Required Guest Room Furnishings cont'd

- ❖ One white or cream shower curtain
- ❖ Tubs and/or showers to have non-skid surface
- ❖ One bathroom light fixture
- ❖ Appropriate vanity light
- ❖ Exterior professionally printed room numbers (minimum size 3" x 5") centered above or below viewport (peep sight). Note: please check Ada requirements for disabled guest room number placement.
- ❖ Exterior professionally printed no-smoking sign (minimum size 3" x 5") centered above or below viewport (peep sight). Note: please check ADA requirements for disabled guest room non-smoking signage placement.
- ❖ Electronic locks with minimum 1" throw or mechanism and emergency access
- ❖ Solid core or steel door entering guest units
- ❖ One way viewer in guest room -180 degree recommended
- ❖ Solid core connecting doors must conform with local fire codes; 1" deadbolt lock (minimum); Lock to be one-sided with flush plate opposite lock to prevent access from adjoining rooms
- ❖ Appropriate drop-in security bar or pin-type lock affixed to all sliding glass doors