

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

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

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<b>GUEST ROOM</b> 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  <b>HOUSEKEEPING OFFICE</b> 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							

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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 Dairy							
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							
Identity				X			
Notepads				X			
Folders				X			
Stationary				X			

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Executive Club			X				
Identity				X			
Notepads				X			
folders				X			
Paper napkins				X			
Coasters				X			
Stationnary				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			X				
External signage			X				

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Valet parking				X			
Parking directional signage system				X			
Main directory (Hotel, Mall )			X				
Interior application							
Hotel Lobby Directory			X				
Floor Directory			X				
Front Desk Stations							
Reception Cashier				X			
Concierge. Bell captain				X			
Restrooms			X				
Guest Directional			X				
Elevator Safety Sign			X				
Elevator Directory			X				
Moveable promotional stand				X			
Business center				X			
Telephone Booths				X			
Guest Room Area							
Guest room door identity			X				
Back of door evacuation sign			X				
Corridors Directional			X				
Executive Floor			X				
Fire Stair Exit Sign			X				
Elevator - Do Not use in case of Fire			X				
Fire Extinguisher / Hose Reel			X				
Back of House area							
Upload/ download bays					X		
Trash collection area					X		
Service Rooms					X		
Staff quarters					X		
Staff Restaurant				X			
Staff restrooms			X				
complex management offices				X			
Vehicles Livery							
Guest transport sedan / limousine					X		
Guest transport minivan					X		
Staff transports minivan					X		
Service Truck / Lorry					X		