

Miami International Airport Hotel

<u>Item</u>	Priority			<u>Comments</u>
	1	2	3	
Hotel				
Square Footage of Rooms, public space, total hotel	◆			
Floorplans for Hotel		◆		
Room Type Breakdown (number and sf of kings, DBL-DBL, suites, etc)	◆			
Floorplans for current Airport office area (to be converted to hotel space)	◆			
Description of meeting space (sizes, floorplan)	◆			
Description of F&B spaces (sizes, floorplan)	◆			
Financial / Market				
2009 Budget (original and any revisions)	◆			
Detailed Financial Statements (monthly breakout) 2006, 2007, 2008	◆			
STR Report Year-End 2006, 2007, 2008	◆			
Hotel Occupancy report by day	◆			
Hotel Occupancy report by hour of day		◆		
Rate Sheet	◆			
Utilization report for meeting space (by room)	◆			
Room generation report (rooms generated in relation to meetings)	◆			
Hotel Marketing/Sales Kit		◆		
2009 Marketing/Business Plan	◆			
Guest Segmentation Report	◆			
2008 Top Accounts Report	◆			
Capital Expenditure/Budget				
Description of room renovation and timing (when rooms were out of svc.; when remaining rooms are expected to be completed)	◆			
Other capital improvements planned (not related to rooms upgrade - restaurants, public spaces)	◆			
Details to any renovation budgets	◆			
Agreements/Contracts				
Agreement for 30-room block that is leased	◆			
Management Agreement	◆			
Human Resources				
Organizational Chart			◆	
Number of Full Time and Part Time employees by department			◆	
Pay rate (if applicable)			◆	
Third-Party Reports				
Any Property Condition Assessments (especially related to the top floor - pool area)	◆			
Recent Appraisals/Market Studies	◆			
Other				
Notification or assessment of any non-compliant items (fire, ADA, etc)	◆			
List of available shared services (A/C, phone, wi-fe, etc.) and associated fees	◆			
Summary of all existing violations of local, state law and ordinances	◆			