

Hotel**Art & Printwork list of priorities**

AREA	HOTEL TYPE		PRIORITY			Printing	
	CITY	RESORT	1	2	3	In-house	Outside
MAIN IDENTITY			X				
Complex main identity			X				
Hotel identities adoption							
EXECUTIVE STATIONERY			X				
Letterhead			X				
Continuation sheet			X				
DL envelope			X				
Compliment Slip			X				
Business Card			X				
Fax form			X				
A4 envelope			X				
Mailing label			X				
MARKETING MATERIAL							
Pre-opening			X				
Pre-opening brochures			X				
Pre-opening brochures envelopes			X				
Press kits folder			X				
Tariff cards			X				
Opening Party				X			
Invitation card				X			
Invitation card envelope				X			
Official complex brochure				X			
OPERATIONAL MATERIAL							
Front Office			X				
Check-in card			X				
Magnetic key			X				
Magnetic key holder card (small folder)			X				
Facilities leaflet				X			
Facilities leaflet holder				X			
Telephone message			X				
Telephone message envelope				X			
Guest check-out invoice			X				
Guest check-out folder				X			
Parking ticket				X			
Luggage tags				X			
Personalised City maps				X			
Reservation form				X			
Airport pickup slip					X		
Miscellaneous charge voucher					X		
Safe deposit box registration / release envelope						X	
Safe deposit box entry card						X	
Pageboy Errand card							X
Room items			X				
Services directory			X				
Room Service menu			X				
Notepad				X			
Laundry / Dry cleaning list			X				
Laundry / Dry cleaning bags			X				
"Privacy / Clean Room" hang tag			X				
Back of door floor plan orientation				X			
Shoe cloth				X			
Paper napkins				X			
Coasters				X			

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GUEST ROOM								
	Please serve my room							
	Room Service Breakfast Card							
	Laundry List							
	Dry Cleaning Lists							
	Laundry Service Card							
	Plastic Laundry Bags							
	Shoe basket insert							
	Bathrobe tag							
	Note Pad							
	Pens							
	Matches							
	Guest services directory							
	Room Service menu							
	F&B information							
	Telephone information - dialing codes, prices							
	Guest stationery - Letterhead							
	Guest stationery - Envelopes							
	Guest stationery - Fax Forms							
	Hotel Postcard							
	Hotel Luggage sticker							
	Guest Questionnaire							
	Coasters							
	Glass covers							
	TV Guide							
	Telephone stickers - all extensions							
	Telephone Room Numbers							
	Room Cleaning Card							
	Guest disclaimer / Safe card							
	Shopping bag							
	Health Club details							
	DND Card - no service given . . PM							
	DND Card - no service given . . AM							
	DND Card - Minibar							
	Turn down card							
	Complimentary water card							
	Minibar consumption form							
	Mecca Stickers							
	Maintenance in progress							
	Attendant in room card							
	Swizzle sticks							
	Non smoking signs							
	Window lock stickers							
	Balcony door stickers							
HOUSEKEEPING OFFICE								
	Lost & found item sheets							
	Maintenance request forms							
	Store requisition							
	Logbooks							
	Lost & Found log book							
	Card index - uniform control							
	Uniform record forms							
	Returnable gate pass							
	Non-returnable form							
	Holiday forms							
	Sick leave							
	Petty cash vouchers							

Bathroom amenities

Hotel

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Shampoo			X				
Conditioner			X				
Body Lotion			X				
Soap wrapper			X				
Shower cap Box			X				
Sewing kit wrapper / box			X				
Cotton buds wrapper / box			X				

FOOD & BEVERAGE / OUTLETS

Lobby Lounge	identity	X				
	Drink/Snacklist	X				
	Coasters		X			
	Guest check presenter		X			
	Cocktail recipe card		X			
Restaurants						
	Identity for restaurants		X			
	Reserved sign					
	Non-smoking sign					
	Reservation Sheet					
	Logbook loose leaves					
	Specified area identity / signage etc.					
Banqueting						
	Banquet Meeting Room Signage					
	Banquet Event Order					
	Banquet Function Room Diary					
	Name cards					
	Placecards					
Kitchen						
	Menu Recipe Cards					
Others						
	Captain order Food					
	Beverage					
	Inter Kitchen transfer					
	Inter Bar transfer					
	Daily Market list					
	Food requisition					
	Beverage requisition					
	General Store requisition					

OTHER FACILITIES

Health Club / Fitness Center				X	
Identity				X	
Membership package				X	
Loker rooms numbering and signage				X	
Facilities Signage				X	
Towels				X	
Business Center				X	
Identity				X	
Notepads				X	
Folders				X	
Stationnary				X	

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AREA

Executive Club

Identity
Notepads
folders
Paper napkins
Coasters
Stationnary

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		X	X	X		

Accounting

Purchase Requisition
Purchase Order
Petty Cash Form
Paid Out Form
Allowance Voucher
Miscellaneous Charge Voucher
Equipment Inventory Records
Stock Ledgers
Key Register

Engineering

Preventive Maintenance Log
Work order

Human Resources

Application form
Accident Form
Employee Uniform Record
Exit Form
Weekly roster
Attendance Register
Employee Birthday Card
Employee Evaluation Sheet
Employee of the Month forms

FLHS&S Signage

Swimming Pool

- No Diving
- Watch your Children
- No Life Guard on Duty
- Dept Marking

Engineering Rooms

- No Access / Danger signs

Clinic

Opening Times

Fire Hose Reel Cabinet
Fire Hose Instructions
Emergency Assembly Point
Fire Alarm Test Announcement

SIGNAGE

Exterior application
External signage

		X	X			
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Hotel**Art & Printwork list of priorities****AREA**

Valet parking
 Parking directional signage system
 Main directory (Hotel, Mall)
 Interior application
 Hotel Lobby Directory
 Floor Directory

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			X			
		X	X			
			X			
		X	X			

Front Desk Stations

Reception Cashier
 Concierge, Bell captain
 Restrooms
 Guest Directional
 Elevator Safety Sign
 Elevator Directory
 Moveable promotional stand
 Business center
 Telephone Booths

X						
X						
X						
X						
X						
X						
X						

Guest Room Area

Guest room door identity
 Back of door evacuation sign
 Corridors Directional
 Executive Floor
 Fire Stair Exit Sign
 Elevator - Do Not use in case of Fire
 Fire Extinguisher / Hose Reel

X						
X						
X						
X						
X						
X						
X						

Back of House area

Upload/ download bays
 Trash collection area
 Service Rooms
 Staff quarters
 Staff Restaurant
 Staff restrooms
 complex management offices

				X		
				X		
				X		
				X		

Vehicles Livery

Guest transport sedan / limousine
 Guest transport minivan
 Staff transports minivan
 Service Truck / Lorry

				X		
				X		
				X		
				X		