

Hotel Space Planning Checklist

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Project details and completion guide

Free to download. Complete the blank fields for your project. No area benchmarks or example capacities are prefilled.

Project / property

Owner / developer

Concept / positioning

Prepared by

Date

Drawing / document reference

Location

Brand / operator

Development stage

Reviewed by

Revision

Area measurement basis

How to complete the checklist

1. Review each function and record whether it is dedicated, combined, shared, outsourced or not applicable.
2. Enter capacity with its unit and area in square metres. Record the measurement basis above and avoid duplicated areas.
3. Use the notes to identify drawings, location, essential relationships, approvals, responsible parties and outstanding actions.
4. Add, subdivide or adapt entries to suit the concept, operator, site and local requirements. Record why any function is not applicable.
5. Use the editable Excel version to add project-specific functions and supporting spaces. Keep unresolved requirements visible.

Important guidance

This checklist provides general guidance for preparing and reviewing a hotel schedule of accommodation. It is not exhaustive and does not replace project-specific assessment by the appointed operator, designers and relevant professional advisers. Users should verify all requirements against the proposed operating concept, site conditions, brand standards and applicable legislation, codes and approvals. Inclusion of an item does not confirm that it is adequately provided, and omission does not mean that it is unnecessary. Hotel Development Guide does not warrant that the checklist is complete or suitable for a particular project.

Provision: D = Dedicated C = Combined S = Shared O = Outsourced NA = Not applicable TBC = To be confirmed

Status: Not reviewed / In progress / Confirmed / Action required / Not applicable.

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01. Guest Accommodation and Guestroom-Floor Support

Project: _____ Revision: _____ Date: _____

Ref. / Space or function	What to establish	Provision	Capacity	Area (m²)	Status	Notes / actions
S01.01 Standard guestrooms	Bed configurations, internal activities, storage and the intended inventory	<input type="text"/>	<input type="text"/>	444	<input type="text"/>	<input type="text"/>
S01.02 Accessible guestrooms	Applicable requirements, distribution, facilities and coordinated specialist review	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
S01.03 Connecting accommodation	Combinations offered, access arrangements and how rooms can be sold independently	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
S01.04 Suites and larger accommodation	Commercial purpose, internal functions and additional servicing requirements	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
S01.05 Family or extended-stay accommodation	Occupancy assumptions, sleeping arrangements, storage and any domestic facilities	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
S01.06 Guestroom entrances and bathrooms	Door operation, privacy, usable movement and relationship with furniture	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
S01.07 Housekeeping floor stations	Location, equipment, supplies and connection to the service route	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
S01.08 Floor linen provision	Clean and used linen handling, storage and replenishment arrangements	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
S01.09 Guestroom-floor service facilities	Any required pantries, guest supplies or concept-specific service points	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
S01.10 Floor circulation and cores	Guest and service routes, lifts, stairs and access to support areas	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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General guidance only. Adapt and verify for the project; additional requirements may apply. Completion does not confirm design adequacy or regulatory compliance.

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02. Arrival, Reception and Guest Services

Project: _____ Revision: _____ Date: _____

Ref. / Space or function	What to establish	Provision	Capacity	Area (m²)	Status	Notes / actions
S02.01 Vehicle arrival and drop-off	Expected vehicles, waiting, unloading and connection to the entrance					
S02.02 Pedestrian and secondary entrances	Access from streets, parking or adjoining development components					
S02.03 Entrance lobby	Weather protection, arrival flow and transition into the property					
S02.04 Reception and check-in	Service method, staffing positions, queueing and equipment					
S02.05 Group arrival provision	Assembly, check-in and luggage arrangements where relevant					
S02.06 Lobby seating and waiting	Intended activities, peak use and relationship with circulation					
S02.07 Guest assistance or concierge	Service scope, working accommodation and supporting storage					
S02.08 Luggage and guest-item storage	Capacity, security, handling and access from reception					
S02.09 Front-office support	Administration, reservations, payment handling and secure storage					
S02.10 Public toilets	Users served, location and relationship with other public facilities					

