



Design Guidelines for Conversion and New Construction Properties

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Frequently Asked Questions

Which areas are public areas and which are supplemental facilities?

The design assessments divide the spaces in the Public Areas section of the guidelines into two groups, Public Areas and Supplemental Facilities. Public Areas are interior areas that are standard at most hotels. Supplemental Facilities are other areas that are offered based on a hotel's guest mix and operational needs. Best Western separates the areas as follows:

Public Areas:

- Continental Breakfast Area
- Elevators
- Interior Guest Room Corridors
- Public Restrooms
- Interior Stairways
- Interior Vending Area(s)

Supplemental Facilities:

- Fitness Room
- Guest Laundry
- Meeting Room
- Prefunction Area
- Other Facilities (as described on pages 58-60 of the guidelines)
- Restaurant/Coffee Shop/Lounge
- Swimming Pool

What if I have made improvements to my hotel that were approved by Best Western, but the guidelines may have changed?

If an area of item was renovated, and previously had complied with the guidelines in effect at that time, you are eligible to submit an extension request through the Review Committee and Board of Directors evaluation process.

Who should I call with questions about the guidelines?

For specific questions on the guidelines or assistance in bringing any element into compliance or any other renovation or design issue, you should consult with a professional hospitality designer from BW Design Department, who can provide you with the needed assistance. The name, telephone number, and email address of the Regional Design Consultant for your district is available from your RSM or the BW Design Department at **877-337-4661**. You can also contact your Regional Design Consultant for your District by calling the Design Hotline at **877-337-4661**.

How long should I expect to keep my casegoods and/or softgoods?

From a design and relevance standpoint, and before they would be considered dated, the industry standard for casegoods is 7-10 years, 10 years being a stretch. The condition of casegoods may factor in to whether they need to be replaced earlier, and could minimize their lifespan. For softgoods, the industry standard is 4-6 years, however if bold colors or extreme design elements are chosen, the design could be considered dated even earlier. It is recommended that you consult with your Regional Design Consultant or the BW Design Department when selecting casegoods and/or softgoods. All selections must be submitted for approval.

If I don't agree with a design call on my design report or if I need more time to meet design requirements with due dates, what can I do?

In order to avoid probation or even hearing status, you should request an extension or even a waiver for consideration by the Review Committee. The waiver/extension form can be found on mybestwestern.com.

What is the Review Committee, how often do they meet and do any of the members have hotel operations or design/construction experience?

The Review Committee meets approximately every week and per Board policy, a minimum of 4 Review Committee members must be present at each meeting with at least 2 of those committee members having hotel operations experience, and at least one with design/construction experience.

What if I don't agree with the Review Committee's decision and want to appeal?

Once the Review Committee makes their decision, it is reviewed with the District Director for approval. If the District Director agrees with the decision, the member is notified of the decision. If either the District Director or the member disagrees with the Review Committee's decision, the matter is presented to the Board of Directors for review.

Frequently Asked Questions, continued

Best Western's guidelines do not mirror those of AAA's, Why?

When BW's guidelines were created, many sources including AAA, hospitality research firms, competitive analysis and the BW Governor's Design Advisory Committee (GDAC), were considered in order to ensure that BW's guidelines are competitive, relevant and fair. While BW's design guidelines align very closely with AAA's 3 diamond guidelines, there are a few exceptions because of structural limitation or other practical application considerations. It is important to remember that BW's guidelines are minimum requirements and do not require members to align with AAA's 3 diamond requirements. Therefore, a property owner should always refer to the latest AAA guidelines if achieving or maintaining a particular diamond rating is desired. It is also important to note that AAA's diamond rating is not determined by a single detracting element, but rather an abundance of detractors that may affect or risk one's diamond rating. Best Western recommends that you consult with your AAA inspector if you have specific questions regarding your diamond rating. Additionally, if you are given notice that your next AAA inspection may adversely affect your current diamond rating, please contact the BW Design Department for assistance. You can also compare BW's guidelines with AAA's by going to mybestwestern.com

Why are there some guidelines that are different for new construction vs. conversion properties?

Conversion properties may not be able to meet the same construction guidelines as those required for new construction because of conditions such as existing structural limitations. Example- Ceiling height in corridors that cannot be changed in a conversion property. Best Western has very strict and competitive requirements for properties approved for inclusion into the brand. While a property must meet all of the design requirements, we also recognize that there are certain existing conditions that may not be changed but do not detract from the high standards of quality that Best Western requires.

If a guideline is listed as "recommended", does this mean I have to do it?

In many cases, yes. If there is an item on the PIP (Property Improvement Plan) or design report that is noted as recommended in the guidelines, and the Best Western design professional finds it to be a significant detractor that should be replaced, repaired or otherwise addressed, the designer may use their judgment to make that call a requirement.

I can get a great flat panel TV and other guestroom items at discount store for less money than BW supply offers, why wouldn't I purchase there?

Best Western Supply researches products designed to meet commercial use and guests' expectations with a focus on the total costs of ownership of goods and services. Acquisition cost is only one component of intelligent purchasing. The lowest price is not always the lowest cost to your business. Remember the old axiom... "Beware the cost of the lowest price." Cost of ownership, payback time, exceeding guests' expectations and solving problems are the true issues a professional hotelier is really looking for. Please call Best Western Supply at 800-528-3601 (1-1) or go to bestwesternsupply.com for more details regarding product selection, quality and warranty information.

General Provisions

EACH SECTION OF THESE GUIDELINES IS SUBJECT TO THE “IMPORTANT NOTICES” AT THE END OF THESE GENERAL PROVISIONS.

These Guidelines are issued in response to inquiries from members and applicants for Best Western’s basic, minimum acceptable guidelines for design, construction and furnishings. Best Western requires that members and applicants comply with each and every applicable guideline. Best Western, however, may not inspect for or insure compliance with any particular guideline. All design, construction, and installation work performed must be professionally executed. Failure to meet any guideline may be cause for denial or cancellation of membership, whether or not the item which fails to meet guidelines is indicated on the plans or specifications submitted to Best Western for approval.

This document provides guidelines to applicants and members in the construction, renovation and furnishing of hotels, motels, resort properties and additions to existing properties. Copies of these Guidelines are available to every applicant who may have a property under construction or who is planning construction of a property and who hopes to obtain a Best Western affiliation, as well as existing members who are renovating or building additions to their properties or are eligible to receive a design report. The applicant or member should furnish a copy of or provide access to these guidelines to all architects, engineers, designers, decorators, general and subcontractors and other involved parties prior to their commencing any services for which the applicant or member may have contracted. Best Western may elect to waive or grant variances to specific guidelines based on physical limitations, market demands, where local and site conditions warrant, or on other grounds. These waivers and variances do not supersede the member’s obligation to comply with jurisdictional codes and laws. Any exception to these Guidelines shall have prior written approval from Best Western. Failure to comply with any of these Guidelines may make the facility ineligible for Best Western membership.

Best Western does not want member properties to look alike. We do insist that the exterior of the building, in particular, maintain a level of individuality that reflects geographic location and other factors. There shall be certain amenities and features that convey the Best Western image. This image must convey the perception of quality throughout the property, including the approach, landscaping, building exterior, public spaces and guest rooms.

Important Notices

The purpose of the Best Western International, Inc. (“Best Western”) Design Excellence Program, as embodied in these New Construction and Design Conversion Guidelines, is to ensure brand quality by providing a minimum acceptable baseline upon which each Best Western member will begin to develop its own unique property.

Best Western does not own, operate, manage, control or get involved in the day-to-day operations of any property.

These Guidelines are provided to assist you in your goal to provide for your guests’ comfort and aesthetic enjoyment of their surroundings.

The Minimum Requirements contained in these Guidelines represent a minimum acceptable baseline for consideration for and retention of Best Western membership. They do not consider any unusual or unique circumstances of your operating environment such as: climate, restricted natural lighting, security of the neighborhood, surrounding attractions and facilities and landscape, or nature of your clientele. You need to consider and account for these and all other factors that apply to your property when you build or upgrade.

These Guidelines include topics that hoteliers may consider to be safety and/or security issues. Nevertheless, the handling of all safety and/or security issues is an operational issue that is the responsibility of each hotel owner/operator. All hotel owners/operators are advised that an appropriate professional should be consulted for security and/or safety issues.

Best Western does not assume any liability for any applicant or member’s failure to comply with any federal, state or local laws, rules or regulations. If anything contained in these Guidelines or in any designs, drawings, specifications or other documents submitted by an applicant or member and approved by Best Western are in conflict with any federal, state or local laws, rules or regulations (including, without limitation, the Americans with Disabilities Act), then the applicant or member is responsible for assuring that the requirements of the law, rule or regulation are complied with. Any approval given by Best Western is only applicable to the Guidelines without reference to any legal requirements.

These Guidelines require submission of items such as furniture, fixtures and equipment, and designs, drawings and specifications to Best Western prior to events such as purchase or beginning of construction, as applicable. The purpose for this requirement is because Best Western wants to provide timely input to help applicants and members assure that their projects conform to at least the minimum acceptable baseline in property design and aesthetics to maintain brand quality. By failing to submit items, an applicant or member risks having to incur additional expenses later in order to conform to the brand quality minimum acceptable baseline, being denied activation as a Best Western hotel, or having membership/conditional approval cancelled.

a100 Plan, FF&E Submittal Requirements

Best Western guidelines require submittal for approval on all building plans prior to beginning any site work or construction. An indication of approval does not mean Best Western has reviewed and approved each and every element. This is a requirement for all new construction, renovations that include plans, and applicants applying for membership. In conjunction with the execution of the Best Western Membership Application and Agreement and Terms of Conditional Approval, and unless otherwise required in writing by Best Western, the applicant or member begins the review process by submitting preliminary plans, which are examined for compliance with these Guidelines. Once the Board of Directors has approved the application for membership, a plan review letter will be generated that addresses noncompliance issues noted, offers suggestions based on guests' comfort, convenience, and adherence to the guidelines. Plan submittals are divided into three review phases: Preliminary plans, Construction Documents (60-80%), and Construction Documents (final). If a project requires more than three plan reviews, there will be a charge assessed per additional review. After the plans are complete and compliant, a final review letter will be sent to the Voting Member.

Best Western guidelines require that it also review and approve all Furniture, Fixtures and Equipment prior to any commitment to purchase. An indication of approval does not mean Best Western has reviewed and approved each and every element. This is a requirement for all new construction, renovation and applicants applying for membership. This enables the Design Department to help ensure that the interior design of each property provides a fresh, inviting and high quality aspect and meets all Best Western guidelines. In conjunction with the execution of the Best Western Membership Application and Agreement and Terms of Conditional Approval, and unless otherwise required in writing by Best Western, the applicant or member begins the FF&E review process by submitting preliminary samples and specifications, which are examined for compliance with these guidelines. An FF&E review letter will be generated that addresses noncompliance issues noted, offers suggestions based on the guests' comfort and convenience, and adherence to the guidelines. If a project requires more than three FF&E reviews, there will be a charge assessed per additional review. After the colorboards, layouts and specifications are complete and compliant, a final FF&E review letter will be sent.

It shall be the responsibility of the owner/developer to comply with all local, regional and national codes as applied by the governing authority for renovation and/or construction.

	<i>Item</i>	<i>Required</i>
a101	Preliminary plans	<ul style="list-style-type: none"> <li data-bbox="435 1037 1502 1094">• Site Survey: Showing property boundaries, adjoining streets, grade elevations (contours), utilities, easements, building setbacks, existing conditions, etc. <li data-bbox="435 1094 1502 1230">• Plot Plan: Show walks, drives and parking facilities adequate for the total number of guest rooms (show direction of vehicular traffic), and number of vehicles to be accommodated in each parking area. Indicate function of all buildings—existing, proposed and future. Include all significant dimensions, location of sign(s), all exterior lighting and location of swimming pool. The plot plan shall also show landscaping, including all hardscape and the property dumpster. <li data-bbox="435 1230 1502 1335">• Amenities: Preliminary plans shall show the location of all recreational facilities, such as pool, tennis courts, sauna/steam room, exercise room or whirlpool. The pool shall be shown, whether indoors or outdoors, and scaled in accurate dimensions, with a minimum surface area as required by the guidelines, with exercise room or a spa and sauna if required. <li data-bbox="435 1335 1502 1419">• Lobby: The minimum guideline required square foot area for public use shall be provided. Public restrooms should be conveniently located for access from the lobby in accordance with prevailing codes and laws. Where applicable, an adjacent continental breakfast area shall be shown with seating as required. <li data-bbox="435 1419 1502 1503">• Restaurant and Cocktail Lounge: If they are a part of the property or subject to inspection and/or renovation per Chapter V in Best Western's Rules & Regulations, the location of dining facilities and lounges shall be indicated and scaled with correct dimensions. <li data-bbox="435 1503 1502 1556">• Meeting Rooms: Meeting, conference or banquet rooms shall be shown in proper scale if they are included in the hotel or subject to inspection and/or renovation per Chapter V in Best Western's Rules & Regulations. <li data-bbox="435 1556 1502 1713">• Building Floor Plans: Floor Plans, showing all floors at 1/8" = 1'-0" scale, indicating the mix of unit types and showing basic overall layouts. Unit Type Plans, showing every unit type at 1/4" = 1'-0" scale to show accurate size, furniture layout, equipment placement, door swings, all floor, wall and ceiling materials, all significant dimensions (exclusive of walls) and all other information necessary to illustrate the intent of the plan. Opposite hand units need not be shown. If there are multiple sizes of one specific unit type then all variations shall be indicated. Not to scale drawings or drawings not fully dimensioned will not be accepted. <li data-bbox="435 1713 1502 1745">• Building Elevations: Showing architectural style, materials, etc. <li data-bbox="435 1745 1502 1797">• Section: A fully detailed, dimensioned section taken through each building shall be furnished to illustrate the physical construction of floors, ceilings and walls, and shall not be smaller than 1/4" = 1'-0". <li data-bbox="435 1797 1502 1850">• Special Conditions: Details of "special conditions" are required when necessary to better illustrate the intent of a particular drawing. <li data-bbox="435 1850 1502 1902">• Outline Specifications: Stating all materials, types of heating, ventilating and air conditioning systems, interior finishes, etc. <li data-bbox="435 1902 1502 1934">• Total room count shall be evident from the plans and be consistent with the application. <li data-bbox="435 1934 1502 2007">• Guest rooms shall have the minimum clear wall-to-wall measurements excluding the bath, entry and dressing areas, as required by the guidelines. Complete furniture placement is to be shown on plans along with the total number of each room type.
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	<i>Item</i>	<i>Required</i>
<p>a101</p> <p>a101.14</p> <p>a101.15</p> <p>a101.16</p>	<p>Preliminary Plans, cont.</p>	<ul style="list-style-type: none"> All facilities subject to inspection and/or renovation per Chapter V in Best Western's Rules & Regulations shall be included in the preliminary drawings and outline specifications. Include any additional details, drawings, or boilerplate specifications whether complete or not, to clarify the design intent. Preliminary engineering documents must be submitted for all disciplines and should at least include mechanical, plumbing and electrical plans.
<p>a102</p> <p>a102.1</p> <p>a102.2</p> <p>a102.3</p> <p>a102.4</p> <p>a102.5</p>	<p>Construction Documents (60-80%)</p>	<ul style="list-style-type: none"> The site survey, plot plan, architectural plans, unit type and elevations must all be revised and refined as indicated in the plan review letter generated subsequent to the preliminary submittal, with all issues addressed to comply with Best Western requirements and Board of Directors mandated conditions. Building sections are required at not less than 1/4"= 1'0" (1:50 is permissible for Canadian properties) scale and should adequately describe construction systems, Sound Transmission Classification (STC) ratings, and dimensions. Plan, elevation and section details are required at not less than 1/4"= 1'0" (1:50 is permissible for Canadian properties) scale and should adequately describe any areas not sufficiently clear on the architectural drawings, especially the front desk, millwork, and stairways. Refined specifications should be included to indicate HVAC equipment, interior finish schedules, door and window schedules, bathroom fixtures, etc. Refined engineering documents must be submitted for all disciplines and should at least include mechanical, plumbing and electrical plans.
<p>a103</p> <p>a103.1</p> <p>a103.2</p> <p>a103.3</p> <p>a103.4</p> <p>a103.5</p> <p>a103.6</p> <p>a103.7</p> <p>a103.8</p> <p>a103.9</p>	<p>Construction Documents (final)</p>	<ul style="list-style-type: none"> Plans must be submitted a minimum of 30 days prior to construction. The site survey, plot plan, architectural plans, unit type plans and elevations must all be revised and refined as indicated in the plan review letter generated subsequent to the Construction Documents (60-80%) submittal. A final site survey (civil plan) is required showing metes and bounds, setbacks, rights of way, adjoining streets, existing and finished grade elevations (contours), utilities, easements, etc. A final plot plan is required and shall show specific grade elevations of floors, walkways, drives, terraces, pool and other significant features. Plan also must adequately define parking facilities, driveway traffic flow, exterior walkways, landscaping, exterior lighting, hardscape, swimming pool and decks, porte cochere, existing, proposed, and future structures, trash receptacle location and surround, signage type and location, etc. THE APPLICANT OR MEMBER ACCEPTS COMPLETE RESPONSIBILITY FOR INSURING THAT THE CONSTRUCTION MEETS ALL APPLICABLE CODES AND STANDARDS, INCLUDING ALL HEALTH AND SAFETY STANDARDS AND COMPLIANCE WITH THE ADA. The final construction documents must be sealed, signed and dated in accordance with local and state jurisdiction requirements by the registered/licensed Architect of Record and all trade professionals/engineers for this project. SUBMISSION OF THESE DOCUMENTS TO BEST WESTERN CONSTITUTES A REPRESENTATION AND WARRANTY FROM BOTH THE APPLICANT AND THE REGISTERED PROFESSIONALS THAT THEY COMPLY WITH ALL LOCAL, STATE, AND FEDERAL LAWS, REGULATIONS, CODES, ORDINANCES, ETC., AND HAVE BEEN APPROVED BY PERMITTING AUTHORITIES HAVING JURISDICTION. After three written plan reviews of incomplete submissions, the plans will be set aside and a final notification will be sent indicating that any additional reviews may require a fee. All work shall be installed as shown on the approved working drawings and specifications.
<p>a104</p> <p>a104.1</p> <p>a104.2</p> <p>a104.3</p> <p>a104.4</p> <p>a104.5</p> <p>a104.6</p> <p>a104.7</p> <p>a104.8</p> <p>a104.9</p> <p>a104.10</p> <p>a104.11</p> <p>a104.12</p>	<p>Furniture, Fixtures and Equipment</p>	<ul style="list-style-type: none"> Failure to submit FF&E for approval may result in product replacement at cost of applicant and will delay activation. All FF&E must be submitted for approval. All FF&E specification information shall be collectively submitted for all areas in a timely manner. Scaled professionally drawn plans of all areas affected by the FF&E being reviewed must be submitted. Acceptable scales 1/4" or 1/8" = 1'0". Note: Layout should show placement of lighting fixtures and lamps, mirrors, pictures and appliances such as the TV, refrigerator, etc. Scaled elevations, professionally drawn, are required for all public areas and rooms where millwork and custom casework is installed (moldings, architectural panels, etc.). Acceptable scales are 1/4", 1/2" or 3/8" = 1'0". FF&E material samples must be assembled on a professionally prepared colorboard (24" x 36" maximum size). A master specification manual is required. This will have pictures of each piece of furniture and the manufacturer's cut sheet that lists construction and specifications, as well as the size of each item. Manufacturer's specification cut sheets are required for each fabric, paint or wallcovering. Sheets are to be in the master specification manual. Fire and durability ratings are required. Submittals are to be sent in the form of a complete package with each part clearly marked with property name, number and a contact name and phone number. Contracted design firms should also be listed. Partial submissions will result in phone and written notification of an incomplete submission. Partial renovations require cut sheets and pictures of existing FF&E as well as samples of existing finishes. Voting Member is responsible for all items not submitted by the Professional Design Service of choice. Any change to approved FF&E must be re-submitted.

a200 New Construction

EACH SECTION OF THESE NEW CONSTRUCTION GUIDELINES IS SUBJECT TO THE “IMPORTANT NOTICES” AT THE END OF THE GENERAL PROVISIONS.

NEW CONSTRUCTION AND ADDITIONS TO EXISTING PROPERTIES MUST COMPLY WITH THE REQUIREMENTS IN SECTION 200. EXISTING PROPERTIES ARE NOT REQUIRED TO MEET THE GUIDELINES IN THIS SECTION.

Applicants and members are responsible for being in strict compliance with the latest editions of all applicable Federal, State (or Provincial) and local codes, laws, ordinances, rules, and regulations relating to design, construction, furnishing and operation. For U.S. properties this includes the Americans With Disabilities Act (ADA). All work shall be installed as shown on the approved working drawings and specifications. If approved working drawings or specifications are in conflict with jurisdictional codes or ADA, then the applicant or member is responsible for assuring that the more stringent requirements are observed. If the proposed construction or renovation is located in an area not regulated by local or State (or Provincial) building codes, the local jurisdictional codes, rules and regulations and laws govern the work performed.

