

# ACORD HOTEL/MOTEL SUPPLEMENT

DATE (MM/DD/YYYY)

AGENCY	PHONE (A/C, No, Ext): FAX (A/C, No):	APPLICANT (First Named Insured)	
		LOC #	LOCATION OF PROPERTY (COMPLETE THIS SUPPLEMENT FOR EACH APPLICABLE LOCATION)
		TYPE OF BUSINESS <input type="checkbox"/> HOTEL <input type="checkbox"/> MOTEL	
		<input type="checkbox"/> FULL SERVICE <input type="checkbox"/> LIMITED SERVICE <input type="checkbox"/> SUITE HOTEL	<input type="checkbox"/> RESORT <input type="checkbox"/> CONVENTION/CONFERENCE CENTER <input type="checkbox"/> OTHER:
CODE:	SUB CODE:	NO. OF GUEST ROOMS	AVERAGE OCCUPANCY RATE  %
AGENCY CUSTOMER ID:			

## GENERAL INFORMATION

EXPLAIN ALL "NO" RESPONSES IN REMARKS, EXCEPT AS OTHERWISE NOTED	YES	NO
1. DOES THE APPLICANT HOST BUSINESS MEETINGS, CONFERENCES OR TRADE SHOWS? IF YES, HOW OFTEN?		
2. IS THE PARKING LOT IN GOOD CONDITION AND WELL LIGHTED?		
3. DOES THE RESTAURANT OFFER TABLESIDE COOKING?		
4. DOES THE RESTAURANT CONTRACT WITH A PEST CONTROL SERVICE?		
5. ARE PREPARATION AND SANITATION PROCEDURES FOLLOWED TO PREVENT FOOD BORNE ILLNESS?		
6. ARE THE INSURED'S HEATING, REFRIGERATION AND AIR CONDITIONING SYSTEMS REGULARLY CHECKED? IF YES, HOW OFTEN?		
7. IS THE STRUCTURE IN COMPLIANCE WITH NFPA 13 AND NFPA 101?		
8. ARE ALL ROOMS EQUIPPED WITH SMOKE DETECTORS AND SPRINKLERS?		
9. ARE THERE SPECIAL SMOKE OR FIRE ALARM DEVICES IN ROOMS FOR HEARING IMPAIRED GUESTS?		
10. ARE FIRE SAFETY MESSAGES POSTED IN ALL ROOMS?		
11. IS THERE AN EMERGENCY EVACUATION PLAN IN PLACE?		
12. ARE THERE SUFFICIENT AND WELL-ILLUMINATED FIRE EXITS?		
13. DO THEY HAVE EMERGENCY LIGHTING?		
14. DO INDIVIDUAL GUEST ROOMS HAVE BALCONIES?		
15. ARE BALCONY PLATFORMS AND RAILINGS REGULARLY INSPECTED FOR STRUCTURAL INTEGRITY AND STRENGTH? IF YES, HOW OFTEN?		
16. DO SECURITY PERSONNEL CARRY GUNS? IF YES, DESCRIBE TRAINING PROCEDURES.		
17. ARE EMPLOYEES TRAINED IN FIRST AID?		
18. ARE THE ELEVATORS AND/OR ESCALATORS INSPECTED REGULARLY? IF YES, HOW OFTEN?		
19. ARE LAUNDRY FACILITIES PROVIDED?		
20. DOES THE INSURED ALLOW GUESTS TO STORE VALUABLES IN THE HOTEL SAFE?		
21. ARE ALL ENTRANCES LOCKED OR MONITORED AT NIGHT?		
22. ARE THERE ANY FACILITIES THAT WILL DRAW CROWDS TO THE UPPER FLOORS? IF YES, DESCRIBE.		
23. DOES THE INSURED HAVE A POLICY OF PROVIDING ALTERNATE ACCOMMODATIONS?		

## REMARKS