



Inspection using A-SYSTEM format

MOTEL Assist
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Date of Inspection: / /

Areas highlighted in red should be addressed	
Motel:	
Address:	
Person Interviewed:	
Location in the Area:	

Where figures do not apply place an appeal or condition rating

Note: You may add text to the top area of the report by pressing the Tab key before printing in colour.

Appeal & Condition Rating	
Excellent:	A
Above Average:	B
Average:	C
Below Average:	D
Replacement Req:	E

Current Marketing \$	
Refurbishment \$	
Goodwill Value \$	
Residence Appeal	

LOCATION OF MOTEL	
POPULARITY OF CITY	
EXTERNAL PULL UP APPEAL	
SIGNAGE	
RECEPTION LAYOUT	
ROOM SIZE & APPEAL	
GENERAL APPEAL OF MOTEL	

Whenever the text in the red highlighted areas is yellow you must be completely satisfied or investigate this area thoroughly.

FINANCIAL ASSESSMENT - Turnover Excludes GST		ROOM REVENUE Ext GST		GENERAL DETAILS	
Freehold Price:	\$	Turnover -		Walk in:	
Leasehold Price:	\$	Turnover -		Internet:	
Investment Price:	\$	Turnover -		Chain:	
Current Turnover:		Turnover -		Corporate:	
Current Adj Net Profit:		LEASE DETAILS		Coach:	
Freehold Yield:		Lease Term Left Yrs:		Seniors:	
Annual Rental Ex GST:		Lease Increments:		Booking Agts:	
Net Profit after rent:		Lease Expiry:		Turnover (Exc GST)	
Leasehold Yield:		Unimproved C. Value		Number of Rooms:	
Rent as % of FH Net:		Review to market:		Sleeping Spaces:	
Investment Return:		Next Review:		Occupancy:	
Investment Return %:		Mortgage Allowed:		Av room rate Ext GST:	
MOTEL ROOMS		Out going Guarantee		LAUNDRY	
Room Sizes:		Option to Purchase:		Commercial Laundry:	
Full Spa/Spa Bath:		Public Liability:		Washing Machine:	
Smoke Detectors:		Redecoration Clause:		Dryer:	
Air/Cond - Heating:		10 yr renovation plan:		Condition of Linen:	
Ceiling Fans		RESIDENCE		Linen Owned/Hired:	
Cable/Foxtel TV:		Residence Size:		No. of Linen Changes:	
Sound Proofing		No. of Bedrooms		Injection System:	
Bed Sizes: (K,Q,D,S)		Air Conditioned:		Guest Laundry:	
Cooking Facilities:		Extra rooms:		Hot Water System:	
Ambience & Lighting		Own Kitchen:		RECEPTION	
Disabled Units:		Private Yard:		Appeal A to E	
Non Smoking Rms:		Car Accommodation:		Size of Reception:	
Internet Connection:		Ground or 1st Floor:		Front Office System:	
Large Smart TVs		Other Features:		Back Office System:	
Lic'd Mini Bar:				Telephone:	
Tariffs inc GST:				Age of System:	
Compendium				Wheel Chair Access:	
OTHER GENERAL INFORMATION		RESTAURANTS & FOOD PREPARATION AREAS			
Location to CBD:		Current T/O		Convention Centre:	
Nearest Restaurant:		Licensed:		Current T/O:	
Condition of Building:		Seating Number:		Licensed:	
Condition of Interior:		HACCP in Place:		Seating Number:	
Sola Improvements		Menu Pricing		Hours Open	
Internet (Web) Site:		Refrigeration ok:		Convention Kitchen:	
Security Cameras:		Stock Amount:		Stock Amount:	
Items Leased		Toilets to Standard:		Are Sprinklers Req?	
STAFF INFORMATION		OCCUPATIONAL HEALTH & SAFETY ISSUES			
Staff - Management:		Occupational Health & Safety Systems in Place:			
Staff - Reception:		Food Handling Certificates/Kitchen Approval for food			
Staff - Housekeeping:		All electrical cords in good order:			
Staff - Restaurant:		Material Safety Data Sheets displayed near haz chemical			
Staff - Laundry:		First Aid Kit available for staff:			
Staff - Convention:		Pool Area Resuscitation Notice & all signage in place:			
Staff - Grounds:		Fire Extinguishers tagged and in place + fire blankets:			
Name of Controller:		Does kitchen appear to comply to Council ordinances:			
Relief Managers:		Condition of Gymnasium and Pool Equipment			
H/Keeping Standards:		Documentation on all motel systems in place:			
Employee Facilities:		Workers Comp claims in past 3 years			
Notes on Goodwill:		Appeal & Condition Rating: A-Excellent B-Above Average C-Average D-Below Average E-Replacement			

Goodwill is the repeat business the motel receives from either, satisfied customers, regular corporate customers or special features or services supplied. In our analysis software on this aspect is dealt with in detail.

Further Instructions: Once you have collected this data transpose it to **Inspect 5 Motels & Compare**