



HOUSEKEEPING EVALUATION REQUEST FORM

PROPERTY NAME

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| PHYSICAL ADDRESS | CONTACT |
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|-------------|-----------------|
| STREET | GENERAL MANAGER |
| CITY/TOWN | PHONE # |
| POSTAL CODE | EMAIL |

NO: We **do not** wish to apply this year. Name & Position : _____

YES: We would like to be considered for a Housekeeping Award Evaluation—*see form below*

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|---|--------------------------|---|--------------------------------|-------------|
| Are you listed in the 2013 Alberta Approved Accommodation Guide? | Yes | No | Unsure | |
| If NO: Is this a new Property? | Yes | | Date Opened: <i>MM/DD/YEAR</i> | |
| Have you been nominated or received a Housekeeping Award within the past 4 years? | Yes | No | Unsure | |
| Recognition from internal/external property audits have been awarded within the past 24 months. Ex: TripAdvisor, Brand Award ,CAA. <i>(Please Attach)</i> | How/Where: | | For/As: | |
| Customer comments/reviews on record have complimented our cleanliness, maintenance, state of repair and/or customer satisfaction. <i>(Please Attach)</i> | Rated by: | | As being: | |
| Renovations that address cleanliness, maintenance, and state of repair were completed. | Date: <i>MM /DD/YEAR</i> | | Details: | |
| Housekeeping training such as Housekeeping Edge or emerit Housekeeping Room Attendant certification has been implemented. | Training Program: | | Date: <i>MM/DD/YEAR</i> | # Trained |
| Property is under new ownership/management | Owner | If YES - Date: <i>MM/DD/YEAR</i> | | No |
| | General Manager | Changed from: | | Changed to: |
| | Executive Housekeeper | | | |
| Authorized by: | Title: | | Date: <i>MM/DD/YEAR</i> | |

We believe our property should be evaluated for Housekeeping Award because: 250-500 words—point form

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*Must be submitted by June 15, 2013.
Please attach all applicable information when submitting your application.*



ALBERTA HOTEL & LODGING ASSOCIATION