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03. Food and Beverage Outlets

Project: _____ Revision: _____ Date: _____

Ref. / Space or function	What to establish	Provision	Capacity	Area (m²)	Status	Notes / actions
S03.01 Breakfast or all-day dining	Demand, service periods, seating and production arrangements					
S03.02 Buffet or self-service provision	Display, replenishment, customer movement and clearing					
S03.03 Speciality or destination dining	Concept, outside demand, independent access and support requirements					
S03.04 Lobby bar or lounge	Seating, counter, preparation, storage and relationship with reception					
S03.05 Additional bars	Distinct purpose, expected demand and practical service connections					
S03.06 Private dining	Use, access, service and relationship with the main outlet					
S03.07 Terraces and remote outlets	Operating season, weather exposure, replenishment and waste routes					
S03.08 Room service	Preparation, dispatch, equipment holding and collection arrangements					
S03.09 Outlet storage and service stations	Stock, operating equipment, cleaning and replenishment					
S03.10 Shared or independently operated venues	Boundaries, responsibilities, access and use of common infrastructure					

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04. Kitchens, Production and Food Service Support

Project: _____ Revision: _____ Date: _____

Ref. / Space or function	What to establish	Provision	Capacity	Area (m²)	Status	Notes / actions
S04.01 Main production kitchen	Functions served, production capacity and operating periods					
S04.02 Food preparation	Preparation methods and any necessary separation of activities					
S04.03 Hot and cold production	Equipment, working arrangements and links to outlets					
S04.04 Specialist production	Bakery, pastry or other provision justified by the concept					
S04.05 Banquet production and finishing	Event capacity, dispatch and relationship with function rooms					
S04.06 Satellite kitchens and service pantries	Requirements created by distance, location or service method					
S04.07 Cold and frozen storage	Products, delivery frequency, handling and access					
S04.08 Dry food and beverage storage	Stockholding, security, issue and replenishment					
S04.09 Dishwashing and pot washing	Return routes, processing and clean-equipment handling					
S04.10 Kitchen support	Stewarding, equipment stores, cleaning supplies and relevant staff accommodation					

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05. Meetings, Events and Business Facilities

Project: _____ Revision: _____ Date: _____

Ref. / Space or function	What to establish	Provision	Capacity	Area (m²)	Status	Notes / actions
S05.01 Meeting rooms	Event formats, capacities, division and equipment requirements					
S05.02 Ballrooms or multipurpose venues	Commercial role, configurations and supporting operation					
S05.03 Boardrooms and smaller venues	Intended users, privacy and service requirements					
S05.04 Pre-function gathering areas	Registration, waiting, refreshments and simultaneous use					
S05.05 Business or working facilities	Customer need, access and relationship with other spaces					
S05.06 Public toilets and cloak provision	Event demand, location and any shared arrangements					
S05.07 Furniture storage	Tables, chairs, staging and practical movement into venues					
S05.08 Equipment and partition storage	Audiovisual equipment, movable partitions and specialist items					
S05.09 Event service pantries	Refreshments, clearing and connection to production					
S05.10 Event management and receiving	Operational coordination, supplier access and delivery handling					

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06. Fitness, Wellness, Recreation and Entertainment

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Ref. / Space or function	What to establish	Provision	Capacity	Area (m²)	Status	Notes / actions
S06.01 Fitness room	Users, equipment, access, ventilation and operating hours					
S06.02 Wellness reception	Staffing, bookings, waiting, linen and supplies where relevant					
S06.03 Treatment rooms	Services offered, privacy, equipment and supporting accommodation					
S06.04 Changing and wet facilities	User groups, capacity, servicing and applicable requirements					
S06.05 Swimming pools	Guest proposition, supervision, equipment and technical accommodation					
S06.06 Recreation rooms and family facilities	Activities, age groups, storage and operating arrangements					
S06.07 Entertainment venues	Demand, operating hours, noise and guest movement					
S06.08 Outdoor recreation	Access, equipment handling, weather and seasonal requirements					
S06.09 Activity support	Staff accommodation, cleaning, supplies and equipment stores					
S06.10 Technical and maintenance support	Plant, servicing and access associated with the selected facilities					