Best Western’s approval of construction documents does not include technical, architectural or engineering factors, nor does it verify that drawings or specifications conform to prevailing building codes, laws, ordinances or other requirements. **BEST WESTERN ASSUMES NO LIABILITY AS A RESULT OF THE REVIEW OR APPROVAL OF CONSTRUCTION DOCUMENTS FOR ANY DAMAGES, COSTS OR EXPENSES SUSTAINED IN CONNECTION WITH THE CONSTRUCTION OR OPERATION OF THE MOTEL, HOTEL OR RESORT AND ANY RELATED FACILITIES.** These Guidelines are not intended to be all-inclusive construction standards. Compliance with these Guidelines does not guarantee Best Western membership.

Members and applicants renovating existing properties or building additions shall do everything reasonable to reduce the impact of such construction projects on the guests’ experience. This should include staging project phases, educating staff on status and impact of project on amenities, screening and isolating work to provide a pleasant environment and providing creative programs to compensate the guest for any inconveniences or loss of amenities. It is recommended that a display of the planned renovations be available, showing renderings, colorboards and estimated dates of completion.

Best Western cannot provide specific guidance to any applicant or member on how to comply with the ADA. To help begin understanding the Act and its applicability under a member’s or applicant’s particular circumstances, please refer to the Office of the Americans with Disabilities Act in the Civil Rights Division of the U.S. Department of Justice; P.O. Box 66118, Washington, DC 20035-6118 (1-800-514-0301). The ADA website can be found online at www.usdoj.gov/dct/ada/adahome1.

Additions to Existing Properties

Additions, alterations, or repairs may be made to any building or structure without requiring the existing building or structure to comply with all the requirements of this Guideline provided that the addition, alteration or repair conforms to that required for a new building or structure.

Each applicant or member shall undertake the necessary investigation into the existing building, equipment, system, or structure in order to determine the suitability of the proposed addition or alteration prior to the start of development or as a part of the development proposal.

<i>Item</i>	<i>Required</i>
a201	Site work
a201.1	Building
a201.1.1	Location
a201.1.2	
a201.1.3	
a201.2	Civil
a201.2.1	Engineering
a201.2.2	
a201.3	Exterior
a201.3.1	Lighting
a201.4	Signage
a201.4.1	Location
a201.4.2	
a202	Foundation
a202.1	

	<i>Item</i>	<i>Required</i>
<p>a203 a203.1 a203.2 a203.3</p>	<p>Structural Frame</p>	<ul style="list-style-type: none"> Steel stud construction is acceptable. Drawings shall note gauge and on-center spacing for bearing and non-bearing walls at first and upper floors. Wood framed construction is acceptable where allowed by prevailing codes. Modular type construction will be considered if of good quality and if complete specifications are submitted with the preliminary submittal, and receive prior approval.
<p>a204 a204.1</p>	<p>Soundproofing</p>	<ul style="list-style-type: none"> Sufficient soundproofing to achieve at least 50 STC (Sound Transmission Class) between guest units (walls and floors) and between guest units and corridors shall be clearly indicated, labeled and provided with a verifiable testing source reference number, such as Underwriters Laboratories (U.L.), Gypsum Association (GA) or other approved testing facility. Special consideration shall be given to soundproofing guest rooms situated below or above banquet rooms, restaurant/lounge, etc., and to those properties located near airports or highway interchanges.
<p>a205 a205.1 a205.2 a205.3 a205.4 a205.5 a205.6 a205.7 a205.8</p>	<p>Electrical</p>	<ul style="list-style-type: none"> Electrical receptacles are to be centered 15” to 18” above finished floor surface except for the required GFCI outlet in the vanity area unless another height is required by code. Electrical, television, and telephone wall boxes in common walls of adjoining guest rooms shall be offset a minimum of 12” and installed in a manner to prevent sound transmission. A duplex outlet and a data port must be readily accessible from the desk or parsons table and not already in use. Master television antenna or cable system shall be provided. Electrical and antenna/cable outlets for the television shall be centered 15” to 18” above finished floor surface. Receptacles designed for fixed dedicated use, e.g. guest room light fixtures, television, appliances (refrigerator, microwave), HVAC, etc., shall be located in such a manner as to conceal their locations from direct guest view. Excessive loose and untidy wiring is not acceptable. Wire molding, exposed conduit or exposed electrical boxes are not acceptable in any areas typically accessible to the guest. Visible electrical, telephone, and cable television service from the street to the building is acceptable. Boxes are not acceptable in any areas typically accessible to the guest. Table lamps or hard wired wall lamps are required. Floor lamps acceptable where appropriate. Wall mount lamps with cord covers do not comply.
<p>a206 a206.1 a206.2</p>	<p>Fire Safety</p>	<ul style="list-style-type: none"> Best Western members shall comply with all prevailing laws, ordinances and regulations pertaining to fire safety. Each guest room shall be equipped with a smoke detector/fire alarm, hardwired to the building electrical system on a dedicated circuit.
<p>a207 a207.1 a207.2 a207.3 a207.4 a207.5</p>	<p>Mechanical</p>	<ul style="list-style-type: none"> The guest room systems shall have individual air conditioning and heating units for each room or a central system with thermostatically controlled temperature switch accessible to the guest. Guest rooms shall be provided with heating and cooling on a year-round basis. Electric radiant or gas-fired space heaters are not permissible. Individual room (thru-wall Packaged Terminal Air Conditioning) units shall be located at the lowest possible position on the exterior wall for ease of operation and maintenance and so they do not create a hazard either inside or outside the room. Controls shall be easily accessible for the guests. Use of a standard commercial unit designed for hotel use is required. Split system units may be acceptable. Other HVAC systems may be acceptable with prior approval of Best Western Design Department. All toilet rooms shall have adequate, quiet, well-maintained forced exhaust ventilation that is fire rated, protected and installed to avoid room to room sound transmission. Toilet rooms having operable windows need not have mechanical ventilation unless required by codes. When an exhaust fan is provided, it may be wired to the light switch.
<p>a208 a208.1 a208.2 a208.3 a208.4 a208.5 a208.6</p>	<p>Plumbing</p>	<ul style="list-style-type: none"> Water system/sanitary drainage shall meet all prevailing codes. Water supply shall be provided at adequate pressures to all parts of the building and be designed for 100% occupancy. A circulating hot water system shall provide constant hot water, on demand, at not less than 105 degrees Fahrenheit at all faucets. Note: Most Health Code requirements dictate a minimum hot water temperature of 180 degrees F for the final rinse phase of the dishwashing process. If desired, this will be accomplished through an additional booster heater. Lavatories, water closets and urinals shall be vitreous china or porcelain-covered cast iron. New construction: Gel coat fiberglass or acrylic tubs are not permitted. Cast iron or approved equal is required. 10 year manufacturer’s warranty for hospitality use required. Enclosure to be ceramic tile, solid surface, natural stone or approved equal. Plumbing fixtures, piping, and mixing valves shall be of commercial grade.

	<i>Item</i>	<i>Required</i>
a209 a209.1 a209.2	Elevators	<ul style="list-style-type: none"> • Provide an elevator at all interior corridor properties of 2 stories or more and for exterior corridor properties of 3 stories or more. It is recommended that the elevator be located near the lobby. • Where elevators are provided, a minimum of one cab is required for every 100 guest rooms above the ground floor. Restaurants, lounges, meeting rooms, and other public facilities on upper floors will require additional cabs.
a210 a210.1	Ceiling Height	<ul style="list-style-type: none"> • New construction: 9' - 0" for all floors. (Exception: Guest room corridors and public corridors 8'-0" minimum). Higher ceiling with decorative ceiling treatment is recommended.

DESIGN GUIDELINES

New construction and conversion properties are required to comply with the guidelines in Sections 300 through 500. Any guidelines in these sections that apply to new construction only are so noted.

a300 Exterior

EACH SECTION OF THESE EXTERIOR GUIDELINES IS SUBJECT TO THE “IMPORTANT NOTICES” AT THE END OF THE GENERAL PROVISIONS.

a301 Exterior Buildings – Structural, Furnishings, Finishes & Equipment

The architecture of each facility shall present a pleasing, quality appearance, be appropriate with the surrounding area and be well-maintained. All physical aspects of the property, such as accessibility, desirability, and attractiveness, will be taken into consideration in the evaluation of each property.

Dated or budget exterior design or a design that ties the property to another hotel affiliation will require a redesign to be submitted to Best Western for approval.

Structural Requirements

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
a301.1	Architecture		
a301.1.1		<ul style="list-style-type: none"> The buildings must have finishes and detailing that present a cohesive architectural style or theme or reflects regional architecture or historical styling. 	<ul style="list-style-type: none"> Upgraded finishes and detailing.
a301.1.2		<ul style="list-style-type: none"> All buildings shall be in coordinating styles except for freestanding facilities such as a restaurant or lounge that has a separate identity from the hotel. 	<ul style="list-style-type: none"> Unique architectural concept.
a301.1.3		<ul style="list-style-type: none"> Buildings in varying styles are not acceptable. 	
a301.2	Architectural Elements		
a301.2.1		<ul style="list-style-type: none"> All detailing must be high quality, in the proper scale and coordinated with the buildings’ style and colors. 	
a301.2.2		<ul style="list-style-type: none"> Thin metal columns may be acceptable if conducive to architectural style. 	
a301.3	Color Scheme		
a301.3.1		<ul style="list-style-type: none"> Exterior colors must be current in appearance and in keeping with the style of the buildings. 	
a301.3.2		<ul style="list-style-type: none"> All buildings shall be in coordinating colors except for freestanding facilities such as a restaurant or lounge that has a separate identity from the hotel. 	
a301.3.3		<ul style="list-style-type: none"> The building to be finished with a minimum of 3 colors or 3 coordinating materials and/or textures, for walls, trim and visible pitched roofs. 	

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
a301.4	Walls		
a301.4.1		<ul style="list-style-type: none"> • Brick, stone, stucco or high quality siding. 	<ul style="list-style-type: none"> • Specialty finish.
a301.4.2		<ul style="list-style-type: none"> • Decorative block, such as split-face or fluted block may be acceptable if pre-approved by Best Western Design Department. 	
a301.4.3		<ul style="list-style-type: none"> • All sides of a building and its adjacent structures must be architecturally comparable and aesthetically appealing. 	
a301.4.4		<ul style="list-style-type: none"> • Exposed or painted concrete block, T-111 plywood siding, masonite siding, and dated storefront systems having opaque insert panels are not acceptable. 	<ul style="list-style-type: none"> • Unique architectural concept or finish.
a301.5	Roofline		
a301.5.1		<ul style="list-style-type: none"> • Pitched roof in shingles, standing seam metal or tile. Roofline in varying heights or added features such as gables, dormers or cupolas <p>Or</p>	<ul style="list-style-type: none"> • A unique architectural concept or design such as fabric or glass.
a301.5.2		<ul style="list-style-type: none"> • Parapet roof in a finish that coordinates with the building, having varying heights or other decorative elements <p>Or</p>	
a301.5.3		<ul style="list-style-type: none"> • A combination of the two. 	
a301.5.4		<ul style="list-style-type: none"> • A high quality mansard roof with decorative elements that relates to the buildings' architecture is acceptable. 	
a301.5.5		<ul style="list-style-type: none"> • Dated, thin-edged flat roofline, typical of one and two-story buildings, plain, uninterrupted pitched, mansard or parapet roof on buildings or wings, approximately ten guest rooms or more in length, the roof in a style or color that does not coordinate with the building, or multiple roof styles that do not coordinate with each other are not acceptable. 	
a301.6	Porte Cochere		
a301.6.1		<ul style="list-style-type: none"> • Conversion: A one or two lane porte cochere is required at the main lobby entrance unless limited by space due to prevailing codes or easements. 	<ul style="list-style-type: none"> • An architecturally unique or significant visual element.
a301.6.2		<ul style="list-style-type: none"> • The scale and architectural elements of the porte cochere must be in proportion and in keeping with the design of the lobby building. 	
a301.6.3		<ul style="list-style-type: none"> • New Construction or New Porte Cochere: A two lane porte cochere with an 18' minimum width driveway, with a minimum clear height of 14'-0" is required. 	
a301.6.4		<ul style="list-style-type: none"> • Thin support columns and undersized elements are not acceptable. Fabric awning used as a porte cochere is not acceptable, unless pre-approved by BW Design Department. 	
a301.6.5		<ul style="list-style-type: none"> • Pavers or stamped concrete or similar quality materials, appropriate in scale are to be used under the Porte Cochere. Note Pavers may be inappropriate in cold climates. Recommended for conversions. 	

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
<p>a301.7 a301.7.1</p>	<p>Building Entrances</p>	<ul style="list-style-type: none"> All Guest entrances to be covered by a coordinating, high quality awning or overhang, subject to Design Department approval. The scale and architectural elements of the awning or overhang to be in proportion and in keeping with the design of the building. 	
<p>a301.7.2</p>		<ul style="list-style-type: none"> If provided, the roof, tower, overhang or canopy must coordinate in style and color with the building exterior. 	
<p>a301.7.3</p>		<ul style="list-style-type: none"> An upper balcony or walkway is an acceptable cover. 	
<p>a301.8 a301.8.1</p>	<p>Walkways</p>	<ul style="list-style-type: none"> First floor and upper floor walkways must have a minimum 5'-0" clear width, unobstructed by landscaping, parked cars, lightposts, heating/cooling units, fixtures, etc. 	
<p>a301.8.2</p>		<ul style="list-style-type: none"> As a minimum, the walkway finish shall be non-slip concrete. Painted concrete is not acceptable due to high maintenance. 	<ul style="list-style-type: none"> Stained concrete that coordinates with the buildings, stamped concrete, exposed aggregate concrete, or quality rubber or rubberized finish.
<p>a301.8.3</p>		<ul style="list-style-type: none"> High quality, coordinating walk-off mats are acceptable. 	
<p>a301.8.4</p>		<ul style="list-style-type: none"> Low quality indoor/outdoor carpet is not acceptable. 	
<p>a301.9 a301.9.1</p>	<p>Ceiling/ Overhang</p>	<ul style="list-style-type: none"> Vinyl or aluminum soffit. <p>Or</p>	
<p>a301.9.2</p>		<ul style="list-style-type: none"> Painted or stained concrete. 	
<p>a301.9.3</p>		<ul style="list-style-type: none"> Other finishes if approved by Best Western Design Department. 	
<p>a301.9.4</p>		<ul style="list-style-type: none"> Pressed cellulose (e.g. Tectum) ceiling is not acceptable. 	
<p>a301.10 a301.10.1</p>	<p>Guest Room Balconies</p>	<ul style="list-style-type: none"> The wall, floor, and ceiling finishes must be consistent with those of the building exterior. 	
<p>a301.10.2</p>		<ul style="list-style-type: none"> Low quality indoor/outdoor carpet is not acceptable. 	<ul style="list-style-type: none"> Stained concrete that coordinates with the buildings, stamped concrete, exposed aggregate concrete, or quality rubber or rubberized finish.

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
<p>a301.11 a301.11.1</p>	<p>Breezeways</p>	<ul style="list-style-type: none"> The wall, floor, and ceiling finishes must be consistent with those at the adjacent walkways. 	<ul style="list-style-type: none"> Stained concrete that coordinates with the buildings, stamped concrete, exposed aggregate concrete, or quality rubber or rubberized finish.
<p>a301.11.2</p>		<ul style="list-style-type: none"> Vending machines must not restrict passage. 	
<p>a301.11.3</p>		<ul style="list-style-type: none"> Laundry machines are not acceptable in breezeways. Refer to Guest Laundry section for requirements. 	
<p>a301.12 a301.12.1</p>	<p>Railings</p>	<ul style="list-style-type: none"> Wrought iron, painted or powder coat tubular metal, high impact PVC, brick, or stucco. 	<ul style="list-style-type: none"> Architecturally significant or unique upgraded railing system.
<p>a301.12.2</p>		<ul style="list-style-type: none"> Railings must coordinate in color and style with the buildings' exterior design. 	
<p>a301.13 a301.13.1</p>	<p>Doors</p>	<ul style="list-style-type: none"> Must coordinate in style and color with the building exterior. See individual interior area sections for door and lock requirements. 	
<p>a301.14 a301.14.1</p>	<p>Windows</p>	<ul style="list-style-type: none"> Windows and frames that enhance the building's architecture. 	
<p>a301.14.2</p>		<ul style="list-style-type: none"> All guest room windows that open shall have a lock which secures the window in a closed position. 	
<p>a301.14.3</p>		<ul style="list-style-type: none"> Outdated, unfinished aluminum style storefront windows having opaque insert panels are not acceptable unless pre-approved by Design. 	
<p>a301.15 a301.15.1</p>	<p>HVAC Units</p>	<ul style="list-style-type: none"> Guest room PTAC units shall have a louvered or architectural grille that coordinates with exterior materials and finishes. 	
<p>a301.16 a301.16.1</p>	<p>Equipment</p>	<ul style="list-style-type: none"> All rooftop mechanical equipment must be screened from view. The screening must coordinate with the building style. 	
<p>a301.16.2</p>		<ul style="list-style-type: none"> Ground level equipment must be screened from view. Electrical boxes or meters should be screened as much as possible, provided it meets local code. 	

Furniture & Fixtures Requirements

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
a301.17	Lighting		
a301.17.1		<ul style="list-style-type: none"> Light fixtures must be current in appearance and coordinate with the building's architecture. 	<ul style="list-style-type: none"> Decorative light fixtures that accentuate the buildings' architecture.
a301.17.2		<ul style="list-style-type: none"> A minimum of 5 foot candles is required at walkways. 	
a301.17.3		<ul style="list-style-type: none"> A minimum of 10 foot candles is required at building entrances, breezeways and the porte cochere. 	
a301.17.4		<ul style="list-style-type: none"> Bare bulb light fixtures are not acceptable. 	
a301.17.5		<ul style="list-style-type: none"> Provide ample well positioned commercial quality lighting enhancing the architecture and landscape. 	<ul style="list-style-type: none"> Dramatic building and/or landscape lighting.
a301.18	Signage		
a301.18.1		<ul style="list-style-type: none"> Indicate room location, vending and ice locations and lobby location, where applicable. 	<ul style="list-style-type: none"> A themed concept, professionally designed and manufactured.
a301.18.2		<ul style="list-style-type: none"> Must be uniform in type and size, professionally produced and consistent with exterior finishes. 	
a301.18.3		<ul style="list-style-type: none"> Minimum sizes for corridor and guest room signage are 3"x 5" or 4"x 4" without a logo. 	
a301.18.4		<ul style="list-style-type: none"> Minimum size, if using a logo, is 3"x 8" or 24 square inches. 	
a301.18.5		<ul style="list-style-type: none"> It is recommended that room directional signs and floor numbers shall be displayed at the main entry point of each floor (e.g., opposite the main staircase or elevator bank). 	
a301.18.6		<ul style="list-style-type: none"> If signage is required on glass, professionally cut vinyl graphics is acceptable as a minimum standard. Opaque decals on glass are not acceptable in any situation. 	
a301.18.7		<ul style="list-style-type: none"> All signs that display the Best Western name, logo, trademark, slogans, etc., must be reviewed and approved by Best Western Brand Identity Administration, prior to implementation. 	
a301.18.8		<ul style="list-style-type: none"> Handwritten, taped up, or pinned notices are not acceptable. 	

a302 **Fencing**

Site perimeter fencing is recommended to physically or visually separate the property from surrounding areas. Fencing may be required in instances where blight or undesirable conditions exist. All fencing shall be professionally installed. Fencing on adjacent lots may have to be screened if it presents a negative visual impact.

Minimum Requirements

Recommended Upgrades

aa302.1	Finishes		
a302.1.1		<ul style="list-style-type: none"> • Wood 	<ul style="list-style-type: none"> • Fencing that accents the buildings' architecture.
		Or	
a302.1.2		<ul style="list-style-type: none"> • Metal picket 	
		Or	
a302.1.3		<ul style="list-style-type: none"> • Stucco over block 	
		Or	
a302.1.4		<ul style="list-style-type: none"> • Decorative block such as split face, fluted, or scored block may be acceptable with prior approval of Best Western Design Department 	
	Or		
a302.1.5	<ul style="list-style-type: none"> • Other finishes if pre-approved 		
	NOTE: The above options must be submitted to		
	Best Western Design Department for approval.		
a302.1.6	<ul style="list-style-type: none"> • Chain link highway fencing or fencing belonging to adjacent properties must be totally screened if it presents a negative guest impact or detracts from the curb appeal. 		
a302.1.7	<ul style="list-style-type: none"> • Chain link fencing, with or without slats, is not acceptable. 		

a303 **Landscaping**

The property shall be attractively landscaped, where conditions allow, with ground cover, lawns, shrubs, trees, plants and seasonal flowers.

