

## **Tech Survey Preparation - Pacific Inn**

Hotel liaisons provide complimentary site visits, and tech surveys, along with additional requests for site visits within reason. Site visits must begin and end within the specified time frame. Please give the group a meeting time to adhere to, in the main lobby, **ten minutes** prior to the survey completion time.

### **Requirements prior to tech survey:**

- Signed application form.
- Rental deposit must be received prior to the tech survey.
- If providing a map or plans for the survey, bring two additional copies for hotel liaisons.

### **Attendance:**

- The number of attendees for the tech survey must be communicated to the hotel liaison via phone call or text message, not later than 15 min prior to arrival. This is to ensure that the liaisons can verify a head count upon arrival and upon departure.
- The gate will be locked upon arrival, and any additional/late comers will need to call the location manager for access.

### **Parking**

- Parking is available in the main, front lot.
- Do not block fire department connection.

### **Liaison Access**

- Please introduce hotel liaisons to the group prior to commencing the survey.
- The hotel liaisons will follow the tour, but we allow for groups to split up.
- Liaisons are available for questions and verbal approvals, and will take notes throughout, however a final submission of all prep requests must be submitted prior to any prep work beginning. This includes allowing time for liaisons to review the prep requests, prior to commencing. **Please reiterate this to department heads prior to the tour.**

**Reminder:** please remind all attendees, prior to the start of the survey, that there is no water in the building. We have a portable restroom outside of the main entrance.