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07. Administration, Management and Communications

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Ref. / Space or function	What to establish	Provision	Capacity	Area (m²)	Status	Notes / actions
S07.01 General management	Local management presence and working requirements					
S07.02 Sales and commercial functions	On-site roles, customer meetings and shared arrangements					
S07.03 Reservations and revenue management	Local responsibilities and centralised support					
S07.04 Finance and payment administration	Workstations, secure handling and document storage					
S07.05 Personnel administration	Recruitment, employee records and confidential meetings					
S07.06 Departmental management	Operational offices justified by the staffing structure					
S07.07 Meeting and training accommodation	Users, frequency and potential shared use					
S07.08 Records and archives	Physical storage, access and retention requirements					
S07.09 Communications and IT accommodation	Equipment, security, environmental conditions and maintenance					
S07.10 Administrative support	Printing, supplies, staff amenities and secure storage					

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08. Employee Facilities

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Ref. / Space or function	What to establish	Provision	Capacity	Area (m²)	Status	Notes / actions
S08.01 Employee entrance	Access control and connection to changing and work areas					
S08.02 Changing and lockers	Users, shift overlap, storage and separation requirements					
S08.03 Employee toilets and washing facilities	Location, capacity and users served					
S08.04 Kitchen-team facilities	Any specific arrangements associated with food operations					
S08.05 Staff dining	Meal arrangements, seating and production or pantry support					
S08.06 Training and briefing space	Frequency, group size and possible shared use					
S08.07 Employee welfare provision	Required or concept-specific facilities and their practical location					
S08.08 Uniform handling	Issue, return, storage and relationship with housekeeping					
S08.09 Staff transport and parking	Demand, access and shared arrangements where relevant					
S08.10 Supporting storage and cleaning	Supplies, equipment and servicing of employee areas					

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09. Housekeeping, Linen and Laundry

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Ref. / Space or function	What to establish	Provision	Capacity	Area (m²)	Status	Notes / actions
S09.01 Housekeeping coordination	Administration, communication and daily work allocation					
S09.02 Clean linen storage	Stockholding, security and replenishment					
S09.03 Used linen holding	Collection, handling and connection to processing or dispatch					
S09.04 Uniform storage and issue	Employee demand and distribution arrangements					
S09.05 Guest supplies	Storage, stock control and movement to floors					
S09.06 Cleaning equipment and chemicals	Storage, handling, servicing and applicable requirements					
S09.07 Floor service stations	Local supplies, equipment and connection to central support					
S09.08 Laundry processing	Scope of on-site work and equipment requirements					
S09.09 Outsourced laundry interface	Receiving, checking, storage and collection					
S09.10 Lost property and repair functions	Secure holding and any practical repair or mending provision					

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10. Receiving, General Stores, Security and Waste

Project: _____ Revision: _____ Date: _____

Ref. / Space or function	What to establish	Provision	Capacity	Area (m²)	Status	Notes / actions
S10.01 Loading and delivery access	Vehicles, timing, manoeuvring and access conditions					
S10.02 Goods receiving and checking	Inspection, temporary holding and distribution					
S10.03 General operating stores	Stockholding, security and departmental access					
S10.04 Equipment and replacement stock	Storage for operating equipment and replacement items					
S10.05 Returnable materials	Holding and collection of crates, bottles and packaging					
S10.06 Waste separation and storage	Waste streams, capacity, cleaning and collection arrangements					
S10.07 Special waste handling	Any specific treatment, storage or temperature requirements					
S10.08 Service-area cleaning	Equipment, washing and drainage requirements					
S10.09 Security functions	Staff presence, monitoring, records and controlled access					
S10.10 Shared service facilities	Capacity, responsibilities and separation from other users					

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11. Engineering, Plant and Maintenance