Minimum Requirements

Recommended Upgrades

aa303.1	Landscaping		
a303.1.1		<ul style="list-style-type: none"> At least 15% of the site shall be attractively landscaped, and must be appropriately balanced between the building, recreation, and parking areas. 	
a303.1.2		<ul style="list-style-type: none"> Landscaping and accent lighting plans shall be prepared by a professional landscape architect or, where these services are not available, by a qualified nursery. 	
a303.1.3		<ul style="list-style-type: none"> Berms, depressions, and mounds are highly recommended to create an illusion of spacious grounds. 	
a303.1.4		<ul style="list-style-type: none"> Plants/trees must be large scaled and sufficient in quantity. 	<ul style="list-style-type: none"> Additional landscaping, water features, sculpture, courtyards and atriums.
a303.1.5		<ul style="list-style-type: none"> The minimum size for new trees is 15 gallons and new shrubs is 5 gallons. All foliage must be sufficient in quantity. 	
		<p>NOTE: Landscaping must be submitted to Best Western Design Department prior to installation.</p>	
a303.2	Lighting		
a303.2.1		<ul style="list-style-type: none"> Style must be consistent with architectural style, quality and up-to-date. 	
a303.2.2		<ul style="list-style-type: none"> Nighttime illumination at walkways shall be a minimum of 5 foot candles. 	<ul style="list-style-type: none"> Decorative landscape lighting, professionally designed and installed.
a303.3	Electrical/ Gas Meters, Boxes or LPG Tanks		
a303.3.1		<ul style="list-style-type: none"> Screen equipment from view. 	
a303.4	Irrigation		
a303.4.1		<ul style="list-style-type: none"> New construction: An automatic timer irrigation system is required. 	<ul style="list-style-type: none"> An automatic timer irrigation system.
a303.5	Planters		
a303.5.1		<ul style="list-style-type: none"> If provided, to be commercial, large scale containers, (planters) in a style and material that coordinates with and complements the existing architecture. Consumer quality plastic containers are not acceptable. 	
a303.6	Parking Areas		
a303.6.1		<ul style="list-style-type: none"> Parking areas must have large scale, in ground landscaping, either interspersed with the parking area or at the perimeter. Landscaping should equal 15% of the paved area. 	
a303.6.2		<ul style="list-style-type: none"> Appropriate plant materials installed along the perimeter where conditions allow. 	
a303.6.3		<ul style="list-style-type: none"> Lack of landscaping or grass only is not acceptable. 	

a304 **Other Exterior Facilities**

All facilities within the Best Western property are subject to inspection and/or renovation and must present a quality, up-to-date appearance.

Exterior facilities such as golf courses, tennis courts, playgrounds, beach fronts, etc. shall be properly equipped and landscaped.

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
a304.1	All facilities		
a304.1.1		<ul style="list-style-type: none"> All facilities must be current, coordinating, professional and appealing. 	
a304.1.2		<ul style="list-style-type: none"> Chain-link fence is acceptable at tennis courts and dog kennels only. 	<ul style="list-style-type: none"> Vinyl coated chain-link fence at tennis courts and dog kennels only.

a305 **Outdoor Swimming Pool**

A swimming pool is required, except where individual circumstances warrant a variance approved by the Board. The swimming pool must meet the following minimum requirements. Indoor swimming pools are recommended in colder climates. It is recommended that all pools be heated.

These guidelines are not intended to provide comprehensive pool standards.

Structural Requirements

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
a305.1	Size (Surface Area)		
a305.1.1		<ul style="list-style-type: none"> Applicant properties must comply with the following: 	
a305.1.2		<ul style="list-style-type: none"> Properties with 1-50 guest rooms: 300 sq. ft. pool. 	
a305.1.3		<ul style="list-style-type: none"> Properties with 51-100 guest rooms: 400 sq. ft. pool. 	
a305.1.4		<ul style="list-style-type: none"> Properties with 101-200 guest rooms: 600 sq. ft. pool. 	
a305.1.5		<ul style="list-style-type: none"> Properties with 201 + guest rooms: 750 sq. ft. pool. 	
a305.2	Depth		
a305.2.1		<ul style="list-style-type: none"> Applicant properties: Depth should be a minimum of 3'-0" to a maximum of 5'-0". 	
a305.3	Finish		
a305.3.1		<ul style="list-style-type: none"> Pool finish must be gunite, concrete, fiberglass or better. 	<ul style="list-style-type: none"> Pool finish to be non-slip ceramic or mosaic tile or pebble finish.
a305.3.2		<ul style="list-style-type: none"> Other finishes must be submitted for approval prior to installation. 	

Minimum Requirements

Recommended Upgrades

		Minimum Requirements	Recommended Upgrades
a305.4	Deck		
a305.4.1		<ul style="list-style-type: none"> Deck size: <ul style="list-style-type: none"> For properties with 1-50 guest rooms, 650 sq. ft. For properties with 51-100 guest rooms, 800 sq. ft. For properties with 101-200 guest rooms, 1000 sq. ft. For properties with 201+ guest rooms, 1200 sq. ft. 	
a305.4.2		<ul style="list-style-type: none"> Deck must have adequate drainage. 	
a305.4.3		<ul style="list-style-type: none"> The pool deck must be slip resistant. 	
a305.4.4		<ul style="list-style-type: none"> The finish is to be one of the following or better: <ul style="list-style-type: none"> Concrete Cool Deck Non-slip ceramic tile Quality rubber Rubberized finish Or better. 	<ul style="list-style-type: none"> The finish to be one of the following: <ul style="list-style-type: none"> Colored stamped concrete Slate or flagstone Smooth finish aggregate.
a305.4.5		<ul style="list-style-type: none"> Low quality indoor/outdoor carpet is unacceptable. 	
a305.5	Depth Markers		
a305.5.1		<ul style="list-style-type: none"> Depth markers must be professional in appearance. 	<ul style="list-style-type: none"> Inserted tile, brass or stone depth markers.
a305.5.2		<ul style="list-style-type: none"> Depth markers must indicate every two foot change in water depth. 	
a305.5.3		<ul style="list-style-type: none"> Depth markers may not be spaced more than 10' apart. 	
a305.5.4		<ul style="list-style-type: none"> Depth markers are required on both horizontal and vertical pool edges. 	
a305.5.5		<ul style="list-style-type: none"> The numbers on horizontal edge must indicate feet or meters. 	
a305.5.6		<ul style="list-style-type: none"> Hand painted depth markers are not acceptable. 	
a305.6	Fencing		
a305.6.1		<ul style="list-style-type: none"> Where not governed by local codes, the fence shall be a minimum of 5' high with pickets spaced no more than 4" on center. 	
a305.6.2		<ul style="list-style-type: none"> Gates must be self-closing and self-latching. 	
a305.6.3		<ul style="list-style-type: none"> Fencing must coordinate with the building style. 	<ul style="list-style-type: none"> Fencing that accents the building architecture.
a305.6.4		<ul style="list-style-type: none"> Exposed painted concrete block (except for decorative block) walls and filigree block are not acceptable. 	
a305.6.5		<ul style="list-style-type: none"> Chain link fences and gates are not acceptable. 	

Required Furnishings & Equipment

Minimum Requirements

Recommended Upgrades

		Minimum Requirements	Recommended Upgrades
a305.7	Lighting		
a305.7.1		<ul style="list-style-type: none"> A minimum of 10 foot candles is required at deck level. 	<ul style="list-style-type: none"> Decorative landscape lighting.
a305.7.2		<ul style="list-style-type: none"> Underwater lamps shall be sealed beam designed especially for swimming pool use. 	
a305.7.3		<ul style="list-style-type: none"> Pool lighting levels for underwater lumen intensity will be regulated by local jurisdictional codes. Where no code exists, provide 15 foot candles or greater. 	
a305.8	Diving Board		
a305.8.1		<ul style="list-style-type: none"> Diving boards and diving platforms are not permitted. 	
a305.9	Slides		
a305.9.1		<ul style="list-style-type: none"> Slides are not permitted. 	
a305.9.2		<ul style="list-style-type: none"> Amusement park style water slides may be permitted, subject to board approval. 	

Minimum Requirements

Recommended Upgrades

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
a305.10	Equipment		
a305.10.1		<ul style="list-style-type: none"> All pools shall comply with prevailing codes regarding all equipment, including safety equipment. 	
a305.10.2		<ul style="list-style-type: none"> The pool equipment must be concealed from direct view in a quality appearing enclosure that coordinates with the main building and provides adequate ventilation. 	
a305.10.3		<ul style="list-style-type: none"> New Construction or New Swimming Pool: One house phone shall be provided in the pool area that rings directly to the hotel operator. 	
a305.10.4		<ul style="list-style-type: none"> Provide commercial, large scaled trash cans that complement the architecture. Applies to interior and exterior, including recycle container. To be decorative and appropriate in scale. Consumer quality or janitorial style plastic containers are not acceptable. 	
a305.10.5		<ul style="list-style-type: none"> If provided, towel shelves/hampers must be high quality. 	
a305.11	Plumbing		
a305.11.1		<ul style="list-style-type: none"> If existing shower is provided, ensure all finishes meet minimum requirements. 	<ul style="list-style-type: none"> Provide exterior shower head.
a305.12	Signage		
a305.12.1		<ul style="list-style-type: none"> Professionally produced signage shall be provided. 	
a305.12.2		<ul style="list-style-type: none"> Handwritten, computer generated, taped up or pinned notices are not acceptable. 	
a305.12.3		<ul style="list-style-type: none"> All signage shall comply with local code. 	
a305.13	Restrooms		
a305.13.1		<ul style="list-style-type: none"> Public restrooms are recommended adjacent to the pool area. 	
a305.13.2		<ul style="list-style-type: none"> New construction or New Swimming Pool: Public restroom is required, refer to public restroom guidelines section. 	
a305.14	Furniture		
a305.14.1		<ul style="list-style-type: none"> All furniture must match in color and style. 	
a305.14.2		<ul style="list-style-type: none"> Coordinated, commercial quality pool furniture. <ul style="list-style-type: none"> - 1-50 guest rooms: 2 tables with 4 chairs per table or 4 side tables with 8 chairs. 4 chaise lounges are required. - 51-100 guest rooms: 3 tables with 4 chairs per table or 6 side tables with 12 chairs. 6 chaise lounges are required. - 101-200 guest rooms: 4 tables with 4 chairs per table, or 8 side tables with 16 chairs. 8 chaise lounges are required - 201 + guest rooms: 6 tables with 4 chairs per table OR 12 side tables with 24 chairs. 12 chaise lounges are required 	
a305.14.3		<ul style="list-style-type: none"> Low quality resin furniture is not acceptable. 	<ul style="list-style-type: none"> High quality furnishings such as market umbrellas, cast aluminum furniture, powdercoated metal furniture or high quality wood furniture.
a305.15	Landscaping		
a305.15.1		<ul style="list-style-type: none"> Medium to large-scale plants or flowers in in-ground planters around the pool area or directly outside of the pool fence. 	<ul style="list-style-type: none"> Features such as waterfalls, large urns, boulders, high quality sculptures or awning/sunscreen structures.
a305.15.2		<ul style="list-style-type: none"> High-quality decorative containers located throughout the pool area. If decorative containers are provided, they should be 18" minimum diameter. Consumer quality plastic containers are not acceptable. 	

a306 **Parking Lot/Driveways**

Parking spaces and driving lanes are to be clearly marked and adequately illuminated. Guest parking should be as close as possible to room locations. Adequate additional parking and loading space for delivery and service vehicles is required. Separate parking structures designed to complement the main hotel building should be considered.

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
a306.1	Capacity		
a306.1.1		<ul style="list-style-type: none"> • Conversion: Two parking spaces for three rooms. 	<ul style="list-style-type: none"> • One parking space for one room.
a306.1.2		<ul style="list-style-type: none"> • New construction: One parking space per room. 	
a306.1.3		<ul style="list-style-type: none"> • One parking space per four seats in public areas, including restaurant, lounge, meeting rooms, etc. 	
a306.1.4		<ul style="list-style-type: none"> • Provide adequate space for employee parking and delivery vehicles. 	
a306.1.5		<ul style="list-style-type: none"> • Convenient parking shall be available for downtown properties. 	
a306.2	Access/ Location		
a306.2.1		<ul style="list-style-type: none"> • Parking must be convenient to guest rooms and the main lobby. 	
a306.3	Paving		
a306.3.1		<ul style="list-style-type: none"> • Parking lots and driveways shall be paved with asphaltic concrete or Portland Cement concrete. 	
a306.3.2		<ul style="list-style-type: none"> • Pavers or stamped concrete or similar quality materials, appropriate in scale are to be used under the Porte Cochere. Note: Pavers may be inappropriate in cold climates. Conversion properties: May be required. 	
a306.3.3		<ul style="list-style-type: none"> • Unpaved truck parking areas must have 1/2" pebble stone or better. 	
a306.4	Curbs		
a306.4.1		<ul style="list-style-type: none"> • New Construction: Provide a precast concrete wheel stop or curb at each parking space. If a wheel stop is used, it may be shared by two adjacent parking spaces. 	<ul style="list-style-type: none"> • Provide a curb at all landscaped areas.
a306.5	Lighting		
a306.5.1		<ul style="list-style-type: none"> • Light fixtures are to be consistent with architectural style, quality and up-to-date. 	
a306.5.2		<ul style="list-style-type: none"> • Nighttime illumination at parking areas shall be a minimum of 2 foot candles. 	
a306.5.3		<ul style="list-style-type: none"> • Nighttime illumination at walkways shall be a minimum of 5 foot candles. 	<ul style="list-style-type: none"> • Provide landscaping lighting.
a306.6	Parking Garage		
a306.6.1		<ul style="list-style-type: none"> • If a parking garage is provided, the following are required in addition to the above requirements: 	
a306.6.2		<ul style="list-style-type: none"> • The garage must complement the exterior design of the hotel. 	<ul style="list-style-type: none"> • Themed to match main building architecture.
a306.6.3		<ul style="list-style-type: none"> • Painted concrete or concrete block walls. 	
a306.6.4		<ul style="list-style-type: none"> • Entry and ceiling height must be clearly marked. 	
a306.6.5		<ul style="list-style-type: none"> • Nighttime illumination at parking areas shall be a minimum of 5 foot candles. 	

a307 **Satellite Dish**

Satellite dishes shall be installed in an inconspicuous location. Inoperative dishes shall be removed.

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
a307.1	Location		
a307.1.1		<ul style="list-style-type: none"> The satellite dish must not be readily visible to guests upon entrance to the property. 	
a307.1.2		<ul style="list-style-type: none"> The location of the satellite dish must be approved by the BW Design Department. Wiring and conduit must be out of view. 	
a307.2	Enclosure		
a307.2.1		<ul style="list-style-type: none"> Screen the base of ground mounted dishes with fencing and/or landscaping, except for pole mounted VSAT dishes. 	<ul style="list-style-type: none"> Coordinated architectural element on building or separate structure.
a307.2.2		<ul style="list-style-type: none"> Chain-link fence with slats or concrete block enclosure are not acceptable. 	

a308 **Signage**

Best Western logo signage must be submitted to Best Western Brand Identity Department for approval.

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
a308.1	Property		
a308.1.1		<ul style="list-style-type: none"> Refer to the Best Western Brand Identity Manual for required signage 	
a308.2	Directional & Guest Room		
a308.2.1		<ul style="list-style-type: none"> Provide cohesive informational, directional signs to easily direct guests to the lobby, vending, ice and all other service facilities (where applicable), and guest rooms. The signage package to be high quality decorative, coordinating with décor of hotel, and consistent throughout the property. 	<ul style="list-style-type: none"> High-quality signage that accents the property's architecture or landscaping design theme.
a308.2.2		<ul style="list-style-type: none"> Provide cohesive, directional parking entrance signs as needed to direct guests to entries of the property. 	
a308.2.3		<ul style="list-style-type: none"> The signage package to be high quality decorative, coordinating with décor of hotel, and consistent throughout the property. The signs must be uniform in type and size, professionally produced and consistent with exterior finishes. <p>NOTE: Room numbers must be at 62" on center, either to the side of, or on guest room door provided there is no interference with security view on door. Prevailing accessibility code must always be considered first.</p>	
a308.2.4		<ul style="list-style-type: none"> It is recommended that room directional signs and floor numbers shall be displayed at the main entry point of each floor (e.g., opposite the main staircase or elevator bank). 	
a308.2.5		<ul style="list-style-type: none"> All signs that display the Best Western name, logo, trademark, slogans, etc., must be reviewed and approved by Best Western Brand Identity Administration prior to implementation. 	
a308.2.6		<ul style="list-style-type: none"> Handwritten, computer generated, taped up or pinned notices are not acceptable. 	

a309 **Stairway**

Exterior public stairways should be visually pleasing and inviting as well as meet all code requirements. The style, finish and colors of the corridors must coordinate with the building design and finishes. Adding upgrades to the public stairways will help ensure that the guest’s expectations will be met. Submit finishes to the Best Western Design Department prior to implementation.

Structural & Finishes Requirements

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
a309.1	Size	<ul style="list-style-type: none"> New Construction: 44” wide, or comply with all prevailing codes and laws. 	<ul style="list-style-type: none"> New Construction: 48” wide or greater.
a309.1.1			
a309.2	Risers and Treads	<ul style="list-style-type: none"> Treads and risers must meet all prevailing codes. Treads and landings must be sealed concrete Or <ul style="list-style-type: none"> Non-slip metal Or <ul style="list-style-type: none"> Other finish if pre-approved. 	
a309.2.1			
a309.2.2			
a309.2.3			
a309.2.4			
a309.3	Railings	<ul style="list-style-type: none"> Wrought iron, painted or powder coat tubular metal, brick, stucco, or high quality siding. Railings must coordinate in color and style with the buildings’ exterior design. 	<ul style="list-style-type: none"> Coordinated architectural railings themed to building.
a309.3.1			
a309.3.2			
a309.4	Wall	<ul style="list-style-type: none"> Wall finishes must be consistent with adjacent building wall finishes. 	
a309.4.1			
a309.5	Ceiling/ Overhang	<ul style="list-style-type: none"> Vinyl or aluminum soffit Or <ul style="list-style-type: none"> Painted or stained concrete Other finishes if approved by Best Western Design Department. Pressed cellulose (e.g. Tectum) ceiling is not acceptable. 	
a309.5.1			
a309.5.2			
a309.5.3			
a309.5.4			

Required Fixtures

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
a309.6	Lighting	<ul style="list-style-type: none"> Minimum 10-20 foot candles. Provide ample well positioned commercial quality lighting in all areas to illuminate the stairway finishes. Fixtures must be suited to design theme and concept. Low quality surface mounted light fixtures, indoor light fixtures, bare bulb light fixtures, insufficient lighting and underscaled residential light fixtures are not acceptable. 	<ul style="list-style-type: none"> Decorative themed chandeliers and wall sconces scaled to building.
a309.6.1			
a309.6.2			
a309.6.3			
a309.6.4			
a309.7	Signage	<ul style="list-style-type: none"> Indicate floor, vending and ice locations and lobby location, where applicable. Provide cohesive informational, directional signs which must be uniform in type and size, professionally produced and consistent with interior finishes. All interior signs that display the Best Western name, logo, trademark, slogans, etc., must be reviewed and approved by Best Western Brand Identity Administration, or purchased from an endorsed vendor, prior to implementation. Handwritten, computer generated, taped up or pinned notices are not acceptable. 	<ul style="list-style-type: none"> Wood or metal frames. Solid surface material for signage. Professional, themed concept.
a309.7.1			
a309.7.2			
a309.7.3			
a309.7.4			

a310 **Trash Dumpster & Service Areas**

Trash dumpsters shall be installed in as inconspicuous a location as possible. Dumpsters, grease traps and service areas shall be screened from view. A reinforced concrete entry is recommended to support heavy trash trucks.

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
a310.1	Location		
a310.1.1		<ul style="list-style-type: none"> Trash dumpsters may not be located in front of the building or visible upon approach to the property. 	
a310.2	Screening/Enclosure		
a310.2.1		<ul style="list-style-type: none"> Dumpsters, recycling bins and grease traps shall be screened from view. 	<ul style="list-style-type: none"> Upgraded with themed, coordinated architectural fencing or enclosures.
a310.2.2		<ul style="list-style-type: none"> A gate is required on dumpster enclosure if within guest view. 	
a310.2.3		<ul style="list-style-type: none"> Enclosure to be wood fencing, brick, stucco on concrete, landscaping or another material if pre-approved by Best Western Design Department. 	
a310.2.4		<ul style="list-style-type: none"> Service areas shall be screened from view with fencing and/or landscaping. 	
a310.2.5		<ul style="list-style-type: none"> Chain-link fence enclosure or gates, including chain-link with slats, concrete block enclosure, or no gate on dumpster enclosure if the dumpster is within guest view is not acceptable. 	

a311 **Vending Area**

Vending areas need to be clean, well lit, easily accessible and visible to the guests.

All vending areas need to comply with the following requirements:

- One self-service ice machine and one soft drink machine shall be provided for each 60 rooms.
- Machines for one- and two-story properties shall be centrally located for convenient access by guests on each floor.
- One self-service ice machine and one soft drink machine should be provided on every other floor in properties of more than two stories.
- Ice shall be provided to the guest at no charge 24 hours a day and its location well identified.
- Ice machines and vending machines must be located in such a manner as not to cause excessive noise to adjacent guest rooms.
- Ice machines and food or drink vending machines shall not be located in the lobby or continental breakfast area.

