

Room Checklist



Name of Room _____
 Group Name _____
 On-Site Group Contact _____

Event Name _____
 EventReady Evaluator Lead _____
 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:

This room is confirmed to be Hilton EventReady & CleanStay sealed.

Completed by _____

Date/Time _____





PRE-ARRIVAL MESSAGING

You will receive pre-arrival communications with your reservation details and an explanation of the CleanStay program.

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CONTACTLESS & ENHANCED CHECK-IN

Honors members can use Digital Check-In and Digital Key through the Hilton Honors app to bypass the front desk and go straight to your room. Non-Honors guests will notice enhanced cleaning and hygiene standards at the front desk.



LOBBY SEATING, SIGNAGE & ENHANCED CLEANING

As you walk through the lobby, you'll notice that seating has been arranged to accommodate social distancing. You will see our team members cleaning and disinfecting the lobby more frequently. Signage encouraging social distancing and explaining the CleanStay program will also be placed throughout the lobby.

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5

GESTURES OF HOSPITALITY

Along the way, you may encounter team members welcoming you and demonstrating hospitality while staying respectful of social distancing.



4

ELEVATOR CLEANING & SANITATION STATION

As you approach the elevator, you will see a hand sanitizing and disinfecting station for added peace of mind. Additionally, you'll notice that elevators are being cleaned more frequently, with disinfecting wipes available for your use.



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CLEANSTAY ROOM SEAL

As you approach your room, you'll see that it has been sealed by housekeeping after deep cleaning and disinfection. The seal confirms no one has accessed the room since being cleaned.



7

DEEP-CLEANED ROOM

As you move through your room, you will see a clean top of bed that has been washed at high temperature after every stay (a long established Hilton standard), messaging on mirror clings that outlines extra cleaning and disinfection for "high-touch areas," a sealed TV remote control and disinfecting wipes. You will also notice that printed collateral and materials have been removed from the room.



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FITNESS CENTER

When you visit the fitness center, you will notice that the equipment has been arranged to accommodate social distancing. You'll also see increased availability of disinfectant wipes with signage on proper use.



8

FOOD & BEVERAGE EXPERIENCE

For meals and beverages, you will experience seating arranged to accommodate social distancing, order from sanitized (or single-use) menus, and notice special attention to cleanliness and hygiene. Certain of our hotel brands will feature to-go breakfast offerings to minimize contact. If you order room service, you will experience contactless delivery, with orders and single-use serviceware placed outside your door.



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CONTACTLESS CHECK-OUT

When it's time to check-out, you can do so either directly through the Hilton Honors app or simply by calling the front desk.



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HOTEL SHUTTLE

If you use the hotel shuttle, you will see disinfectant wipes and communications that outline the frequency of shuttle interior hot-spot disinfection and cleaning by the driver.