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Ref. / Space or function	What to establish	Provision	Capacity	Area (m²)	Status	Notes / actions
S11.01 Mechanical plant	Heating, cooling, ventilation and associated equipment requirements					
S11.02 Electrical infrastructure	Supply, distribution, control and required access					
S11.03 Water systems	Storage, treatment, pumping and distribution where applicable					
S11.04 Fire-system infrastructure	Equipment accommodation and specialist coordination					
S11.05 Emergency or backup systems	Scope, location, servicing and supporting requirements					
S11.06 Building controls	Monitoring, operational access and systems coordination					
S11.07 Maintenance workshop	Activities undertaken on site and equipment required					
S11.08 Maintenance stores	Parts, consumables, tools and replacement materials					
S11.09 Engineering administration	Coordination, records and working accommodation					
S11.10 Equipment replacement routes	Access, lifting, clearances and disruption to hotel operations					

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12. Circulation, External Areas and Shared Connections

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Ref. / Space or function	What to establish	Provision	Capacity	Area (m²)	Status	Notes / actions
S12.01 Guest corridors and lift lobbies	Routes, orientation, access and anticipated movement					
S12.02 Service corridors	Connections between departments and the items transported					
S12.03 Guest lifts	Users, peak demand and relationship with entrances and facilities					
S12.04 Service lifts	Deliveries, housekeeping, food service and other operational demands					
S12.05 Stairs and escape arrangements	Coordinated specialist assessment and applicable requirements					
S12.06 Public-facility circulation	Movement during normal use and simultaneous events					
S12.07 Maintenance access	Routes to technical accommodation and equipment					
S12.08 Parking and vehicle movement	Users, demand, access and any shared provision					
S12.09 External guest areas	Terraces, gardens and outdoor facilities within the concept					
S12.10 Shared-development connections	Access rights, capacity, operating hours and responsibilities					

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Relationships between departments

Project: _____ Revision: _____ Date: _____

Ref. / Review item	What to confirm	Status	Action / responsible / target date
R01 Arrival, reception and luggage	Can guests and baggage move through arrival without obstructing other activity?	<input type="text"/>	<input type="text"/>
R02 Guestrooms and housekeeping support	Can supplies, equipment and linen reach the floors efficiently?	<input type="text"/>	<input type="text"/>
R03 Outlets and production	Are preparation, dispatch, clearing and replenishment routes workable?	<input type="text"/>	<input type="text"/>
R04 Events and banquet support	Can venues be serviced and changed over during simultaneous hotel activity?	<input type="text"/>	<input type="text"/>
R05 Receiving and stores	Can deliveries be checked and distributed without unnecessary handling?	<input type="text"/>	<input type="text"/>
R06 Used items and waste	Are collection and removal arrangements compatible with guest and food-service activity?	<input type="text"/>	<input type="text"/>
R07 Plant and maintenance routes	Can equipment be maintained and replaced without avoidable disruption?	<input type="text"/>	<input type="text"/>
R08 Outside customers and resident guests	Do access arrangements protect the intended privacy and service experience?	<input type="text"/>	<input type="text"/>

Status: Not reviewed / In progress / Confirmed / Action required / Not applicable. Record unresolved decisions and the next action.

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Final schedule review

Project: _____ Revision: _____ Date: _____

Ref. / Review item	What to confirm	Status	Action / responsible / target date
F01 Completeness	Relevant guest, operational, employee and technical functions have been considered		
F02 Capacity	Provision reflects the concept and anticipated pattern of use		
F03 Area consistency	Measurement boundaries are clear and categories reconcile to the stated total		
F04 No duplication	Shared spaces and grossing allowances have been treated consistently		
F05 Operational relationships	Critical connections and movement routes have been tested		
F06 Technical coordination	Plant, services, maintenance and replacement requirements are incorporated		
F07 Approval status	Owner, operator and specialist decisions are recorded		
F08 Drawing coordination	Schedule references and requirements correspond with the current plans		
F09 Change control	Revisions are reflected in the schedule, design and project assessment		

Status: Not reviewed / In progress / Confirmed / Action required / Not applicable. Record unresolved decisions and the next action.

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