Minimum Requirements

Recommended Upgrades

a311.1	Surfaces		
a311.1.1		<ul style="list-style-type: none"> • The wall, floor, and ceiling finishes must be consistent with the finishes at the adjacent walkway. 	
a311.1.2		<ul style="list-style-type: none"> • Painted exposed block walls, previnylated drywall panels, and sheet vinyl flooring are not acceptable. 	
a311.2	Electrical		
a311.2.1		<ul style="list-style-type: none"> • Visually eliminate all electrical conduit. 	
a311.2.2		<ul style="list-style-type: none"> • Tie-up, bind or shorten electrical cords. 	
a311.2.3		<ul style="list-style-type: none"> • New Construction: Place electrical outlets at 15” from finished floor unless concealed by equipment or furniture or above a counter. 	
a311.3	Lighting		
a311.3.1		<ul style="list-style-type: none"> • Fixtures must be suited to the design. 	<ul style="list-style-type: none"> • Decorative light fixtures.
a311.3.2		<ul style="list-style-type: none"> • Minimum 10-20 foot candles. 	
a311.3.3		<ul style="list-style-type: none"> • Provide ample well positioned commercial quality light to illuminate the vending area finishes. 	
a311.3.4		<ul style="list-style-type: none"> • An unswitched circuit is required. Lighting must remain on at all times or must automatically illuminate when there is entry into the machine area. 	
a311.3.5		<ul style="list-style-type: none"> • Bare bulb fixtures and low quality surface mounted fluorescent light fixtures are not acceptable. 	
a311.4	Equipment		
a311.4.1		<ul style="list-style-type: none"> • Automatic ice machines shall dispense a controlled portion of sanitary ice. 	
a311.4.2		<ul style="list-style-type: none"> • Dispenser may be operated, at the hotel owner’s option, by room key or token. 	
a311.4.3		<ul style="list-style-type: none"> • Bin style ice machines and outdated vending machines are not acceptable. 	
a311.5	Signage		
a311.5.1		<ul style="list-style-type: none"> • Provide cohesive informational, directional signs which must be uniform in type and size, professionally produced and consistent with interior finishes. 	
a311.5.2		<ul style="list-style-type: none"> • Handwritten, computer generated, taped up or pinned notices are not acceptable. 	
a311.6	Location		
a311.6.1		<ul style="list-style-type: none"> • Vending machines may not be in the lobby or lobby entry area. They must be in a defined area such as an alcove, room, or partitioned area. 	
a311.7	Trash Containers		
a311.7.1		<ul style="list-style-type: none"> • If provided, trash containers must be commercial and complement surrounding architecture. Applies to interior and exterior, and includes recycle containers. To be decorative and appropriate in scale. Consumer quality or janitorial style plastic containers are not acceptable. 	

a400 PUBLIC AREAS

EACH SECTION OF THESE PUBLIC AREAS GUIDELINES IS SUBJECT TO THE “IMPORTANT NOTICES” AT THE END OF THE GENERAL PROVISIONS.

a401 Continental Breakfast Area

If a continental breakfast area is provided it should be in a dedicated area on site and appear as an extension of the Lobby/Registration area. For most hotels, breakfast is a necessity and it is an important marketing tool to attract several segments of the traveling public. Quality is most important in terms of food, serving pieces and room finishes and furnishings. Creativity in presentation creates a positive impression with the guests.

It is strongly recommended not to incorporate or combine the continental breakfast area with other specific areas such as meeting rooms. Multi-function rooms normally compromise the effectiveness and aesthetics of both spaces. If, however, a combined space is the final solution, the continental breakfast space requirements will supercede the other space requirements relative to furnishings.

All furnishings must be commercial hospitality quality or better and be coordinated in design and finish. Lighting shall provide enough illumination for guests to see a meal as well as illuminate the prominent traffic and circulation spaces.

The continental breakfast fabrics are an important part of the room’s appearance. Fabrics shall be engineered to withstand staining or patterned to hide heavy stains or provide complete cleanability.

Furnishings typical of fast food establishments are not permitted.

Submit furniture, fabric and finish selections including specifications to the Best Western Design Department for approval prior to purchase.

Structural & Finishes Requirements

Minimum Requirements

Recommended Upgrades

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
a401.1	Size/Seating		
a401.1.1		<ul style="list-style-type: none"> If there is no full service restaurant on or adjacent to the property, this area must accommodate seating equal to a minimum of 20% of the total number of beds. 	
a401.1.2		<ul style="list-style-type: none"> Allow 15 square feet per seat. 	
a401.2	Floor		
a401.2.1		<ul style="list-style-type: none"> New or replacement carpet: Minimum 32 ounce face weight per square yard with high density pad or 36 ounce weight without a pad; 100% solution dyed nylon and minimum 8” pattern repeat. Other ounce weights, pattern repeat size, and construction methods (e.g. carpet tile) may be acceptable with approval from the Design Department. Conversion properties: May be required. 	
a401.2.2		<ul style="list-style-type: none"> Carpet pad: Minimum 32 ounce per square yard all synthetic fiber commercial pad, minimum 64 ounce rubber pad, or attached pad. Other pads may be acceptable with approval from the Design Department. Or 	<ul style="list-style-type: none"> Double glue installation or higher ounce weight pad (the pad thickness should not exceed 7/16”).
a401.2.3		<ul style="list-style-type: none"> Porcelain, ceramic, quarry, or other decorative tiles with a minimum coefficient of friction rating of 0.6 in both wet and dry conditions (for European tile, the minimum is a test DIN 51130 rating of R9). If natural stone is used, a water-based non-skid finish must be applied to the tile surface. 	<ul style="list-style-type: none"> Coordinating tile installed at a minimum of 3’-0” in front of the food service counter. The tile shall be a minimum of 4” x 4” or larger with a coefficient of friction equal to or greater than 0.6 in wet and dry conditions.
a401.2.4		<ul style="list-style-type: none"> Other finishes may be acceptable with Design approval. 	

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
a401.3 a401.3.1 a401.3.2 a401.3.3	Trim	<ul style="list-style-type: none"> • 4” minimum coordinating carpet base Or • 4” minimum tile base Or • 4” minimum wood base. 	
a401.4 a401.4.1 a401.4.2 a401.4.3	Millwork	<ul style="list-style-type: none"> • Wood/wood veneer millwork Or • Metal millwork Or • Certain types and/or applications of laminate may be acceptable with Design approval. 	<ul style="list-style-type: none"> • Enhanced detailing.
a401.5 a401.5.1 a401.5.2 a401.5.3 a401.5.4 a401.5.5	Wall	<ul style="list-style-type: none"> • New construction: Perimeter walls shall have a minimum STC of 50. • Painted drywall with textured or smooth finish Or • Vinyl wallcovering, Type II, 20 ounce minimum (Class A). • Eliminate wallpaper border from the public areas 	<ul style="list-style-type: none"> • Specialty finishes or materials.
a401.6 a401.6.1 a401.6.2 a401.6.3 a401.6.4	Electrical	<ul style="list-style-type: none"> • Duplex receptacles within six feet of all lamps and equipment. • Visually eliminate all electrical conduit. • New wall mounted television must be hard wired to conceal electrical. • Place electrical outlets at 15” from finished floor unless concealed by equipment or furniture or above a counter. 	
a401.7 a401.7.1 a401.7.2	Ceiling	<ul style="list-style-type: none"> • 2’ x 2’ ceiling tile with a matching color grid. Ceiling tile in public areas must be decorative or have a revealed edge. • Painted drywall with textured or smooth finish. 	<ul style="list-style-type: none"> • Decorative 2’ x 2’ ceiling tile with a coordinating color grid or a concealed spline. • Specialty finishes.

Furnishings & Fixtures

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
a401.8 a401.8.1 a401.8.2 a401.8.3	Table	<ul style="list-style-type: none"> • Tables must have finished legs or base and present a quality appearance. • Tables in the breakfast area are to have a decorative edge such as complementary hardwood or vinyl. Self-edge plastic laminate table tops or T-mold edge are not acceptable. • Card tables or folding tables are not acceptable. 	<ul style="list-style-type: none"> • Stone or faux stone tops. • Specialty finishes on tops and base.
a401.9 a401.9.1	Chair	<ul style="list-style-type: none"> • Low quality metal stack chairs, resin chairs, folding chairs, guest room chairs and sled base chairs are not acceptable. <p>NOTE: Chairs can be armless with either wood or upholstered seat and back.</p>	
a401.10 a401.10.1	Bar Stool	<ul style="list-style-type: none"> • If used, must have a back and coordinate with the chair style. 	
a401.11 a401.11.1 a401.11.2	Booth	<ul style="list-style-type: none"> • Commercial quality construction and materials. • Molded synthetic booths are not acceptable. 	
a401.12 a401.12.1 a401.12.2	Upholstery	<ul style="list-style-type: none"> • Commercial quality upholstery with a minimum of 30,000 double rubs (Wyzenbeek method) <p>Or</p> <ul style="list-style-type: none"> • Quality vinyl. 	
a401.13 a401.13.1 a401.13.2	Window Treatments	<ul style="list-style-type: none"> • If the windows are not architecturally significant or the view is not scenic, provide window treatments such as the following: Professionally fabricated draperies, shutters, valance or cornice. • Metal or plastic mini-blinds or vertical blinds are not acceptable. 	
a401.14 a401.14.1 a401.14.2 a401.14.3 a401.14.4 a401.14.5	Service Counter	<ul style="list-style-type: none"> • Quality built-in counter/cabinet or appropriate furniture piece(s) equaling 20'-0" lineal feet total. • Style shall incorporate detail/design finish that coordinates with interior scheme. • Countertop and backsplash must be stone or solid surface or approved equal. A coordinating temporary breakfast service display is acceptable in a full-service restaurant, if removed or reconfigured prior to the next meal service. • Folding tables/draped tables are not acceptable. • Provide a minimum total of 20' long x 2' wide permanent breakfast service counter area. This may be a combination of permanent and approved portable counters. 	

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
a401.15	Lighting		
a401.15.1		<ul style="list-style-type: none"> 5-10 foot-candles minimum at table surface, 10-20 for cleaning. 	
a401.15.2		<ul style="list-style-type: none"> Warm white or color balanced fluorescent lamps in a recessed fixture, lamps should be about 3200-3300 K <p>Or</p>	
a401.15.3		<ul style="list-style-type: none"> Warm white or color balanced fluorescent lamps in a high quality decorative surface mounted fixture <p>Or</p>	
a401.15.4		<ul style="list-style-type: none"> Incandescent surface mounted decorative fixtures. 	
a401.15.5	<ul style="list-style-type: none"> Low quality, surface mounted fluorescent with wrap-around lenses and metal ends are not acceptable. 		
a401.16	Equipment/ Television		
a401.16.1		<ul style="list-style-type: none"> Various equipment, e.g., stove, full size refrigerator, freezer, etc. are not to be located in the breakfast room. 	
a401.16.2		<ul style="list-style-type: none"> Microwave, toaster or other small countertop appliances must be coordinated. 	
a401.16.3	<ul style="list-style-type: none"> Provide a minimum 32" flat panel or 32" built-in television in a dedicated breakfast area. Not required if breakfast is served in a full-service restaurant. 	<ul style="list-style-type: none"> 37" flat panel television 	
a401.17	Artwork		
a401.17.1		<ul style="list-style-type: none"> Artwork must be high quality professionally produced and superior to that used in guestrooms. 	<ul style="list-style-type: none"> Provide an upgraded professional art package.
a401.17.2		<ul style="list-style-type: none"> Guest room style artwork is not acceptable. 	
a401.17.3	<ul style="list-style-type: none"> Artwork to be appropriate to style of hotel décor. 		
a401.18	Accessories		
a401.18.1	<ul style="list-style-type: none"> Quality food service pieces to include bowls, platters, dispensers, etc. 		
a401.19	Signage		
a401.19.1		<ul style="list-style-type: none"> Provide a cohesive informational, directional and guest room sign package. Signage to be high quality, decorative, coordinate with décor of hotel, and consistent throughout the property. 	
a401.19.2		<ul style="list-style-type: none"> If signage is required on glass, professionally cut vinyl graphics are acceptable as a minimum standard. 	
a401.19.3		<ul style="list-style-type: none"> All interior signs that display the Best Western name, logo, trademark, slogans, etc., must be reviewed and approved by Best Western Brand Identity Administration, or purchased from an endorsed vendor, prior to installation. 	
a401.19.4	<ul style="list-style-type: none"> Hand lettered, pinned up or taped notices are not acceptable. 		

a402 **Elevators**

All interior finishes should be consistent and coordinated with the guest corridor and lobby. Submit finish selections including specifications to the Best Western Design Department for approval prior to purchase. All fixtures must be commercial hospitality quality or better and be coordinated in design and finish.

The elevator manufacturer shall be a nationally recognized organization capable of furnishing complete material, labor and maintenance and able to submit a list of comparable satisfactory installations.

New Construction: Design of vertical transportation systems shall be performed by a qualified consultant and full details of such design shall be provided to Best Western with the final review. Consideration should be given to separate guest and service elevators.

Finishes Requirements

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
a402	Elevators		
a402.1.1		<ul style="list-style-type: none"> • Provide an elevator at all interior corridor properties of 2 stories or more and for exterior corridor properties of 3 stories or more. It is recommended that the elevator be located near the lobby. 	
a402.1.2		<ul style="list-style-type: none"> • Where elevators are provided, a minimum of one cab is required for every 100 guest rooms above the ground floor. Restaurants, lounges, meeting rooms, and other public facilities on upper floors will require additional cabs. 	
a402.2	Floor		
a402.2.1		<ul style="list-style-type: none"> • New or replacement carpet: Minimum 32 ounce face weight per square yard, 100% solution dyed nylon and minimum 8" pattern repeat. Other ounce weights, pattern repeat size, and construction methods (e.g. carpet tile) may be acceptable with approval from the Design Department. <p>Or</p>	
a402.2.2		<ul style="list-style-type: none"> • Porcelain, ceramic, quarry, or other decorative tiles with a minimum coefficient of friction rating of 0.6 in both wet and dry conditions (for European tile, the minimum is a test DIN 51130 rating of R9). If natural stone is used, a water-based non-skid finish must be applied to the tile surface. <p>Or</p>	
a402.2.3		<ul style="list-style-type: none"> • Rubber flooring if outdoor entry. 	
a402.2.4		<ul style="list-style-type: none"> • Institutional level loop carpet is not acceptable. 	
a402.3	Wall		
a402.3.1		<ul style="list-style-type: none"> • Quality high pressure plastic laminate, mirror or metal 	<ul style="list-style-type: none"> • High-pressure plastic laminate as an inset <p>Or</p>
a402.3.2			<ul style="list-style-type: none"> • High quality specialty finishes.
a402.4	Trim		
a402.4.1		<ul style="list-style-type: none"> • Wall-mounted hand rails of quality wood or metal. 	<ul style="list-style-type: none"> • High quality decorative specialty material.

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
a402.5	Door		
a402.5.1		<ul style="list-style-type: none"> • High-pressure plastic laminate Or	
a402.5.2		<ul style="list-style-type: none"> • Factory finish metal or metal laminate Or	
a402.5.3		<ul style="list-style-type: none"> • Professional painted finish. 	<ul style="list-style-type: none"> • Specialty finish.
a402.6	Lighting		
a402.6.1		<ul style="list-style-type: none"> • Fixtures must be suited to the décor. 	
a402.6.2		<ul style="list-style-type: none"> • Minimum 20 foot candles. 	
a402.6.3		<ul style="list-style-type: none"> • Adequate light to illuminate the finishes. 	
a402.6.4		<ul style="list-style-type: none"> • Budget appearing surface mounted fluorescent light fixtures are not acceptable. 	
a402.7	Artwork		
a402.7.1		<ul style="list-style-type: none"> • If used, it must be professionally matted and framed. 	
a402.7.2		<ul style="list-style-type: none"> • Professionally frame all property announcements and information such as menus. 	
a402.8	Equipment		
a402.8.1	<ul style="list-style-type: none"> • Provide a telephone, intercom or other two-way communicating device. 		
a402.9	Signage		
a402.9.1		<ul style="list-style-type: none"> • Signage to be high quality, decorative, coordinate with décor of hotel, and consistent throughout the property. 	
a402.9.2		<ul style="list-style-type: none"> • Hand lettered, pinned up or taped notices are not acceptable. 	
a402.10	Ceiling		
a402.10.1		<ul style="list-style-type: none"> • Quality high pressure plastic laminate Or	<ul style="list-style-type: none"> • Specialty translucent, wood or metal finish
a402.10.2		<ul style="list-style-type: none"> • Quality factory finish metal or metal laminate 	

a403 **Fitness Room**

Your fitness room must meet all of the following specifications and requirements. Submit finish selections and specifications to the Best Western Design Department for approval prior to purchase and installation.

Structural & Finishes Requirements

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
a403.1	Size		
a403.1.1		<ul style="list-style-type: none"> Properties with 1-50 guest rooms, a minimum of 200 sq. ft. is required. 	<ul style="list-style-type: none"> 275 sq. ft.
a403.1.2		<ul style="list-style-type: none"> Properties with 51-200 guest rooms, a minimum of 275 sq. ft. is required. 	<ul style="list-style-type: none"> 350 sq. ft.
a403.1.3		<ul style="list-style-type: none"> Properties with 201+ guest rooms, a minimum of 350 sq. ft. is required. <p>Sufficient space must be provided for all equipment and amenities. Best Western recommends verifying with equipment manufacturer to ensure equipment will fit in fitness area.</p>	<ul style="list-style-type: none"> 450 sq. ft.
a403.2	Enclosure		
a403.2.1		<ul style="list-style-type: none"> New construction: A minimum of 50 STC, if the room is adjacent to a guest room(s) or areas adjoining guest room(s). 	
a403.3	Ceiling		
a403.3.1		<ul style="list-style-type: none"> Painted drywall with textured or smooth finish <p>Or</p>	
a403.3.2		<ul style="list-style-type: none"> 2’x2’ acoustical tile with matching grid. Ceiling tile in public areas must be decorative or have a revealed edge. <p>Or</p>	
a403.3.3		<ul style="list-style-type: none"> Open ceiling with exposed mechanical systems if part of a design style/theme. 	
a403.3.4		<ul style="list-style-type: none"> Ceiling Height new construction: 9’ - 0” for all floors. (Exception: Guest room corridors and public corridors 8’-0” minimum) 	<ul style="list-style-type: none"> Higher ceiling with decorative ceiling treatment.
a403.5	Walls		
a403.5.1		<ul style="list-style-type: none"> Mirror on one wall, floor to ceiling (standard size mirror panels butted together) must be provided; the bottom edge must be installed no higher than 18” above the finished floor. Decorative mirror tiles are not allowed. 	
a403.5.2		<ul style="list-style-type: none"> Vinyl wallcovering, Type II, Class “A” applied with an adhesive with mildew inhibitors <p>Or</p>	
a403.5.3		<ul style="list-style-type: none"> Painted drywall with a textured or smooth finish. 	<ul style="list-style-type: none"> Specialty finish.
a403.5.4		<ul style="list-style-type: none"> Eliminate wallpaper border from the public areas 	
a403.6	Floor		
a403.6.1		<ul style="list-style-type: none"> New or replacement carpet: minimum 32 ounce tight level loop nylon with a multicolored pattern. Other construction methods/ounce weights may be acceptable with prior approval. 	<ul style="list-style-type: none"> Minimum 36 ounce tight level loop nylon with a multicolored pattern.
a403.6.2		<ul style="list-style-type: none"> Direct glue installation. <p>Or</p>	
a403.6.3		<ul style="list-style-type: none"> Commercial rubber tiles, rolled rubber, carpet tiles or wood. 	

