



**PURCHASING
PARTNERS
INC.**

PLANNING CHECKLIST FOR NEW CONSTRUCTION OR RENOVATION

- Step 1** To begin planning for your new hotel project, PRINT this planning tool and use it to develop your FF&E requirements.
- Step 2** Fax completed checklist along with your preliminary guest room layout and floor plan to your personal representative at Purchasing Partners, Inc.
Fax: (770) 804-1771
- Step 3** Your PPI representative will contact you to discuss your preliminary FF&E budget.

At PPI, we take your business *personally*.

Date: _____ Anticipated Opening Date: _____

Hotel Name: _____

Property Address: _____

"Ship To" Address: (if different from property address) _____

Owner Name: _____

Corporation Partnership Individual

Owner Address: _____

Telephone: _____

Fax: _____

E-mail: _____

Financing Source

Bank / Leasing Company: _____

Contact Name: _____ Phone: _____

Fax: _____ Email: _____

Guest Rooms:	Number	Furniture pieces for each configuration
Double/Double	_____	_____
Single/Double	_____	_____
Queen/Queen	_____	_____
Single/Queen	_____	_____
King	_____	_____
King Suite	_____	_____

Handicapped Accessible Rooms:

Double/Double	_____	_____
Queen/Queen	_____	_____
King	_____	_____

Guest room wall covering: vinyl knock down

Guest room wall vinyl (54" wide x 30 yd. bolts) Lineal yards: _____

Guest room border? Yes No

Guest room border (5 yard spools) Spool quantity: _____

Bathroom: wall covering paint

Bathroom wall covering (27" wide x 5 yd. roll) Roll Quantity: _____

Bedspreads: Throw Style Fitted

Fill: 8oz. 10oz.

Guest room window size Height _____ Width _____

Guest room carpet (12" width) Square Yards: _____

Televisions: Quantity _____ Specifications _____

Air Conditioners: Quantity _____ Specifications _____

Other guest room

amenities: Quantity _____ Specifications _____

