

# 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 \_\_\_\_\_



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