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
<p>a403.7 a403.7.1</p>	Trim	<ul style="list-style-type: none"> • 4” minimum carpet base in a coordinating or matching color <p>Or</p>	
a403.7.2		<ul style="list-style-type: none"> • 4” minimum wood base <p>Or</p>	
a403.7.3		<ul style="list-style-type: none"> • 4” minimum vinyl base <p>Or</p>	
a403.7.4		<ul style="list-style-type: none"> • 4” minimum rubber base. 	<ul style="list-style-type: none"> • Rubber, if rubber flooring is used.
<p>a403.8 a403.8.1</p>	Doors	<ul style="list-style-type: none"> • All exterior doors exposed to weather shall be metal. 	
a403.8.2		<ul style="list-style-type: none"> • All doors shall conform to prevailing code and law. 	
a403.8.3		<ul style="list-style-type: none"> • Interior doors may be solid wood paneled, solid core flush panel or metal. 	
a403.8.4		<ul style="list-style-type: none"> • The main entry door to have a minimum of half glass or view window. 	
<p>a403.9 a403.9.1</p>	Temperature	<ul style="list-style-type: none"> • The room must have a separate thermostat located in the room. 	
a403.9.2		<ul style="list-style-type: none"> • The recommended temperature in the room is between 68-72 degrees Fahrenheit OR 20-22 degrees Celsius 	
<p>a403.10 a403.10.1</p>	Equipment	<p>All equipment must be manufactured exclusively for commercial use and represented by the manufacturer as such.</p> <ul style="list-style-type: none"> • A minimum of three pieces of exercise equipment for properties with 1-50 guest rooms. Three (3) required pieces must include the following: One treadmill, one upright or recumbent cycle, and one additional piece. 	<ul style="list-style-type: none"> • Additional cardiovascular and strength equipment.
a403.10.2		<ul style="list-style-type: none"> • A minimum of four pieces of equipment for properties with 51-200 guest rooms. Four (4) required pieces must include the following: One treadmill, one upright or recumbent cycle, one elliptical cross trainer or stair climber and three (3) strength stations. 	
a403.10.3		<ul style="list-style-type: none"> • A minimum of six pieces of equipment for properties with 201+ guest rooms. Six (6) required pieces must include the following: Two treadmills, two upright or recumbent cycles, one elliptical cross trainer or stair climber and three (3) strength stations. 	
a403.10.4		<ul style="list-style-type: none"> • Guests must be able to operate the equipment unsupervised or an attendant must be available during the operating hours. 	
a403.10.5		<ul style="list-style-type: none"> • The equipment must be commercial grade rated with warranties. 	<ul style="list-style-type: none"> • Additional strength workstations.
a403.10.6		<ul style="list-style-type: none"> • Aerobic and resistance types of equipment are to be available. 	
a403.10.7		<ul style="list-style-type: none"> • Operating instructions per manufacturer must be professionally framed and posted in a convenient location in plain view in the exercise room. <p>See Table 1 for minimum requirements for equipment.</p>	

Table 1

Minimum Requirements for Exercise Equipment

Exercise equipment must meet specifications as follows for each type of equipment named:

<p>Treadmill:</p>	<p>Commercial grade, motorized treadmill with the following requirements:</p> <ul style="list-style-type: none"> • Minimum 2.5 HP continuous duty commercial motor • Treadmill must automatically reset speed to 0 mph when restarting • Emergency Stop button or key • Speed range of .05 to 10 mph in .01 increments • Incline range of 0-12% • Self lubricating belt • Self-aligning belt guide system • Hand grip heart rate monitoring • Running surface minimum width 20" • LED display readout
<p>Stationary Cycles:</p>	<p>Commercial grade stationary Upright Cycle or Recumbent Cycle with the following requirements:</p> <ul style="list-style-type: none"> • Cordless, self powered generator • Poly V drive belt • Adjustable seat • Hand grip heart rate monitoring • Program options • Minimum 10 resistance levels • LED display readout
<p>Elliptical Cross Trainer or Stepper:</p>	<p>Commercial grade Elliptical Cross Trainer and or Stepper with the following requirements:</p> <ul style="list-style-type: none"> • 110 volt light commercial model or cordless full commercial model • Program options • Hand grip heart rate monitoring • Minimum 10 resistance levels • Magnetic resistance system • LED display readout
<p>Strength Stations:</p>	<p>Commercial Strength Stations with the following requirements:</p> <ul style="list-style-type: none"> • Solid steel weight stack plates • 11 gauge steel tubing • 2000 lb. galvanized aircraft cable or Kevlar belting • Instructional placard must be provided • Powder coat paint finish <p>Choose three of the following stations:</p> <ul style="list-style-type: none"> • Abdominal Station Abdominal bench or ab machine • Chest Station Chest press or pec fly/rear delt • Leg Station Leg extension, leg curl or leg press • Arm Station Bicep curl or tricep extension

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
<p>a403.11 a403.11.1</p>	<p>Lighting</p>	<ul style="list-style-type: none"> • A minimum of 30 foot-candles. 	
<p>a403.11.2</p>		<ul style="list-style-type: none"> • Recessed fluorescent fixtures with white acrylic diffuser - only 2’x2’ fixtures or recessed incandescent fixtures <p>Or</p>	<ul style="list-style-type: none"> • Recessed compact fluorescent/HID/LED downlights. Surface mounted decorative compact fluorescent/HID/LED fixtures
<p>a403.11.3</p>		<ul style="list-style-type: none"> • Surface mount fixtures with a decorative housing. 	
<p>a403.12 a403.12.1</p>	<p>Mirror</p>	<ul style="list-style-type: none"> • One full wall mirror (standard size mirror panels butted together) must be provided; the bottom edge must be installed no higher than 18” above the finished floor. Decorative mirror tiles are not allowed. 	
<p>a403.13 a403.13.1</p>	<p>Accessories</p>	<ul style="list-style-type: none"> • A wall-mounted clock. 	
<p>a403.14 a403.14.1</p>	<p>Television</p>	<ul style="list-style-type: none"> • A minimum of one 25-inch flat panel television. 	<ul style="list-style-type: none"> • Additional television sets. 32-inch or larger flat panel television.
<p>a403.14.2</p>		<ul style="list-style-type: none"> • More than one set for facilities larger than 350 sq. ft. 	
<p>a403.14.3</p>		<ul style="list-style-type: none"> • High wall or ceiling mounted with commercial quality television bracket. 	
<p>a403.15 a403.15.1</p>	<p>Telephone</p>	<ul style="list-style-type: none"> • One house phone must be provided in the fitness room that rings directly to the hotel operator. 	
<p>a403.16 a403.16.1</p>	<p>Signage</p>	<ul style="list-style-type: none"> • A professionally produced sign indicating the hours of operation posted outside of the room. 	
<p>a403.16.2</p>		<ul style="list-style-type: none"> • Provide a cohesive informational, directional and guest room sign package. Signage to be high quality, decorative, coordinate with décor of hotel, and consistent throughout the property. 	
<p>a403.16.3</p>		<ul style="list-style-type: none"> • All interior signs that display the Best Western name, logo, trademark, slogan, etc., must be reviewed and approved by Best Western Brand Identity Administration or purchased from an endorsed vendor prior to installation. 	
<p>a403.16.4</p>		<ul style="list-style-type: none"> • Handwritten, computer generated, taped up or pinned notices are not acceptable. 	

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
<p>a403.17 a403.17.1</p> <p>a403.17.2</p> <p>a403.17.3</p>	<p>Towel</p>	<ul style="list-style-type: none"> • Towel/robe hooks on the wall, at a height of 6’. • Provide 5 towels per every 50 rooms. The towels must be available either in the facility or at the front desk. • Provide a towel hamper of high quality material for dirty towels in fitness area. The hamper may be placed inside a cabinet located in fitness area. 	
<p>a403.18 a403.18.1</p>	<p>Water</p>	<ul style="list-style-type: none"> • Provide a drinking fountain, water cooler, or free bottled water within the facility. 	
<p>a403.19 a403.19.1</p> <p>a403.19.2</p>	<p>Window Treatment</p>	<ul style="list-style-type: none"> • If the windows are not architecturally significant or the view is not scenic, provide window treatments such as the following: Professionally fabricated draperies, shutters, valance or cornice. • Metal or plastic mini-blinds or vertical blinds are not acceptable. 	
<p>a403.20 a403.20.1</p>	<p>Artwork</p>	<ul style="list-style-type: none"> • Artwork optional for fitness center. Artwork, if installed must be quality framed and matted. 	

a404 **Front Desk Area**

The registration desk must be convenient to the entrance with sufficient space to allow multiple guest check-in/check-out and coordinated in finish and design with the rest of the lobby. Wherever possible inset the computer monitors in the desk surface. The front desk area needs to appear uncluttered and professional with no distracting elements to interfere with the interaction of the guest and the property representative and no view of the back office.

All designs and finishes shall be of commercial quality and reflect the building design and regional flavor. Submit finish selections and design including specifications to the Best Western Design Department for approval prior to implementation.

Structural & Finishes Requirements

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
a404.1	Size		
a404.1.1		<ul style="list-style-type: none"> 1-100 guest rooms – 12 linear feet with a minimum of 6’ access to the public. 	
a404.1.2		<ul style="list-style-type: none"> 101+ guest rooms – 16 linear feet with a minimum of 8’ access to the public. 	
a404.2	Registration Desk - Top		
a404.2.1		<ul style="list-style-type: none"> High quality finishes, e.g. wood, concrete, tempered glass, metal, stone, or solid surface are to be used on the top. <p>Or</p>	
a404.2.2		<ul style="list-style-type: none"> Front Desk may not be constructed with a plastic laminate on top or face. Certain types and/or applications of laminate may be acceptable with Design approval. 	
a404.2.3		<ul style="list-style-type: none"> Other finishes must first be submitted to Best Western Design Department for approval prior to fabrication. 	
a404.2.4		<ul style="list-style-type: none"> Cultured marble is not acceptable. 	
a404.2.5		<ul style="list-style-type: none"> Uncluttered, paperless, professional appearance. 	
a404.3	Registration Desk - Front		
a404.3.1		<ul style="list-style-type: none"> High quality natural finishes, e.g. wood, wood veneer, concrete, tempered glass, metal, or stone. 	
a404.3.2		<ul style="list-style-type: none"> Other finishes must first be submitted to BW Design Department for approval prior to fabrication. 	
a404.3.3		<ul style="list-style-type: none"> Front Desk may not be constructed with a plastic laminate on top or face. Certain types and/or applications of laminate may be acceptable with Design approval. 	
a404.3.4		<ul style="list-style-type: none"> Detailing is required at front surface, such as moldings, panels, or other accent trim to prevent stark appearance. 	

Minimum Requirements

Recommended Upgrades

		Minimum Requirements	Recommended Upgrades
a404.4	Floor		
a404.4.1		<ul style="list-style-type: none"> New carpet - If viewable from guest side, ensure that carpet coordinates with front desk design. Note: pad optional. 	
a404.4.2		<ul style="list-style-type: none"> New or replacement carpet: Minimum 32 ounce face weight per square yard, 100% solution dyed nylon and minimum 8" pattern repeat. Other ounce weights, pattern repeat size, and construction methods (e.g. carpet tile) may be acceptable with approval from the Design Department. Conversion properties: May be required. 	
		Or	
a404.4.3		<ul style="list-style-type: none"> Other finishes as approved by Best Western Design Department. 	
a404.4.4		<ul style="list-style-type: none"> If used, carpet pad to be a minimum 32 ounce per square yard all synthetic fiber commercial pad, minimum 64 ounce rubber pad, or attached pad. Other pads may be acceptable with approval from the Design Department. 	
a404.5	Walls		
a404.5.1		<ul style="list-style-type: none"> New construction: A solid back wall with no doors or openings or back counter. 	
a404.5.2		<ul style="list-style-type: none"> If there is a back counter it must be clear of paperwork or equipment. 	
a404.5.3		<ul style="list-style-type: none"> Vinyl wallcovering 	
		Or	
a404.5.4		<ul style="list-style-type: none"> Painted drywall with a smooth or textured finish 	
		Or	
a404.5.5		<ul style="list-style-type: none"> Specialty finish. 	<ul style="list-style-type: none"> Specialty textural millwork.
a404.5.6		<ul style="list-style-type: none"> Eliminate wallpaper border from the public areas. 	
a404.6	Lighting		
a404.6.1		<ul style="list-style-type: none"> Quality recessed 2' x 2' fluorescent lighting with white acrylic diffuser 	<ul style="list-style-type: none"> Upgraded decorative fixture.
		Or	
a404.6.2		<ul style="list-style-type: none"> Quality surface mounted 2' x 4' fluorescent lighting with decorative housing 	
		Or	
a404.6.3		<ul style="list-style-type: none"> Recessed incandescent/ halogen lighting 	
		Or	
a404.6.4		<ul style="list-style-type: none"> Decorative light fixture 	
a404.6.5		<ul style="list-style-type: none"> Provide 50-100 foot candles at work surface. 	
a404.7	Signage		
a404.7.1		<ul style="list-style-type: none"> Must be uniform in type and size, professionally produced and consistent with interior finishes. 	<ul style="list-style-type: none"> Themed signage.
a404.7.2		<ul style="list-style-type: none"> All interior signs that display the Best Western name, logo, trademark, slogans, etc., must be reviewed and approved by Best Western Brand Identity Administration, or purchased by an endorsed vendor, prior to implementation. 	
a404.7.3		<ul style="list-style-type: none"> Pinned up or taped notices are not acceptable. 	
a404.7.4		<ul style="list-style-type: none"> If provided, signage at and behind the front desk must be coordinated with the lobby décor. Placement of the sign to be coordinated with other items on the same wall. When the Best Western name or logo is displayed, in place of artwork behind the front desk or in another lobby location, the sizes are to be appropriate to the scale of the wall to which they are mounted. 	

Minimum Requirements

Recommended Upgrades

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
a404.8 a404.8.1	Night Window	<ul style="list-style-type: none"> Night windows are not encouraged. If used, provide coordinated window covering when not in use, ie: shutters, Roman blind. 	<ul style="list-style-type: none"> Eliminate night window.
a404.9 a404.9.1	Window Treatment	<ul style="list-style-type: none"> If windows are not architecturally significant or view is not scenic, provide professionally fabricated window treatment that coordinates with lobby window treatment. 	
a404.10 a404.10.1 a404.10.2 a404.10.3	Seating	<ul style="list-style-type: none"> Not required or encouraged behind the front desk counter. If seating is provided, it must coordinate with the front desk area. Guest room or stack chairs are not permissible. 	
a404.11 a404.11.1 a404.11.2 a404.11.3 a404.11.4 a404.11.5	Art/ Accessories	<ul style="list-style-type: none"> Artwork must be high quality, professionally produced, double-matted and superior to that used in Guestrooms. <p>Or</p> <ul style="list-style-type: none"> Best Western approved name signage <p>Or</p> <ul style="list-style-type: none"> Quality artifacts <p>Or</p> <ul style="list-style-type: none"> Original art. Artwork to be appropriate to style of hotel décor. 	<ul style="list-style-type: none"> Specialty finishes, original artwork, custom wallpaper, murals, etc. <p>Or</p> <ul style="list-style-type: none"> Provide an upgraded art package of original or limited edition pieces.
a404.12 a404.12.1 a404.12.2	Ceiling Height	<ul style="list-style-type: none"> 7'-0" minimum. Drop ceiling & soffit must be pre-approved. 	
a404.13 a404.13.1 a404.13.2 a404.13.3	Ceiling	<ul style="list-style-type: none"> 2'x2' with a matching grid. Ceiling tile in public areas must be decorative or have a revealed edge. <p>Or</p> <ul style="list-style-type: none"> Painted drywall with textured or smooth finish <p>Or</p> <ul style="list-style-type: none"> Specialty finish. 	
a404.14 a404.14.1 a404.14.2 a404.14.3 a404.14.4	Equipment	<ul style="list-style-type: none"> Allow additional options such as walkaround, curved, or pod front desk with prior approval. Conversion: CRT monitors must be concealed from view, flat panel monitors may have 6" exposed. Reservations terminal shall be located within front desk area. Key-card drawers shall be accessible only to front desk personnel. All equipment, including staff printer and photocopier, must be hidden from guest view. 	
a404.15 a404.15.1 a404.15.2	Equipment/ Work Area	<ul style="list-style-type: none"> Work areas must be hidden from guest view. Switchboard and message racks shall be hidden from public view. 	

a405 **Guest Laundry**

Best Western International does not require a guest laundry. However, if the property has such a facility, they must be clean and comply with the following guidelines.

Submit selections including specifications to the Best Western Design Department for approval prior to purchase and installation.

Structural & Finishes Requirements

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
a405.1 a405.1.1	Structure	<ul style="list-style-type: none"> • New construction: Minimum STC of 50. 	
a405.2 a405.2.1	Floor	<ul style="list-style-type: none"> • Porcelain, ceramic, quarry, or other decorative tiles with a minimum coefficient of friction rating of 0.6 in both wet and dry conditions (for European tile, the minimum is a test DIN 51130 rating of R9). If natural stone is used, a water-based non-skid finish must be applied to the tile surface. 	
a405.2.2		<ul style="list-style-type: none"> • Must be coordinated with the adjacent flooring. 	
a405.2.3		<ul style="list-style-type: none"> • Carpet is not acceptable. 	
a405.2.4		<ul style="list-style-type: none"> • Finishes to coordinate with the character of the hotel. 	
a405.3 a405.3.1	Trim	<ul style="list-style-type: none"> • Ceramic or quarry tile. 	
a405.3.2		<ul style="list-style-type: none"> • Carpet base is not acceptable. 	
a405.4 a405.4.1	Wall	<ul style="list-style-type: none"> • Painted drywall with a textured or a smooth finish. 	<ul style="list-style-type: none"> • Vinyl wall covering.
a405.4.2		<ul style="list-style-type: none"> • Pre-finished sheet wall paneling and carpet are not acceptable. 	
a405.4.3		<ul style="list-style-type: none"> • Wall finish to be similar in quality to other public areas. Painted block walls are unacceptable. 	
a405.4.4		<ul style="list-style-type: none"> • Eliminate wallpaper border from the public areas 	
a405.5 a405.5.1	Ceiling	<ul style="list-style-type: none"> • Painted drywall with textured or smooth finish <p>Or</p>	
a405.5.2		<ul style="list-style-type: none"> • 2' x 2' acoustical tile with a matching grid. Ceiling tile in public areas must be decorative or have a revealed edge. 	
a405.5.3		<ul style="list-style-type: none"> • 2' x 4' acoustical ceiling tiles are not acceptable. 	<ul style="list-style-type: none"> • Upgraded ceiling finish.
a405.6 a405.6.1	Door & Door Hardware	<ul style="list-style-type: none"> • All doors must coordinate in style and color with adjacent finishes and/or material. 	<ul style="list-style-type: none"> • Architectural door.
a405.6.2		<ul style="list-style-type: none"> • Exterior doors exposed to weather shall be metal. 	
a405.6.3		<ul style="list-style-type: none"> • Interior doors may be solid wood paneled, solid core flush panel or metal. 	
a405.6.4		<ul style="list-style-type: none"> • If provided: The main entry door is to have a minimum of half glass or view window. 	

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
<p>a405.7 a405.7.1</p>	<p>Signage</p>	<ul style="list-style-type: none"> • Signage to be high quality, decorative, coordinate with décor of hotel, and consistent throughout the property. 	
<p>a405.7.2</p>		<ul style="list-style-type: none"> • Handwritten, computer generated, taped up or pinned notices are not acceptable. 	
<p>a405.8 a405.8.1</p>	<p>Lighting</p>	<ul style="list-style-type: none"> • A minimum of 20-50 foot candles. 	<ul style="list-style-type: none"> • Decorative architectural fixtures.
<p>a405.8.2</p>		<ul style="list-style-type: none"> • Adequate light to illuminate the finishes. 	
<p>a405.8.3</p>		<ul style="list-style-type: none"> • An unswitched circuit is required. Lights must remain on during times of regular use or activate upon entry of guest at all times. 	
<p>a405.8.4</p>		<ul style="list-style-type: none"> • Dimly lit area, bare bulb, and budget appearing surface mounted fluorescent light fixtures are not acceptable. 	
<p>a405.9 a405.9.1</p>	<p>Electrical</p>	<ul style="list-style-type: none"> • Exposed conduit and wiring are not acceptable. 	
<p>a405.10 a405.10.1</p>	<p>Plumbing</p>	<ul style="list-style-type: none"> • Excessive visible plumbing is not acceptable. 	<ul style="list-style-type: none"> • Plumbing not visible.
<p>a405.11 a405.11.1</p>	<p>Valet</p>	<ul style="list-style-type: none"> • It is recommended that a coin-operated laundry be available. 	<ul style="list-style-type: none"> • Same day, weekday valet service be offered.
<p>a405.12 a405.12.1</p>	<p>Countertop</p>	<ul style="list-style-type: none"> • If provided, countertop must be of high quality, coordinated and commercial materials 	
<p>a405.13 a405.13.1</p>	<p>Seating</p>	<ul style="list-style-type: none"> • If provided, seating must be of high quality. Commercial stack chairs with a metal frame and upholstered seats and backs as a minimum. 	
<p>a405.13.2</p>		<ul style="list-style-type: none"> • Guest room seating is not acceptable 	
<p>a405.14 a405.14.1</p>	<p>Accessories</p>	<ul style="list-style-type: none"> • Trash containers must be commercial and complement surrounding finishes. Applies to interior and exterior, and includes recycle containers. To be decorative and appropriate in scale. Consumer quality or janitorial style plastic containers are not acceptable. 	

a406 **Guest Room Corridors**

Interior guest room corridors shall be visually pleasing and inviting. The style, finish and colors of the corridors must transition smoothly from the lobby and public corridors to the elevators and finally to the guest rooms. Adding upgrades to the corridors will help ensure that the guests’ expectations will be met.

New construction: Provide adequate storage space for housekeeping and maintenance needs that open to guest room corridors. If space does not allow, provide storage in close proximity to guest room corridors, with easy access to all floors.

All furnishings and fabrics must be commercial hospitality quality or better and coordinated in design and finish. Fabrics should appear fresh, coordinated, clean and new. Submit furniture, fabric and finish selections including specifications to the Best Western Design Department for approval prior to purchase.

