



Hospitality Loss checklist when impacted by Coronavirus

PROJECT INFORMATION	
Property:	
Management	
Time/Date (Approx.) Property Shutdown:	
Time/Date (Approx.) Property Reopened:	

NOTICES	
<input type="checkbox"/>	Track and compile relevant Notices, Declarations of Emergency, State or City instructions
<input type="checkbox"/>	Track and compile relevant Notices from Owner/Client/Workers/Employees
<input type="checkbox"/>	Track and compile all notices regarding leader property closures or large scale area event cancellations
<input type="checkbox"/>	Details of ANY guest/employee or personnel onsite who may have or were found to be infected with the virus (potential physical damage trigger)

BUSINESS INCOME LOSSES	
<input type="checkbox"/>	Track specific details of all cancellations (reservations, groups, etc.) including the reason (coronavirus? Travel ban? Ban on group meetings?) Was a deposit refunded or kept?
<input type="checkbox"/>	Accumulate details of all credits for future stay or brand loyalty points issued to guests.
<input type="checkbox"/>	Track weekly/month occupancy levels and weekly/monthly revenue. Compare to historical revenue to determine the lost income. Were there any additional changes in 2019 and early 2020 to the business?
<input type="checkbox"/>	Employee Payroll – Are you paying employees as “normal” even with reduced hours or customers? Have you laid off any hourly employees? Please note when any changes are made.

PROPERTY DAMAGE	
<input type="checkbox"/>	Track all cleaning costs above normal
<input type="checkbox"/>	Accumulate details regarding any food spoilage or donated food in anticipation of spoilage as a result of reduced customers or closures.

EXTRA EXPENSE	
<input type="checkbox"/>	Track all additional expenses above normal (example - Additional security incurred to protect the property)

**This is not meant to be an exhaustive list.
For a more detailed analysis please contact Procor Solutions + Consulting at
(800) 871-5832.**