

**SUPPLEMENT - HOTEL/MOTEL**

<b>Insured</b>				
<b>GENERAL</b>				
<b>1</b>	<b>Number of buildings</b>			
<b>2</b>	<b>If more than one, please provide diagram</b>			
<b>3</b>	<b>Number of stories per building</b>			
<b>4</b>	<b>Number of units per building</b>			
<b>5</b>	<b>Current average room rate</b>			
		<b>Yes</b>	<b>No</b>	<b>Comments</b>
<b>6</b>	<b>Seasonal Operations?</b>			
<b>7</b>	<b>Occupancy Rate of 40% or less at any time? (#room rentals per year/total rooms * 365 days)</b>			
<b>8</b>	<b>Recreational facilities?</b>			
<b>9</b>	<b>Personal service provided?</b>			
<b>10</b>	<b>Are there any long term residents?</b>			
<b>11</b>	<b>Is there a concierge?</b>			
<b>PROPERTY</b>				
<b>1</b>	<b>What type of fire alarm does the building have?</b>			
<b>2</b>	<b>If building is 3 stories or less does each room have a direct means of egress (walkway)?</b>			
<b>3</b>	<b>Are there hard wired smoke detectors or fire alarms in each sleeping unit and in the hallways?</b>			
<b>4</b>	<b>Are there individual cooking facilities in units?</b>			
<b>5</b>	<b>Are there any wood burning fireplaces?</b>			
<b>GENERAL LIABILITY</b>				
<b>1</b>	<b>Emergency lighting provided?</b>			
<b>2</b>	<b>Are exits marked and illuminated?</b>			
<b>3</b>	<b>Do all the elevators return to the ground floor in event of fire?</b>			
<b>4</b>	<b>Do you have an elevator maintenance program?</b>			
<b>5</b>	<b>Are the interior stairways enclosed and separately vented?</b>			

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		Yes	No	Comments
6	Is there a formal evacuation plan that is posted and communicated to staff?			
7	Is there an accident investigation program?			
8	Are there any pools?			
	If yes, are they fenced with self closing and locking gates?			
	If yes, are the depths marked?			
	If yes, are there diving boards or slides?			
9	Do you rent or lease the property to others?			
10	Is there a restaurant on the premises?			
	Is it operated by you?			
11	Do you provide transportation for guests			
12	Do you do any banquets or catering			
	<b>SECURITY</b>			
1	Do all rooms have peepholes?			
2	Do all rooms have deadbolt locks?			
3	Do all sliding doors have secondary locking devices?			
4	Are background and reference checks done on all employees?			
5	Do you have any private security measures in place?			
	Patrols?			
	Employees?			
	Subcontracted?			
	TV Monitors			
6	Are security complaints investigated?			
7	Are parking areas well lighted?			
	<b>KEY CONTROLS</b>			
1	Is there a process in place to identify guests prior to replacing lost keys?			
2	Is there a master key program in place?			
3	What type of keys are utilized?			
4	How often is re-keying performed?			
5	Is the room number and or hotel name listed on the key?			
	<b>COMMENTS</b>			