Structural & Finishes Requirements

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
<p>a406.1 a406.1.1 a406.1.2 a406.1.3 a406.1.4</p>	<p>Size</p>	<ul style="list-style-type: none"> • 5’6” wide without indented room entrances Or • 5’ wide with 6” recess at doors on both sides. • Less than 5’ wide if serving 4 or fewer guest rooms. • New construction: 12” maximum recess at doors. 	
<p>a406.2 a406.2.1 a406.2.2 a406.2.3 a406.2.4</p>	<p>Floor</p>	<ul style="list-style-type: none"> • New or replacement carpet: Minimum 32 ounce face weight per square yard with high density pad or 36 ounce weight without a pad; 100% solution dyed nylon and minimum 8” pattern repeat. Other ounce weights, pattern repeat size, and construction methods (e.g. carpet tile) may be acceptable with approval from the Design Department. Conversion properties: May be required. • Carpet pad: Minimum 32 ounce per square yard all synthetic fiber commercial pad, minimum 64 ounce rubber pad, or attached pad. Other pads may be acceptable with approval from the Design Department. • Olefin carpet of any weight, plain, non-patterned styles of carpet except as a border, institutional level loop carpet, guest room style carpet, and indoor/outdoor style carpet are not acceptable. • Guestroom carpet not allowed in corridors. 	<ul style="list-style-type: none"> • Double glue installation or higher ounce weight pad (the pad thickness should not exceed 7/16”).
<p>a406.3 a406.3.1 a406.3.2 a406.3.3 a406.3.4 a406.3.5</p>	<p>Trim/ Millwork</p>	<ul style="list-style-type: none"> • 4” minimum carpet base in a coordinating or matching color Or • 4” minimum wood base. • Wood door and window casing Or • Metal door and window casing Or • Synthetic millwork. 	<ul style="list-style-type: none"> • Upgraded detailing.
<p>a406.4 a406.4.1 a406.4.2 a406.4.3 a406.4.4</p>	<p>Wall</p>	<ul style="list-style-type: none"> • Vinyl wallcovering, Type II, 20 ounce minimum (Class A) and applied with an adhesive with mildew inhibitors Or • Painted drywall with a textured or smooth finish with decorative or architectural treatments, moldings or specialty finish. • Exposed block walls, pre-finished sheet paneling, floor carpet on walls other than wall base (not to exceed 6” in height) and pre-vinyleed drywall panels are not acceptable. • Eliminate wallpaper border from the public areas 	<ul style="list-style-type: none"> • Specialty finish.

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
a406.5 a406.5.1 a406.5.2 a406.5.3	Ceiling	<ul style="list-style-type: none"> • Painted drywall with textured or smooth finish Or • 2' x 2' acoustical tile with a matching grid. Ceiling tile in public areas must be decorative or have a revealed edge. • 2' x 4' acoustical ceiling tiles are not acceptable. 	<ul style="list-style-type: none"> • Upgraded ceiling finish.
a406.6 a406.6.1 a406.6.2	Ceiling Height	<ul style="list-style-type: none"> • Must be a minimum of 7'-2" with 8'-0" or higher ceiling height preferred. • New construction: 8'-0" minimum. 	<ul style="list-style-type: none"> • Higher than 8'-0".
a406.7 a406.7.1 a406.7.2 a406.7.3 a406.7.4 a406.7.5 a406.7.6 a406.7.7	Doors/Door Hardware	<ul style="list-style-type: none"> • All guest room doors to be electronically keyed. • Solid wood paneled door Or • Solid core flush panel door Or • Metal doors. • Fiberglass doors in salt air locations. • Refer to guest room section for all guest room door requirements. • Jalousie doors and mechanical guest room door locks are not acceptable. 	<ul style="list-style-type: none"> • Architectural door.
a406.8 a406.8.1 a406.8.2 a406.8.3 a406.8.4	Electrical	<ul style="list-style-type: none"> • New Construction: Duplex receptacles within six feet of all lamps and equipment. • Visually eliminate all electrical conduit. • Tie-up, bind or shorten electrical cords. • New Construction: Place electrical outlets at 15" from finished floor unless concealed by equipment or furniture or above a counter. 	

Furnishings & Fixtures

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
a406.9 a406.9.1 a406.9.2 a406.9.3	Seating	<ul style="list-style-type: none"> • Provide public area quality seating at elevator lobbies and landings, where possible. • Seating shall coordinate with adjacent areas and property theme. • Guest room furniture, stack chairs and sled based chairs are not acceptable. 	<ul style="list-style-type: none"> • Special lounge groupings.
a406.10 a406.10.1	Upholstery	<ul style="list-style-type: none"> • Commercial quality upholstery with a minimum of 30,000 double rubs (Wyzenbeek method). 	
a406.11 a406.11.1 a406.11.2 a406.11.3	Tables	<ul style="list-style-type: none"> • Tables in elevator lobbies and landings, where possible. • Commercial quality furnishings. • Guest room furniture and folding tables are not acceptable. 	
a406.12 a406.12.1 a406.12.2 a406.12.3 a406.12.4	Lighting	<ul style="list-style-type: none"> • Minimum 10-20 foot candles. • Adequate light in all areas to illuminate the corridor finishes and rooms' numbers. • Fixtures must be suited to design. • Low quality surface mounted fluorescent light fixtures and standard bare bulb light fixtures are not acceptable. 	<ul style="list-style-type: none"> • Overhead lighting and wall sconces throughout the corridor.

Minimum Requirements

Recommended Upgrades

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
a406.13	Artwork/ Accessories	<ul style="list-style-type: none"> If used, artwork must be high quality, professionally produced, double-matted and superior to that used in Guestrooms. 	<ul style="list-style-type: none"> Specialty finishes, original artwork, custom wallpaper, murals, etc.
a406.13.1			
a406.13.2		<ul style="list-style-type: none"> Framed mirrors or public area quality artwork in elevator lobbies and landings. 	
a406.13.3		<ul style="list-style-type: none"> Low quality, self-matted art, poster-style artwork, and mass produced oil paintings are not acceptable 	
a406.13.4		<ul style="list-style-type: none"> Artwork to be appropriate to style of hotel décor. 	
a406.14	Equipment	<ul style="list-style-type: none"> Visually eliminate all wiring, pipes and utilities. Surface mounted electrical conduit is not acceptable. 	
a406.14.1			
a406.14.2			
a406.15	Window Treatments	<ul style="list-style-type: none"> If the windows are not architecturally significant or the view is not important, provide window treatments such as professionally fabricated sheers and shutters, valance or cornice, etc. Metal or plastic vertical blinds and mini-blinds are not acceptable. 	
a406.15.1			
a406.15.2			
a406.16	Signage	<ul style="list-style-type: none"> Indicate room location, vending and ice locations (where applicable) and lobby location. Provide a cohesive informational, directional and guest room sign package. Signage to be high quality, decorative, coordinate with décor of hotel, and consistent throughout the property. Minimum sizes for corridor and guest room signage are 3”x 5” or 4”x4” without a logo. Minimum size, if using a logo, is 3”x 8” or 24 square inches. A visual border on all signage is required with contrast in color, style or dimension. It is recommended that room directional signs and floor numbers shall be displayed at the main entry point of each floor (e.g., opposite the main staircase or elevator bank). Signs shall be consistent in design type and color with corridor signage. If signage is required on glass, professionally cut vinyl graphics are acceptable as a minimum standard. Opaque decals on glass are not acceptable in any situation. All interior signs that display the Best Western name, logo, trademark, slogans, etc., must be reviewed and approved by Best Western Brand Identity Administration, or purchased from an endorsed vendor, prior to implementation. Hand lettered or pinned up signage is not acceptable. Room numbers must be presented on a single panel which is professionally produced. Individually mounted numbers or painted on numbers are not acceptable. 	<ul style="list-style-type: none"> Themed signage.
a406.16.1			
a406.16.2			
a406.16.3			
a406.16.4			
a406.16.5			
a406.16.6			
a406.16.7			
a406.16.8			
a406.16.9			
a406.16.10			
a406.16.11			

a407 **Lobby**

The lobby is often the first and last impression of your hotel that the guest will receive. Properties should have a quality interior space that conveys a sense of regional identity, reflects the overall design of the building, promotes guests' comfort and provides a welcoming, functional facility for greeting guests. The lobby should allow for congregation of the guests during group check-in as well as providing a place for guests to relax outside of their rooms. If the lobby does not meet the minimum size requirements specified in the guidelines, provide an adjacent public area that contains seating equal to 20% of guest rooms such as an indoor pool area, continental breakfast room or great room.

Properties in geographical areas where the temperature goes below freezing should provide revolving doors, entry areas or vestibules at the main entrance. See the requirements for vestibules at the end of this section.

All furnishings must be commercial hospitality quality or better, and be coordinated in design and finish. Submit all plans, finishes and furnishings and specifications to the Best Western Design Department for approval prior to implementation.

Structural & Finishes Requirements

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
a407.1	Size		
a407.1.1		<ul style="list-style-type: none"> Applicant properties must provide a minimum lobby size (not including the front desk area) as follows based on the property's unit count: 	
a407.1.2		<ul style="list-style-type: none"> 1-50 guest rooms: 400 square feet 	<ul style="list-style-type: none"> 1-50 guest rooms: 400-600 square feet.
a407.1.3		<ul style="list-style-type: none"> 51-100 guest rooms: 600 square feet 	<ul style="list-style-type: none"> 51-100 guest rooms: 600-800 square feet.
a407.1.4		<ul style="list-style-type: none"> 101-200 guest rooms: 800 square feet 	<ul style="list-style-type: none"> 101-200 guest rooms: 800-1000 square feet.
a407.1.5		<ul style="list-style-type: none"> Over 200 guest rooms: 4 square feet per guest room. 	<ul style="list-style-type: none"> Over 200 guest rooms: 4-6 square feet per guest room.
a407.1.6		<ul style="list-style-type: none"> If the lobby does not meet the minimum size requirements, an adjacent public area that will allow for seating equal to 20% of the total number of guest rooms and meets lobby quality standards must be provided. 	
a407.2	Trim - Base		
a407.2.1		<ul style="list-style-type: none"> 4" minimum wood base Or	<ul style="list-style-type: none"> 4" high or higher, stone, marble or granite base or millwork.
a407.2.2		<ul style="list-style-type: none"> 4" minimum tile base Or	
a407.2.3		<ul style="list-style-type: none"> 4" minimum carpet base. 	
a407.2.4		<ul style="list-style-type: none"> Vinyl base and rubber base are not acceptable without prior approval. 	
a407.3	Millwork/ Cabinets		
a407.3.1		<ul style="list-style-type: none"> Wood millwork/cabinets Or	
a407.3.2		<ul style="list-style-type: none"> Metal millwork Or	
a407.3.3		<ul style="list-style-type: none"> Built-in wood cabinets. 	
a407.3.4		<ul style="list-style-type: none"> Custom built-in furniture. 	
a407.3.5			<ul style="list-style-type: none"> Extensive detailing.
a407.3.6		<ul style="list-style-type: none"> Low pressure laminate built-ins and pre-finished wood grain millwork are not acceptable. 	

Minimum Requirements

Recommended Upgrades

a407.4	Floor		
a407.4.1		<ul style="list-style-type: none"> • New or replacement carpet: Minimum 32 ounce face weight per square yard with high density pad or 36 ounce weight without a pad; 100% solution dyed nylon and minimum 8” pattern repeat. Other ounce weights, pattern repeat size, and construction methods (e.g. carpet tile) may be acceptable with approval from the Design Department. Conversion properties: May be required. 	
a407.4.2		<ul style="list-style-type: none"> • Carpet pad: Minimum 32 ounce per square yard all synthetic fiber commercial pad, minimum 64 ounce rubber pad, or attached pad. Other pads may be acceptable with approval from the Design Department. <p>Or</p>	<ul style="list-style-type: none"> • Double glue installation or higher ounce weight pad (the pad thickness should not exceed 7/16”).
a407.4.3		<ul style="list-style-type: none"> • Porcelain, ceramic, quarry, or other decorative tiles with a minimum coefficient of friction rating of 0.6 in both wet and dry conditions (for European tile, the minimum is a test DIN 51130 rating of R9). If natural stone is used, a water-based non-skid finish must be applied to the tile surface. 	
a407.4.4		<ul style="list-style-type: none"> • Carpet or an area rug is required at the primary seating area. If inlaid carpets areas are used, it is required that they be under the entire primary seating area. Other areas may have other floor treatments as listed. 	
a407.4.5		<ul style="list-style-type: none"> • Area rugs need to extend beyond the front legs of all seating in a seating area <p>Or</p>	
a407.4.6		<ul style="list-style-type: none"> • Quality floor treatments which are pre-approved by Best Western Design Department. 	<ul style="list-style-type: none"> • Wood, stone, tile, marble, treated wood floors, terrazzo, stained concrete and high quality laminate flooring.
a407.4.7		<ul style="list-style-type: none"> • Temporary floor mats can only be used in inclement weather and shall coordinate with the surrounding surfaces. 	
a407.4.8		<ul style="list-style-type: none"> • Solid colored carpet, vinyl composite tile, institutional level, loop, indoor-outdoor carpet, typical guest room quality carpet, or sheet vinyl flooring are not acceptable. 	
a407.4.9		<ul style="list-style-type: none"> • Note: Best Western logo mats are for exterior and vestibule use only; not for interior use. 	
a407.5	Wall		
a407.5.1		<ul style="list-style-type: none"> • New construction: Perimeter walls shall have a minimum STC of 50. 	
a407.5.2		<ul style="list-style-type: none"> • Vinyl wallcovering, Type II, (Class A) applied with an adhesive with mildew inhibitors <p>Or</p>	
a407.5.3		<ul style="list-style-type: none"> • Painted wall finish with architectural detailing, such as crown molding, chair rail or wall border. 	<ul style="list-style-type: none"> • Architectural millwork.
a407.5.4		<ul style="list-style-type: none"> • If used, wall and corner guards shall be surface mounted clear or coordinated colored vinyl with stainless steel screws. Guard heights shall be a maximum 4'-0" or end at a chair rail. 	<ul style="list-style-type: none"> • Specialty finish.
a407.5.5		<ul style="list-style-type: none"> • Exposed block walls, pre-finished sheet paneling, inset plastic or metal panels seen in the storefront system, and vinyl covered drywall panels are not acceptable. 	
a407.5.6		<ul style="list-style-type: none"> • Eliminate wallpaper border from the public areas 	

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
a407.6 a407.6.1 a407.6.2 a407.6.3	Ceiling Height	<ul style="list-style-type: none"> 8'-0" high. New construction: 9'-0" high. 	<ul style="list-style-type: none"> Higher than 8'-0". New construction: 10'-0" high. Vaulted ceiling or two story lobby.
a407.7 a407.7.1 a407.7.2 a407.7.3 a407.7.4	Ceiling	<ul style="list-style-type: none"> 2'x2' acoustical ceiling tile with matching grid. Ceiling tile in public areas must be decorative or have a revealed edge. Or <ul style="list-style-type: none"> Sprayed-on textured finish Or <ul style="list-style-type: none"> Painted drywall with textured or smooth finish. <ul style="list-style-type: none"> 2'x4' acoustical ceiling tile and grid or 1'x1' applied ceiling tiles are not acceptable. 	<ul style="list-style-type: none"> Upgraded ceiling materials, such as metal, wood, etc.
a407.8 a407.8.1 a407.8.2 a407.8.3	Stair Rail	<ul style="list-style-type: none"> Wood Or <ul style="list-style-type: none"> Prefinished metal. Low quality or style metal railings, exterior quality railings and railings that do not coordinate in scale with the size of the lobby are not acceptable. 	<ul style="list-style-type: none"> Tempered glass, stone balustrades and railing, and wire cable.
a407.9 a407.9.1 a407.9.2 a407.9.3 a407.9.4 a407.9.5 a407.9.6	Doors and Hardware	<ul style="list-style-type: none"> Door stops are required at all doors. Public passage doors should be 6'-8" in height and 3'-0" wide minimum, or comply with all prevailing codes and laws. Provide a vestibule with automatic doors. Conversion properties: Vestibule may be required. All exterior doors exposed to weather shall be metal. Fiberglass doors are allowed in salt air locations. Main lobby entrance door to have current styling, finishes and hardware. New construction: Main lobby entrance door to be oversized and/or have upgraded detailing and hardware. 	<ul style="list-style-type: none"> Revolving doors, automatic doors, or entrance doors as an architectural feature.
a407.10 a407.10.1 a407.10.2 a407.10.3 a407.10.4 a407.10.5	Electrical	<ul style="list-style-type: none"> Visually eliminate all electrical conduit. Tie-up, bind or shorten electrical cords. Outlet covers shall coordinate with the wall finish. New Construction: Duplex receptacles within six feet of all lamps and equipment. New Construction: Place electrical outlets at 15" from finished floor unless concealed by equipment or furniture or above a counter. 	<ul style="list-style-type: none"> No wire covers.
a407.11 a407.11.1	Focal Point	<ul style="list-style-type: none"> A focal point of interest is required within the lobby such as fireplace, custom millwork, large table with flowers or significant art work. 	<ul style="list-style-type: none"> Atrium lobby, an appropriately scaled fountain, architecturally significant window wall, and/or an aquarium.

Required Furnishings & Fixtures

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
a407.12 a407.12.1 a407.12.2 a407.12.3 a407.12.4	Seating	<ul style="list-style-type: none"> • Commercial quality seating. • Seating that coordinates with the lobby and property theme. • Provide the following amount: - 1-50 Rooms – seating for four - 51-100 Rooms – seating for six - 101 to 200 guest rooms - seating for ten - 201+ guest rooms – seating for ten plus one additional seat for each 25 guest rooms over 200. • Guest room seating, residential quality seating, and sled based chairs are not acceptable. 	<ul style="list-style-type: none"> • Upgraded commercial quality seating. • Provide the following amount: - 1-51 Rooms – seating for 4-6 - 50-100 Rooms – seating for 6-8 - 101 to 200 guest rooms - seating for 10-12 - 201+ guest rooms – seating for 12 plus one additional seat for each 25 guest rooms over 200 in multiple seating areas.
a407.13 a407.13.1	Upholstery	<ul style="list-style-type: none"> • Commercial quality upholstery with a minimum of 30,000 double rubs (Wyzenbeek method). 	
a407.14 a407.14.1	Tables	<ul style="list-style-type: none"> • Commercial quality tables. • Tables that coordinate with the lobby and property theme. • Guest room furniture is not acceptable. 	<ul style="list-style-type: none"> • Antique or custom tables.
a407.15 a407.15.1 a407.15.2 a407.15.3 a407.15.4 a407.15.5	Lighting	<ul style="list-style-type: none"> • Several different light sources to provide quality overall lighting such as table lamps, wall sconces and ceiling fixtures that coordinate with lobby and property decor. • Color balanced fluorescent lights. • Light levels of 30 foot candles with 40 in reading areas. • Provide reading level lighting at a minimum of one seating area. • Guest room quality lamps and low quality fluorescent light fixtures are not acceptable. 	<ul style="list-style-type: none"> • Chandeliers and recessed cans with compact fluorescent or incandescent lamps.
a407.16 a407.16.1 a407.16.2 a407.16.3 a407.16.4	Artwork	<ul style="list-style-type: none"> • Artwork must be high quality, professionally produced and superior to that used in Guestrooms. • Coordinate with surrounding elements. • Guest room style artwork and mass produced oil paintings are not acceptable. • Artwork to be appropriate to style of hotel décor. 	<ul style="list-style-type: none"> • Original artwork or limited edition prints and accent lighting.

Minimum Requirements

Recommended Upgrades

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
a407.17	Accessories		
a407.17.1		<ul style="list-style-type: none"> • Accessories that complement the theme of the design such as table top items 	
		Or	
a407.17.2		<ul style="list-style-type: none"> • Flowers 	
		Or	
		Several quality, coordinated plant containers with silk or healthy live plants.	
a407.17.3		<ul style="list-style-type: none"> • If provided, use a professional quality notice board or display cabinet. 	
a407.17.4		<ul style="list-style-type: none"> • Brochures to be displayed in high-quality coordinated brochure racks in limited locations. 	
a407.17.5		<ul style="list-style-type: none"> • Plastic plants, outdated wood grain laminate brochure holders, cork boards and pinned or taped up calendars and notices are not acceptable. 	
a407.17.6		<ul style="list-style-type: none"> • If provided, lobby accessories must be high quality and complement the lobby décor. 	
a407.18	Desk		
a407.18.1		<ul style="list-style-type: none"> • If used, it must be commercial quality. 	
a407.18.2		<ul style="list-style-type: none"> • Guest room style desk is not acceptable. 	
a407.19	Equipment		
a407.19.1		<ul style="list-style-type: none"> • If a television is provided it must be a 32" flat panel, wall mounted, sitting on a console or side board, or set in a quality housing. Guestroom furniture is not acceptable. 	<ul style="list-style-type: none"> • Internet kiosk and additional phones as needed for larger facilities and large screen television.
a407.19.2		<ul style="list-style-type: none"> • Provide one house phone for each 100 guest rooms. 	
a407.19.3		<ul style="list-style-type: none"> • Guest operated photocopiers must be located in a business center or screened from general view. 	
a407.19.4		<ul style="list-style-type: none"> • Food or drink vending machines, refrigerator or ice machine are not acceptable in lobby. 	
a407.19.5		<ul style="list-style-type: none"> • Minimum of one commercial hotel quality luggage cart per 50 guest rooms is required for interior corridor properties. Pneumatic or semi-pneumatic wheels are required. Not required for hotels without indoor corridors. 	
a407.20	Signage		
a407.20.1		<ul style="list-style-type: none"> • Signage to be high quality, decorative, coordinate with décor of hotel, and consistent throughout the property. 	<ul style="list-style-type: none"> • Themed signage.
a407.20.2		<ul style="list-style-type: none"> • If signage is required on glass, professionally cut vinyl graphics are acceptable as a minimum standard. 	
a407.20.3		<ul style="list-style-type: none"> • All interior signs that display the Best Western name, logo, trademark, slogans, etc., must be reviewed and approved by Best Western Brand Identity Administration, or purchased from an endorsed vendor, prior to installation. 	
a407.20.4		<ul style="list-style-type: none"> • Uncoordinated mixture of advertisements, billboards, signage and window/door decals (except for Best Western decals), opaque decal signage on glass, hand lettered signs, and unprofessional signs are not acceptable. 	

