

Room Checklist



Name of Room _____

Event Name _____

Group Name _____

EventReady Evaluator Lead _____

On-Site Group Contact _____

On-Site Group Contact Phone _____

A Hilton EventReady with CleanStay inspection was performed to determine that the following event room touchpoints have been properly set and cleaned per Hilton CleanStay Standards.

Meets CleanStay Standards		Yes	N/A	EventReady Set Up		Yes	N/A
1	Door Pulls	<input type="checkbox"/>	<input type="checkbox"/>	7	Tables	<input type="checkbox"/>	<input type="checkbox"/>
2	Thermostat Controls	<input type="checkbox"/>	<input type="checkbox"/>	8	Chairs	<input type="checkbox"/>	<input type="checkbox"/>
3	Lighting Controls	<input type="checkbox"/>	<input type="checkbox"/>	9	Podium	<input type="checkbox"/>	<input type="checkbox"/>
4	Phones - Wall & Conference	<input type="checkbox"/>	<input type="checkbox"/>	10	Stage Items	<input type="checkbox"/>	<input type="checkbox"/>
5	Stationary Room Furniture	<input type="checkbox"/>	<input type="checkbox"/>	11	Window Shades & Drape Controls	<input type="checkbox"/>	<input type="checkbox"/>
6	Sanitizing Station: In place with hand sanitizer solution, disinfecting wipes, napkins, lined waste receptacle	<input type="checkbox"/>	<input type="checkbox"/>	12	Audio Visual Equipment	<input type="checkbox"/>	<input type="checkbox"/>
				13	Room Set Meets Physical Distancing Guidelines	<input type="checkbox"/>	<input type="checkbox"/>
				14	Third Party Vendor Compliance	<input type="checkbox"/>	<input type="checkbox"/>
				15	Team Member PE: As required by Hilton protocols and/or local jurisdictions	<input type="checkbox"/>	<input type="checkbox"/>
				16	Food & Beverage: In place and ready	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

aEventReady & CleanStay sealed.

Completed by _____

Date/Time _____

