

|                           |  |                   |  |
|---------------------------|--|-------------------|--|
| <b>Hotel :</b>            |  |                   |  |
| <b>Visit Observations</b> |  |                   |  |
| <b>Date of visit</b>      |  | <b>Visited by</b> |  |

|                |   |
|----------------|---|
| <b>Sr. No.</b> | <b>Particulars / Observations</b>                                       |
| 1.0            | Hotel Renovation work status to be reviewed. (Separate report attached) |

|                |                                   |                 |                                      |                    |
|----------------|-----------------------------------|-----------------|--------------------------------------|--------------------|
| <b>Sr. No.</b> | <b>Particulars / Observations</b> |                 |                                      |                    |
| <b>2.0</b>     | <b>Hotels in nearby area:</b>     |                 |                                      |                    |
|                | Name & Grade                      | Lodging (Rooms) | Restaurant Capacity<br>Veg./ non Veg | Distance From (Km) |
| 2.1            |                                   |                 | Dining                               |                    |
| 2.2            |                                   |                 | Dining                               |                    |
| 2.3            |                                   |                 | Dining                               |                    |
| 2.4            |                                   |                 | Dining                               |                    |
| 2.5            |                                   |                 | Dining                               |                    |
| 2.6            |                                   |                 | Dining                               |                    |
| 2.7            |                                   |                 | Dining                               |                    |

|                |  |     |      |
|----------------|--|-----|------|
| <b>Sr. No.</b> | <b>Particulars / Observations</b>                    |     |      |
| <b>3.0</b>     | <b>Vehicles parked in the compound of the hotel:</b> |     |      |
|                | Type   | No. | Time |
| 3.1            | Luxury Buses   |     |      |
| 3.2            | ST Buses   |     |      |
| 3.3            | Pvt. Cars  |     |      |
| 3.4            | 2 wheelers   |     |      |
| 3.5            | Cycles   |     |      |
| 3.6            |  |     |      |

|                |                                   |              |      |
|----------------|-----------------------------------|--------------|------|
| <b>Sr. No.</b> | <b>Particulars / Observations</b> |              |      |
| <b>4.0</b>     | <b>Cleanliness:</b>               |              |      |
|                | Location                          | Observations | Time |
| 4.1            | Compound                          |              |      |
| 4.2            | Reception hall                    |              |      |
| 4.3            | Rooms                             |              |      |
| 4.4            | Restaurant                        |              |      |
| 4.5            | Kitchen                           |              |      |
| 4.6            | Stores                            |              |      |

| Sr. No.    | Particulars / Observations           |          |          |      |
|------------|--------------------------------------|----------|----------|------|
| <b>5.0</b> | <b>Customers in the restaurants:</b> |          |          |      |
|            | Restaurant                           | Capacity | Occupied | Time |
| 5.1        | Restaurant                           |          |          |      |
| 5.2        |                                      |          |          |      |
| 5.3        |                                      |          |          |      |
| 5.4        |                                      |          |          |      |

| Sr. No.    | Particulars / Observations                  |              |          |      |
|------------|---|--------------|----------|------|
| <b>6.0</b> | <b>Rooms Occupied at the time of visit:</b> |              |          |      |
|            | Room  | No. Of rooms | Occupied | Time |
|            | Non AC                                      |              |          |      |
|            | AC  |              |          |      |
|            | Deluxe                                      |              |          |      |
|            | Maharaja                                    |              |          |      |
|            | Conference                                  |              |          |      |
|            |   |              |          |      |
|            | <b>Total</b>                                |              |          |      |

| Sr. No.    | Particulars / Observations |               |         |
|------------|----------------------------|---------------|---------|
| <b>7.0</b> | <b>Staff Strength:</b>     |               |         |
|            | Category                   | As per Muster | On Duty |
| 7.1        | GM                         |               |         |
| 7.2        | Supervisors                |               |         |
| 7.3        | Head Cook                  |               |         |
| 7.4        | Cook                       |               |         |
| 7.5        | Steward                    |               |         |
| 7.6        | Room service               |               |         |
| 7.7        | Waiters                    |               |         |
| 7.8        | Kitchen helpers            |               |         |
| 7.9        | Sweepers                   |               |         |
| 7.10       | Watchman                   |               |         |
|            |                            |               |         |
|            | <b>Total</b>               |               |         |

| Sr. No.    | Particulars / Observations  |              |  |
|------------|-----------------------------|--------------|--|
| <b>8.0</b> | <b>Registers / Records:</b> |              |  |
|            | Name                        | Observations |  |
| 8.1        | Customer Visit Register     |              |  |
| 8.2        | In & Out Register           |              |  |
| 8.3        | KOT                         |              |  |
| 8.4        | Power failure register      |              |  |
| 8.5        | Muster / Attendance cards   |              |  |
| 8.6        | Stock register              |              |  |
| 8.7        | Excise records (Liquor)     |              |  |
| 8.8        | Billing register            |              |  |
| 8.9        | Daily Cash book             |              |  |
| 8.10       | Complaint book              |              |  |
| 8.11       |                             |              |  |
| 8.12       |                             |              |  |
| 8.13       |                             |              |  |

| Sr. No.    | Particulars / Observations                        |  |
|------------|---|--|
| <b>9.0</b> | <b>Security arrangement: Own staff / Contract</b> |  |
| 9.1        | No. Of Security personnel:                        |  |
| 9.2        | On duty at the time of visit:                     |  |
| 9.3        | Name of the security agency                       |  |
| 9.4        | Rate:   |  |
|            |   |  |

| Sr. No.     | Particulars / Observations                       |     |
|-------------|--|-----|
| <b>10.0</b> | <b>Stock at the time of visit: (As per list)</b> |     |
|             |  | Rs. |
| 10.1        | Provision  |     |
| 10.2        | Ice cream  |     |
| 10.3        | Cold drink                                       |     |
| 10.4        | Beer   |     |
| 10.5        |  |     |
| 10.6        |  |     |
| 10.7        |  |     |
|             | <b>Total</b>                                     |     |

| Sr. No.     | Particulars / Observations      |     |
|-------------|---------------------------------|-----|
| <b>11.0</b> | <b>Fire Fighting Equipment:</b> |     |
|             | Type                            | No. |
| 11.1        | Fire extinguishers              |     |
| 11.2        | Sand Buckets                    |     |
| 11.3        | Water Sprinklers                |     |
| 11.4        |                                 |     |
| 11.5        |                                 |     |
| 11.6        |                                 |     |
| 11.7        |                                 |     |

| Sr. No.     | Particulars / Observations |           |     |
|-------------|----------------------------|-----------|-----|
| <b>12.0</b> | <b>Hotel Equipment:</b>    |           |     |
|             | Equipment                  | Condition | AMC |
| 12.1        | DG Set                     |           |     |
| 12.2        | Boiler                     |           |     |
| 12.3        | Solar system               |           |     |
| 12.4        | EPABX                      |           |     |
| 12.5        | Credit card machine        |           |     |
| 12.6        | AC                         |           |     |
| 12.7        |                            |           |     |
| 12.8        |                            |           |     |
| 12.9        |                            |           |     |
| 12.10       |                            |           |     |