Minimum Requirements

Recommended Upgrades

a407.21	Window Treatments	<ul style="list-style-type: none"> If the windows are not architecturally significant or the view is not scenic, provide window treatments such as the following: 	
a407.21.1			
a407.21.2		<ul style="list-style-type: none"> Professionally fabricated draperies and sheers. 	
a407.21.3		<ul style="list-style-type: none"> Wood blinds. 	
a407.21.4		<ul style="list-style-type: none"> Shutters. 	
a407.21.5		<ul style="list-style-type: none"> Valance or cornice, or other pre-approved window treatment. 	
a407.21.6		<ul style="list-style-type: none"> Metal or plastic mini-blinds or vertical blinds are not acceptable. 	

VESTIBULE REQUIREMENTS

- Design recommends a slip resistant hard surface floor which can withstand water such as tile, stone, stamped concrete or honed granite with an inset grating in snow areas. Tile must achieve a wet and dry coefficient of friction value of not less than 0.6.
- When floor mats are used they must be inset in the floor and coordinating with the surrounding finishes.
- Provide quality exterior metal or metal frame doors with up-to-date commercial hardware that meets all prevailing codes requirements.
- Design recommends upgrading this area with millwork, wall finishes and art as a continuation of the lobby since it is the first impression the guest gets of the interior of the facility.
- See lobby requirements for wall and ceiling finishes.
- New Construction: Provide vestibule with automatic doors.
- Conversion: Automatic doors are required. Vestibule may be required.

a408 Meeting Room/Board Room/Banquet Areas

If a property has these facilities, they must comply with the following guidelines. Meeting or banquet areas shall have convenient access from parking areas. Best Western International does not require pre-function areas. They are recommended, however, for larger meeting/banquet rooms.

Meeting space must provide a businesslike, comfortable and pleasing atmosphere. Furnishings and fixtures must be quality/up-to-date. Mixing of furniture styles is unacceptable. All furnishings must be commercial hospitality quality or better and coordinate in design and finish. Meeting room fabrics are an important part of its appearance. They should appear fresh, coordinated, clean and new, and be commercial hospitality quality.

Best Western requires public restrooms for properties with meeting/banquet rooms and convenient access to them.

Structural & Finishes Requirements

Minimum Requirements

Recommended Upgrades

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
a408.1	Structure	One small meeting or board room, minimum 192 sq. ft. <ul style="list-style-type: none"> • Conversion properties: May be required • New Construction: Column free <i>recommended</i> square footage: <ul style="list-style-type: none"> - Rectangle Banquet: 10-12 sq. ft. per seat. - Cocktail Party: 12 sq. ft. per person. - Classroom: 18-20 sq. ft. per seat. - Theatre-style: 7 sq. ft. per seat. - Round-Table Banquet: 15-18 sq. ft. per seat. 	<ul style="list-style-type: none"> • Square footage: <ul style="list-style-type: none"> - Rectangle Banquet: 12-14 sq. ft. per seat. - Cocktail Party: 14 sq. ft. per person. - Classroom: 20-22 sq. ft. per seat. - Theatre-style: 8 sq. ft. per seat. - Round-Table Banquet: 18-20 sq. ft. per seat.
a408.1.1			
a408.2	Floor	Unless a wooden dance floor has been installed, all meeting rooms must be carpeted or upgraded. <ul style="list-style-type: none"> • New or replacement carpet: Minimum 32 ounce face weight per square yard with high density pad or 36 ounce weight without a pad; 100% solution dyed nylon and minimum 8" pattern repeat. Other ounce weights, pattern repeat size, and construction methods (e.g. carpet tile) may be acceptable with approval from the Design Department. Conversion properties: May be required. • Carpet pad: Minimum 32 ounce per square yard all synthetic fiber commercial pad, minimum 64 ounce rubber pad, or attached pad. Other pads may be acceptable with approval from the Design Department. • Institutional level loop, typical guest room quality carpet, and Olefin carpet are not acceptable. 	<ul style="list-style-type: none"> • Wood, tile or terazzo • Double glue installation or higher ounce weight pad (the pad thickness should not exceed 7/16").
a408.2.1			
a408.2.2			
a408.2.3			
a408.3	Trim	<ul style="list-style-type: none"> • 4" minimum wood base Or • 4" minimum carpet base • 4" minimum rubber base only with prior approval. 	
a408.3.1			
a408.3.2			
a408.3.3	Wall	<ul style="list-style-type: none"> • Soundproofed at a minimum of 48 STC. • Vinyl wallcovering, Type II, minimum 20 ounce, Class "A" and shall have an adhesive with mildew inhibitors. • Painted wall finish with architectural detailing, e.g.: crown molding, chair rail or wall border. • Eliminate wallpaper border from the public areas 	<ul style="list-style-type: none"> • Specialty finish.
a408.4			
a408.4.1			
a408.4.2			
a408.4.3			
a408.4.4			

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
a408.5 a408.5.1	Ceiling Height	<ul style="list-style-type: none"> New construction: 9' - 0" for all floors. (Exception: Guest room corridors and public corridors 8'-0" minimum) 	<ul style="list-style-type: none"> Higher ceiling with decorative ceiling treatment.
a408.6 a408.6.1 a408.6.2	Ceiling	<ul style="list-style-type: none"> 2'x2' acoustical tile with matching grid Ceiling tile in public areas must be decorative or have a revealed edge. Or <ul style="list-style-type: none"> Painted drywall with smooth or textured finish. 	
a408.7 a408.7.1 a408.7.2 a408.7.3 a408.7.4 a408.7.5 a408.7.6	Door & Hardware	<ul style="list-style-type: none"> Provide door viewers to allow view into meeting rooms. Exterior doors exposed to weather shall be metal. Interior doors may be solid wood paneled, solid core flush panel or metal. All doors shall conform to prevailing codes and law. Door stops at all doors. Doors shall be lockable when the room is not in use. 	
a408.8 a408.8.1	Storage	<ul style="list-style-type: none"> New Construction: 10% of the total meeting room 	<ul style="list-style-type: none"> New Construction: 15% of the total meeting room.

Required Furnishings & Fixtures

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
a408.9 a408.9.1 a408.9.2	Seating	<ul style="list-style-type: none"> Commercial quality stack chairs with a metal frame and upholstered seats and backs. Guest room seating is not acceptable. 	<ul style="list-style-type: none"> Upgraded decorative, commercial quality stack chairs with a metal frame and upholstered seats and backs.
a408.10 a408.10.1	Upholstery	<ul style="list-style-type: none"> Commercial quality upholstery with a minimum of 30,000 double rubs (Wyzenbeek method) 	
a408.11 a408.11.1 a408.11.2 a408.11.3	Tables	<ul style="list-style-type: none"> Commercial quality foldable tables. Printed paper tops are not acceptable. Provide upgraded tabletops or table linens when the room is in use. 	
a408.12 a408.12.1 a408.12.2 a408.12.3 a408.12.4	Moveable Walls	<ul style="list-style-type: none"> Moveable walls and doors must have a rating of 48 STC. Moveable partitions should be vinyl or fabric covered. New Construction: Movable partitions should be designed to stack out of the room or in an enclosure that is finished to match the adjacent walls. Wood grain vinyl finish is not acceptable. 	

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
<p>a408.13 a408.13.1</p>	Lighting	<p>Two systems are required for each divisible meeting room:</p> <ul style="list-style-type: none"> • Incandescent decorative or recessed down lights at 25 foot candles at table height and controlled by dimmer switches <p>And</p>	<ul style="list-style-type: none"> • Provide dimmable lighting.
a408.13.2		<ul style="list-style-type: none"> • Fluorescent recessed fixtures at 50 foot candles at table height, acrylic lens not acceptable <p>Or</p>	<ul style="list-style-type: none"> • Decorative lighting.
a408.13.3		<ul style="list-style-type: none"> • Surface mounted quality fluorescents at 50 foot candles at table height. Acrylic lens not acceptable. 	
<p>a408.14 a408.14.1</p>	Millwork	<ul style="list-style-type: none"> • Wood <p>Or</p>	
a408.14.2		<ul style="list-style-type: none"> • Wood veneer <p>Or</p>	
a408.14.3		<ul style="list-style-type: none"> • Metal casing 	
a408.14.4			<ul style="list-style-type: none"> • Upgraded detailing.
<p>a408.15 a408.15.1</p>	Window Treatments	<ul style="list-style-type: none"> • Windows must have decorative treatment, e.g. cornice, valance. 	
a408.15.2		<ul style="list-style-type: none"> • Blackout capability on all windows. 	
a408.15.3		<ul style="list-style-type: none"> • Metal or plastic vertical blinds or mini-blinds are not acceptable. 	
<p>a408.16 a408.16.1</p>	HVAC	<ul style="list-style-type: none"> • Must have zone controlled system designed to provide adequate filtered and modulated outside air intake and exhaust systems. 	
a408.16.2		<ul style="list-style-type: none"> • Must be individually controlled in each meeting room. 	
a408.16.3		<ul style="list-style-type: none"> • Meeting rooms over 800 sq. ft. must be connected to a central control system. 	
<p>a408.17 a408.17.1</p>	Phone/Data	<ul style="list-style-type: none"> • A minimum of one telephone jack per meeting room. 	
a408.17.2		<ul style="list-style-type: none"> • A minimum of one data port per meeting room. 	
a408.17.3		<ul style="list-style-type: none"> • Provide free-of-charge wired and wireless Internet access for all meeting rooms. 	
<p>a408.18 a408.18.1</p>	Equipment	<ul style="list-style-type: none"> • The following must be available free or at cost: 	
a408.18.2		<ul style="list-style-type: none"> - Adjustable height lectern or table top podium with Best Western logo 	
a408.18.3		<ul style="list-style-type: none"> - DVD/CD Combo and television. 	
a408.18.4		<ul style="list-style-type: none"> - Extension cords 	
a408.18.5		<ul style="list-style-type: none"> - Marker board (white) with colored markers and erasers. 	
a408.18.6		<ul style="list-style-type: none"> - Projection screen and A/V cart with powerstrip 	<ul style="list-style-type: none"> • LCD projector
a408.18.7		<ul style="list-style-type: none"> - Display easel and flip chart paper 	
a408.18.8		<ul style="list-style-type: none"> - Copy services 	
a408.18.9		<ul style="list-style-type: none"> • Microphones, microphone jacks and P.A. speakers, if any lineal measure exceeds 40 feet, need to be available on request, free or at cost. 	

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
a408.19	Electrical		
a408.19.1		<ul style="list-style-type: none"> Minimum one electrical outlet on each wall or per code. 	
a408.19.2		<ul style="list-style-type: none"> Exposed electrical conduit is not acceptable. 	
a408.20	Signage		
a408.20.1		<ul style="list-style-type: none"> Provide a cohesive informational, directional and guest room sign package. Signage to be high quality, decorative, coordinate with décor of hotel, and consistent throughout the property. 	<ul style="list-style-type: none"> Themed signage.
a408.20.2		<ul style="list-style-type: none"> Signage to provide clear and essential information. 	
a408.20.3		<ul style="list-style-type: none"> Meeting in progress signage must be located at entry doors. 	
a408.20.4		<ul style="list-style-type: none"> All interior signs that display the Best Western name, logo, trademark, slogan, etc., must be reviewed and approved by Best Western Brand Identity Administration, or purchased from an endorsed vendor, prior to installation. 	
a408.20.5		<ul style="list-style-type: none"> Hand written, taped up or pinned notices are not acceptable. 	
a408.21	Accessories		
a408.21.1		<ul style="list-style-type: none"> If provided, accessories must be high quality. 	
a408.22	Artwork		
a408.22.1		<ul style="list-style-type: none"> Artwork must be high quality, professionally produced and superior to that used in Guestrooms. 	<ul style="list-style-type: none"> Original art or limited edition prints.
a408.22.2		<ul style="list-style-type: none"> Artwork to be appropriate to style of hotel décor. 	

a409 **Pre-function Area**

Pre-function areas are not required by Best Western, however, if the property has such facilities, they must have a quality, up-to-date design that coordinates and reflects the overall theme of the hotel. All furnishings must be commercial hospitality quality or better, be coordinated in design and finish and reflect the overall design. Fabrics should be commercial hospitality quality and appear fresh, coordinated, clean and new. Submit furniture, fabric and finish selections, including specifications, to the Best Western Design Department for approval prior to purchasing and installation.

Structural & Finishes Requirements

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
a409.1	Floor		
a409.1.1		<ul style="list-style-type: none"> • New or replacement carpet: Minimum 32 ounce face weight per square yard with high density pad or 36 ounce weight without a pad; 100% solution dyed nylon and minimum 8” pattern repeat. Other ounce weights, pattern repeat size, and construction methods (e.g. carpet tile) may be acceptable with approval from the Design Department. Conversion properties: May be required. 	
a409.1.2		<ul style="list-style-type: none"> • Carpet pad: Minimum 32 ounce per square yard all synthetic fiber commercial pad, minimum 64 ounce rubber pad, or attached pad. Other pads may be acceptable with approval from the Design Department. 	<ul style="list-style-type: none"> • Double glue installation or higher ounce weight pad (the pad thickness should not exceed 7/16”).
a409.1.3		<p>Or</p> <ul style="list-style-type: none"> • Quarry or ceramic tile with a non-slip finish and wet or dry static coefficient of friction value of not less than 0.6. 	<ul style="list-style-type: none"> • Wood, stone or tile.
a409.1.4		<ul style="list-style-type: none"> • Solid color carpet except as a border, institutional level loop carpet, typical guest room quality carpet, and Olefin carpet are not acceptable. 	
a409.2	Trim		
a409.2.1		<ul style="list-style-type: none"> • 4” minimum wood base 	<ul style="list-style-type: none"> • Stone, marble or tile.
a409.2.2		<p>Or</p> <ul style="list-style-type: none"> • 4” minimum carpet base. 	
a409.3	Millwork		
a409.3.1		<ul style="list-style-type: none"> • Wood door and window casing 	
a409.3.2		<p>Or</p> <ul style="list-style-type: none"> • Metal door and window casing 	<ul style="list-style-type: none"> • Upgraded detailing.
a409.4	Wall		
a409.4.1		<ul style="list-style-type: none"> • Vinyl wallcovering, Type II, minimum 20 ounce, Class “A” and shall have an adhesive with mildew inhibitors. 	<ul style="list-style-type: none"> • Specialty finish.
a409.4.2		<ul style="list-style-type: none"> • Painted wall finish, textured or smooth, with architectural detailing, such as crown molding, chair rail or wall border. 	
a409.4.3		<ul style="list-style-type: none"> • Eliminate wallpaper border from the public areas 	
a409.5	Ceiling Height		
a409.5.1		<ul style="list-style-type: none"> • New construction: 9’ - 0” for all floors. (Exception: Guest room corridors and public corridors 8’-0” minimum) 	<ul style="list-style-type: none"> • Higher ceiling with decorative ceiling treatment.
a409.6	Ceiling		
a409.6.1		<ul style="list-style-type: none"> • 2’x2’ acoustic tile with matching grid Ceiling tile in public areas must be decorative or have a revealed edge. 	
a409.6.2		<p>Or</p> <ul style="list-style-type: none"> • Painted drywall with a smooth or textured finish. 	
a409.7	Door & Hardware		
a409.7.1		<ul style="list-style-type: none"> • Exterior doors exposed to weather shall be metal. 	<ul style="list-style-type: none"> • Architectural doors.
a409.7.2		<ul style="list-style-type: none"> • Fiberglass doors are allowed in salt air locations. 	
a409.7.3		<ul style="list-style-type: none"> • Interior doors may be solid wood paneled, solid core flush panel or metal. 	
a409.7.4		<ul style="list-style-type: none"> • Door stops at all doors. 	

Required Furnishings & Fixtures

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
a409.8 a409.8.1 a409.8.2 a409.8.3	Seating	<ul style="list-style-type: none"> • Commercial quality seating. • Seating to coordinate with adjacent spaces and overall property theme. • Guest room seating and stack chairs are not acceptable. 	<ul style="list-style-type: none"> • Upgraded specialty seating.
a409.9 a409.9.1	Upholstery	<ul style="list-style-type: none"> • Commercial quality upholstery with a minimum of 30,000 double rubs (Wyzenbeek method). 	
a409.10 a409.10.1 a409.10.2	Tables	<ul style="list-style-type: none"> • Provide adjacent end and coffee tables with seating group. • Uncoordinated tables or guest room tables are not acceptable. 	
a409.11 a409.11.1 a409.11.2 a409.11.3 a409.11.4 a409.11.5	Lighting	<ul style="list-style-type: none"> • Light levels of 10-20 foot candles. • New construction: recessed 2’x2’ fluorescent. • Recessed 2’x2’ fluorescent <p>Or</p> <ul style="list-style-type: none"> • Recessed downlights <p>Or</p> <ul style="list-style-type: none"> • Surface mounted decorative fixtures and/or decorative wall sconces 	<ul style="list-style-type: none"> • Indirect lighting or Chandeliers
a409.12 a409.12.1 a409.12.2	Window Treatments	<ul style="list-style-type: none"> • If the windows are not architecturally significant or the view is not scenic, provide decorative window treatments such as draperies or sheers or shutters. • Metal or plastic vertical blinds or mini-blinds are not acceptable. 	
a409.13 a409.13.1	HVAC	<ul style="list-style-type: none"> • Must be separate from meeting/banquet area. 	<ul style="list-style-type: none"> • Zone controlled system
a409.14 a409.14.1	Electrical	<ul style="list-style-type: none"> • Cluttered and visible cords, and exposed electrical conduit is not acceptable. 	
a409.15 a409.15.1 a409.15.2	Artwork	<ul style="list-style-type: none"> • Artwork must be high quality, professionally produced, double-matted and superior to that used in Guestrooms. • Artwork to be appropriate to style of hotel décor. 	<ul style="list-style-type: none"> • Original artwork or limited edition prints.
a409.16 a409.16.1 a409.16.2 a409.16.3 a409.16.4 a409.16.5 a409.16.6 a409.16.7	Signage	<ul style="list-style-type: none"> • Signage to be high quality, decorative, coordinate with décor of hotel, and consistent throughout the property. • Signage to provide clear and essential information. • Must be uniform in type and size, professionally produced and consistent with interior finishes. • If signage is required on glass, professionally cut vinyl graphics are acceptable as a minimum standard. Opaque decals on glass are not acceptable in any situation. • All interior signs that display the Best Western name, logo, trademark, slogan, etc., must be reviewed and approved by Best Western Brand Identity Administration or purchased from an endorsed vendor prior to installation. • Uncoordinated mixture of signage and hand lettered signs is not acceptable. • Pinned up or taped notices are not acceptable. 	<ul style="list-style-type: none"> • Themed signage.

a410 **Other Facilities**

“Manager apartments” or other dwellings intended for permanent residential use will not be allowed in new construction and conversion properties.

All facilities subject to inspection and/or renovation per Chapter V in Best Western’s Rules & Regulations must present a quality, coordinated, up-to-date appearance. The areas include gift shops, beauty/barber shops, bowling center, pro shops, car rental/travel/airline agency, drug/liquor stores, specialty stores, spas, saunas, game rooms, business centers and other public facilities.

All furnishings and fabrics must be commercial hospitality quality or better and be coordinated in design and finish. Submit furniture, fabric and finish selections including specifications to the Best Western Design Department for approval prior to purchase.

Structural & Finishes Requirements

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
a410.1	Floor		
a410.1.1		<ul style="list-style-type: none"> New or replacement carpet: Minimum 32 ounce face weight per square yard with high density pad or 36 ounce weight without a pad; 100% solution dyed nylon and minimum 8” pattern repeat. Other ounce weights, pattern repeat size, and construction methods (e.g. carpet tile) may be acceptable with approval from the Design Department. Conversion properties: May be required. 	
a410.1.2		<ul style="list-style-type: none"> Carpet pad: Minimum 32 ounce per square yard all synthetic fiber commercial pad, minimum 64 ounce rubber pad, or attached pad. Other pads may be acceptable with approval from the Design Department. 	
a410.1.3		<ul style="list-style-type: none"> Porcelain, ceramic, quarry, or other decorative tiles with a minimum coefficient of friction rating of 0.6 in both wet and dry conditions (for European tile, the minimum is a test DIN 51130 rating of R9). If natural stone is used, a water-based non-skid finish must be applied to the tile surface. 	
a410.1.4		Or <ul style="list-style-type: none"> Wood flooring Or	Or <ul style="list-style-type: none"> Specialty finish.
a410.1.5		<ul style="list-style-type: none"> Guest room style carpet and Olefin carpet of any weight is not acceptable. 	
a410.2	Trim-Base		
a410.2.1		<ul style="list-style-type: none"> 4” minimum carpet base in a coordinating or matching color Or	<ul style="list-style-type: none"> Stone base Or
a410.2.2		<ul style="list-style-type: none"> 4” minimum wood base Or	<ul style="list-style-type: none"> Marble base.
a410.2.3		<ul style="list-style-type: none"> 4” minimum rubber or vinyl base where appropriate with prior approval only. 	
a410.3	Millwork		
a410.3.1		<ul style="list-style-type: none"> Wood door and window casing Or	<ul style="list-style-type: none"> Upgraded architectural detailing.
a410.3.2		<ul style="list-style-type: none"> Metal door and window casing. 	
a410.4	Wall		
a410.4.1		<ul style="list-style-type: none"> New construction: Perimeter walls shall have a minimum STC of 50. 	<ul style="list-style-type: none"> Specialty finish.
a410.4.2		<ul style="list-style-type: none"> Vinyl wallcovering, Type I, 15 ounce minimum (Class A) and applied with an adhesive with mildew inhibitors Or	
a410.4.3		<ul style="list-style-type: none"> Painted drywall with a textured or smooth finish. 	
a410.4.4		<ul style="list-style-type: none"> Exposed block walls are not acceptable. 	
a410.4.5		<ul style="list-style-type: none"> Eliminate wallpaper border from the public areas 	

Minimum Requirements

Recommended Upgrades

<p>a410.5 a410.5.1 a410.5.2 a410.5.3 a410.5.4 a410.5.5 a410.5.6 a410.5.7 a410.5.8</p>	<p>Doors & Door Hardware</p>	<ul style="list-style-type: none"> • Solid wood paneled door Or • Solid core flush panel door Or • Metal doors. • Door stops are required at all doors. • Public passage doors should be 6'-8" in height and 3'-0" wide, or comply with all prevailing codes and laws. • All exterior doors exposed to weather shall be metal. • Fiberglass doors are allowed in salt air locations. • Accordion-type, folding doors are not acceptable. 	<ul style="list-style-type: none"> • Architectural door.
<p>a410.6 a410.6.1 a410.6.2</p>	<p>Electrical</p>	<ul style="list-style-type: none"> • Visually eliminate all electrical conduit and cords in highly visible locations. • New construction: Place electrical outlets at 15" from finished floor unless concealed by equipment or furniture or above a counter. 	<ul style="list-style-type: none"> • Conceal wiring in walls and ceilings.
<p>a410.7 a410.7.1 a410.7.2 a410.7.3 a410.7.4</p>	<p>Ceiling</p>	<ul style="list-style-type: none"> • Sprayed acoustic concrete, where appropriate. • Painted drywall with a textured or smooth finish. • 2' x 2' acoustical tile with matching grid. Ceiling tile in public areas must be decorative or have a revealed edge. • Open ceiling with exposed mechanical systems if part of design concept. 	
<p>a410.8 a410.8.1 a410.8.2</p>	<p>Ceiling Height</p>	<ul style="list-style-type: none"> • Must be a minimum of 7'-2" with 8'-0" or higher ceiling height preferred. • New construction: 9' - 0" for all floors. (Exception: Guest room corridors and public corridors 8'-0" minimum) 	<ul style="list-style-type: none"> • A minimum of 8'-0" with 10'-0" or higher ceiling height preferred. • Higher ceiling with decorative ceiling treatment.

Required Furnishings & Fixtures

Minimum Requirements

Recommended Upgrades

<p>a410.9 a410.9.1 a410.9.2 a410.9.3</p>	<p>Seating</p>	<ul style="list-style-type: none"> • Public area quality seating. • Standard ergonomic seating in business locations. • Guest room furniture, stack chairs and sled based chairs are not acceptable. 	
<p>a410.10 a410.10.1</p>	<p>Upholstery</p>	<ul style="list-style-type: none"> • Commercial quality upholstery with a minimum 30,000 double rubs (Wyzenbeek method). 	
<p>a410.11 a410.11.1</p>	<p>Tables</p>	<ul style="list-style-type: none"> • Commercial quality furnishings. 	
<p>a410.12 a410.12.1 a410.12.2</p>	<p>Lighting</p>	<ul style="list-style-type: none"> • Adequate light in all areas to illuminate the area finishes. • Fixtures must be suited to décor 	<ul style="list-style-type: none"> • Decorative lighting.
<p>a410.13 a410.13.1 a410.13.2 a410.13.3 a410.13.4</p>	<p>Artwork/ Accessories</p>	<ul style="list-style-type: none"> • If used, artwork must be high quality, professionally produced and superior to that used in guestrooms. • Plants, if used, must be in matching containers. • Guest room art is not acceptable. • Artwork to be appropriate to style of hotel décor. 	<ul style="list-style-type: none"> • Provide an upgraded art package of original artwork or limited edition prints.

Minimum Requirements

Recommended Upgrades

a410.14	Equipment		
a410.14.1		<ul style="list-style-type: none"> • Visually eliminate all wiring, electrical conduit, pipes and utilities. 	
a410.14.2		<ul style="list-style-type: none"> • Coordinate room's functional equipment with surrounding finishes and fabrics. 	
a410.15	Signage		
a410.15.1		<ul style="list-style-type: none"> • Indicate room function where applicable. 	<ul style="list-style-type: none"> • Themed signage.
a410.15.2		<ul style="list-style-type: none"> • Provide a cohesive informational, directional and guest room sign package. Signage to be high quality, decorative, coordinate with décor of hotel, and consistent throughout the property. 	
a410.15.3		<ul style="list-style-type: none"> • Signs shall be consistent in design type and color with corridor signage. 	
a410.15.4		<ul style="list-style-type: none"> • If signage is required on glass, professionally cut vinyl graphics are acceptable as a minimum standard. 	
a410.15.5		<ul style="list-style-type: none"> • All interior signs that display the Best Western name, logo, trademark, slogans, etc., must be reviewed and approved by Best Western Brand Identity Administration, or purchased from an endorsed vendor, prior to implementation. 	
a410.15.6		<ul style="list-style-type: none"> • Opaque decals on glass are not acceptable in any situation. 	
a410.15.7		<ul style="list-style-type: none"> • Handwritten, computer generated, taped up or pinned notices are not acceptable. 	

a411 **Business Center**

Provide a Business Center that complies with the following guidelines.

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
a411.16	Business Center	Provide a Business Center that complies with the following guidelines.	
a411.16.1		<ul style="list-style-type: none"> A fax machine, copier and printer must be available for guest use (not behind the front desk). Design recommends a 3-in-1 printer. 	<ul style="list-style-type: none"> Typical office supplies such as stapler, paperclips, tape etc. should be available
a411.16.2		<ul style="list-style-type: none"> Computers available 	<ul style="list-style-type: none"> One computer for 50 guest rooms or less; 2 computers for 51-100 guest rooms; 3 computers for 101-150 guest rooms and 4 for over 150 rooms. Each computer must have its own working space and chair.
a411.16.3		<ul style="list-style-type: none"> Conceal all loose and dangling wires from guest view. A cable and wire management product such as WireMate is recommended and can be purchased from the Supply Department. 	
a411.16.4		<ul style="list-style-type: none"> Duplex outlets at the desk area which are unused and readily accessible (one for each chair) OR power pad 	<ul style="list-style-type: none"> Provide quality screened-in area consisting of a half wall or glazed partition/door that coordinates with the interior scheme or approved options from Best Western Design.
a411.16.5		<ul style="list-style-type: none"> Adequate task lighting on the desk surface 	
a411.16.6		<ul style="list-style-type: none"> Commercial quality ergonomic rolling desk chair with or without arms 	
a411.16.7		<ul style="list-style-type: none"> 3.5 lineal feet of desk surface per chair. 	

a412 **Sundry Area**

Provide a Sundry Area that complies with the following guidelines.

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
a412.15	Sundry Area		
a412.15.1		<ul style="list-style-type: none"> Provide an area where guests can purchase sundries, e.g. pain reliever, disposable camera, etc. Install a quality shelving system and/or cabinetry to display items for sale and to provide storage. <p>Conversion properties: May be required.</p>	<ul style="list-style-type: none"> Slat wall with brackets or other upgraded commercial retail display and storage system.

a413 **Public Corridor**

Public corridors shall be visually pleasing and inviting. The style, finish and colors of the corridors must transition smoothly from the lobby and public corridors to the elevators and finally to the guest rooms. Adding upgrades to the corridors will help ensure that the guests' expectations will be met. Use lighting, architectural elements, artwork, flooring detail and ceiling heights to eliminate a tunnel-like appearance.

All furnishings and fabrics must be commercial hospitality quality, or better, and be coordinated in design and finish. Fabrics should appear fresh, coordinated, clean and new. Submit furniture, fabric and finish selections, including specifications, to the Best Western Design Department for approval prior to purchase.

Structural & Finishes Requirements

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
a413.1	Size		
a413.1.1		<ul style="list-style-type: none"> 5'-6" wide. 	
a413.2	Floor		
a413.2.1		<ul style="list-style-type: none"> New or replacement carpet: Minimum 32 ounce face weight per square yard with high density pad or 36 ounce weight without a pad; 100% solution dyed nylon and minimum 8" pattern repeat. Other ounce weights, pattern repeat size, and construction methods (e.g. carpet tile) may be acceptable with approval from the Design Department. Conversion properties: May be required. 	
a413.2.2		<ul style="list-style-type: none"> Carpet pad: Minimum 32 ounce per square yard all synthetic fiber commercial pad, minimum 64 ounce rubber pad, or attached pad. Other pads may be acceptable with approval from the Design Department. 	<ul style="list-style-type: none"> Double glue installation or higher ounce weight pad (the pad thickness should not exceed 7/16").
a413.2.3		<ul style="list-style-type: none"> Porcelain, ceramic, quarry, or other decorative tiles with a minimum coefficient of friction rating of 0.6 in both wet and dry conditions (for European tile, the minimum is a test DIN 51130 rating of R9). If natural stone is used, a water-based non-skid finish must be applied to the tile surface. 	
a413.2.4		<ul style="list-style-type: none"> Olefin carpet of any weight, solid color carpet, institutional level loop carpet, or guest room style carpet are not acceptable. 	
a413.3	Trim-Base		
a413.3.1		<ul style="list-style-type: none"> 4" minimum carpet base in a coordinating or matching color 	
a413.3.2		Or <ul style="list-style-type: none"> 4" minimum wood base 	
a413.3.3		Or <ul style="list-style-type: none"> 4" minimum tile base. 	<ul style="list-style-type: none"> Natural stone.
a413.4	Millwork		
a413.4.1		<ul style="list-style-type: none"> Wood door and window casing 	<ul style="list-style-type: none"> Architectural wood door and window casing
a413.4.2		Or <ul style="list-style-type: none"> Metal door and window casing 	Or
a413.4.3		Or <ul style="list-style-type: none"> Synthetic millwork. 	<ul style="list-style-type: none"> Enhanced millwork.
a413.5	Wall		
a413.5.1		<ul style="list-style-type: none"> New construction: Perimeter walls shall have a minimum STC of 50. 	
a413.5.2		<ul style="list-style-type: none"> Vinyl wallcovering, Type II, 20 ounce minimum "Class A" and applied with an adhesive with mildew inhibitors 	
a413.5.3		Or <ul style="list-style-type: none"> Painted drywall with a textured or smooth finish with decorative or architectural treatments or moldings. 	
a413.5.4		<ul style="list-style-type: none"> Exposed block walls, pre-finished sheet paneling and pre-vinyleed drywall panels are not acceptable. 	<ul style="list-style-type: none"> Specialty finish.
a413.5.5		<ul style="list-style-type: none"> Eliminate wallpaper border from the public areas. 	

Minimum Requirements

Recommended Upgrades

<p>a413.6 a413.6.1 a413.6.2 a413.6.3 a413.6.4 a413.6.5 a413.6.6 a413.6.7</p>	<p>Doors & Door Hardware</p>	<ul style="list-style-type: none"> • Solid wood paneled door Or • Solid core flush panel door Or • Metal doors. • Door stops are required at all doors. • Public passage doors shall be a minimum of 6'-8" in height and 3'-0" wide or comply with all prevailing codes and laws. • All exterior doors exposed to weather shall be metal. • Fiberglass doors are allowed in salt air locations. 	<ul style="list-style-type: none"> • Architectural paneled doors.
<p>a413.7 a413.7.1 a413.7.2</p>	<p>Electrical</p>	<ul style="list-style-type: none"> • Visually eliminate all electrical conduit. • New construction: Place electrical outlets at 15" from finished floor unless concealed by equipment or furniture or above a counter. 	
<p>a413.8 a413.8.1 a413.8.2</p>	<p>Ceiling</p>	<ul style="list-style-type: none"> • Painted drywall with a textured or smooth finish Or • 2' x 2' acoustical tile with matching grid. Ceiling tile in public areas must be decorative or have a revealed edge. 	<ul style="list-style-type: none"> • Coved ceiling Or
<p>a413.9 a413.9.1 a413.9.2</p>	<p>Ceiling Height</p>	<ul style="list-style-type: none"> • 8'-0" or higher ceiling height. 	<ul style="list-style-type: none"> • 10'-0" or higher ceiling height Or • Varied heights, vaults, barrel type and floating ceiling

Furnishings & Fixtures

Minimum Requirements

Recommended Upgrades

<p>a413.10 a413.10.1 a413.10.2 a413.10.3 a413.10.4</p>	<p>Seating</p>	<ul style="list-style-type: none"> • If provided, commercial quality seating. • Provide seating at elevator lobbies and landings where possible. • Seating shall coordinate with adjacent areas and property theme. • Guest room seating and stack chairs are not acceptable. 	
<p>a413.11 a413.11.1</p>	<p>Upholstery</p>	<ul style="list-style-type: none"> • Public area commercial quality upholstery meeting a minimum standard of 30,000 double rubs (Wyzenbeek method). 	
<p>a413.12 a413.12.1 a413.12.2</p>	<p>Tables</p>	<ul style="list-style-type: none"> • Commercial quality furnishings, if used. • Guest room furniture is not acceptable. 	
<p>a413.13 a413.13.1 a413.13.2 a413.13.3 a413.13.4</p>	<p>Lighting</p>	<ul style="list-style-type: none"> • Minimum 20 foot candles. • Adequate light in all areas to illuminate the corridor finishes. • Fixtures must be suited to décor. • Low quality surface mounted fluorescent light fixtures and standard bare bulb light fixtures are not acceptable. 	<ul style="list-style-type: none"> • Decorative ceiling lighting, wall sconces throughout the corridor • Indirect lighting

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
<p>a413.14 a413.14.1</p>	<p>Artwork</p>	<ul style="list-style-type: none"> • If provided, artwork must be high quality, professionally produced and superior to that used in Guestrooms. 	<ul style="list-style-type: none"> • Limited edition prints or original artwork.
<p>a413.14.2</p>		<ul style="list-style-type: none"> • Wall décor may include paintings, sculpture or prints. 	
<p>a413.14.3</p>		<ul style="list-style-type: none"> • Artwork to be appropriate to style of hotel décor. 	
<p>a413.15 a413.15.1</p>	<p>Equipment</p>	<ul style="list-style-type: none"> • Visually eliminate all wiring, pipes and utilities. 	
<p>a413.15.2</p>		<ul style="list-style-type: none"> • Surface mounted electrical conduit is not acceptable 	
<p>a413.16 a413.16.1</p>	<p>Window Treatments</p>	<ul style="list-style-type: none"> • If the windows are not architecturally significant or the view is not important, provide window treatments such as professionally fabricated sheers, shutters, valance or cornice, etc. 	
<p>a413.16.2</p>		<ul style="list-style-type: none"> • Fabric window treatments. 	
<p>a413.17 a413.17.1</p>	<p>Signage</p>	<ul style="list-style-type: none"> • Indicate room location, vending and ice locations and lobby location, where applicable. 	<ul style="list-style-type: none"> • Themed signage.
<p>a413.17.2</p>		<ul style="list-style-type: none"> • Provide a cohesive informational, directional and guest room sign package. Signage to be high quality, decorative, coordinate with décor of hotel, and consistent throughout the property. 	
<p>a413.17.3</p>		<ul style="list-style-type: none"> • Minimum sizes for corridors are 3"x5" or 4"x4" without a logo. 	
<p>a413.17.4</p>		<ul style="list-style-type: none"> • Minimum size, if using a logo, is 3"x8" or 24 square inches. 	
<p>a413.17.5</p>		<ul style="list-style-type: none"> • A visual border on all signage is required with contrast in color, style or dimension. 	
<p>a413.17.6</p>		<ul style="list-style-type: none"> • It is recommended that room directional signs and floor numbers shall be displayed at the main entry point of each floor (e.g., opposite the main staircase or elevator bank). 	
<p>a413.17.7</p>		<ul style="list-style-type: none"> • If signage is required on glass, professionally cut vinyl graphics are acceptable as a minimum standard. Opaque decals on glass are not acceptable in any situation. 	
<p>a413.17.8</p>		<ul style="list-style-type: none"> • All interior signs that display the Best Western name, logo, trademark, slogans, etc., must be reviewed and approved by Best Western Brand Identity Administration, or purchased from an endorsed vendor, prior to implementation. 	
<p>a413.17.9</p>		<ul style="list-style-type: none"> • Handwritten, pinned up, or unprofessional signage is not acceptable. 	

a414 **Public Restrooms**

Public restrooms are required if food and beverage areas or meeting rooms are provided, and are required adjacent to the swimming pool in new construction or a new swimming pool. Existing swimming pools are not required to have a public restroom.

Public restrooms shall be carefully designed to maintain privacy.

All fixtures must be commercial hospitality quality or better and be coordinated in design and finish. Submit selections, including specifications, to the Best Western Design Department for approval prior to purchase and installation.

Structural & Finishes Requirements

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
a414.1	Structure		
a414.2	Floor		
a414.2.1		<ul style="list-style-type: none"> Ceramic, porcelain or natural stone tile with a minimum coefficient of friction rating of 0.6 in both wet and dry conditions (for European tile, the minimum is a test DIN 51130 rating of R9). If natural stone is used, a water-based non-skid finish must be applied to the tile surface. 	
a414.2.2		<ul style="list-style-type: none"> Sitting area (where provided): Carpet. 	
a414.2.3		<ul style="list-style-type: none"> Vinyl composite tile, sheet vinyl flooring, or carpet (except in the sitting area) are not acceptable. 	
a414.3	Trim		
a414.3.1		<ul style="list-style-type: none"> 4" minimum height wall base to coordinate with the floor tile. 	
a414.4	Wall		
a414.4.1		<ul style="list-style-type: none"> New Construction: Perimeter walls shall have a minimum STC of 50. 	<ul style="list-style-type: none"> Specialty finish.
a414.4.2		<ul style="list-style-type: none"> Vinyl wallcovering, Type II, 20 ounce minimum, Class "A" Or	
a414.4.3		<ul style="list-style-type: none"> Painted drywall with a textured or smooth finish. 	
a414.4.4		<ul style="list-style-type: none"> Exposed block walls are not acceptable. 	
a414.4.5		<ul style="list-style-type: none"> Eliminate wallpaper border from the public areas. 	
a414.5	Ceiling		
a414.5.1		<ul style="list-style-type: none"> 2'x 2' acoustical tile with matching grid. Ceiling tile in public areas must be decorative or have a revealed edge. 	<ul style="list-style-type: none"> Decorative 2'x2' acoustical tiles.
a414.5.2		<ul style="list-style-type: none"> Sprayed on textured finish. 	<ul style="list-style-type: none"> Decorative moldings.
a414.5.3		<ul style="list-style-type: none"> Painted drywall with a textured or smooth finish. 	<ul style="list-style-type: none"> Upgraded materials such as wood, metal, etc.
a414.5.4		<ul style="list-style-type: none"> 2'x 4' acoustical ceiling tile, 1'x 1' applied ceiling tile and dated colored grid are not acceptable. 	
a414.6	Ceiling Height		
a414.6.1		<ul style="list-style-type: none"> New construction: 9' - 0" for all floors. (Exception: Guest room corridors and public corridors 8'-0" minimum) 	<ul style="list-style-type: none"> Higher ceiling with decorative ceiling treatment.
a414.7	Stall		
a414.7.1		<ul style="list-style-type: none"> A minimum of 2'-6" wide x 5'-0" deep. 	
a414.7.2		<ul style="list-style-type: none"> Each stall door must have an operating lock. 	
a414.8	Partition		
a414.8.1		<ul style="list-style-type: none"> Toilet partitions shall be porcelain enamel Or	<ul style="list-style-type: none"> Upgraded finishes.
a414.8.2		<ul style="list-style-type: none"> Plastic laminate Or	
a414.8.3		<ul style="list-style-type: none"> Stainless steel Or	
a414.8.4		<ul style="list-style-type: none"> Phenolic. 	

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
a414.9	Plumbing		
a414.9.1		<ul style="list-style-type: none"> Exposed water lines at ceiling or wall areas, other than under the vanity, are not acceptable. 	
a414.10	Door		
a414.10.1		<ul style="list-style-type: none"> Door sizes shall be a minimum of 3'-0" wide or must comply with all prevailing codes and laws. 	<ul style="list-style-type: none"> Architectural doors.
a414.10.2		<ul style="list-style-type: none"> Doors must have an automatic door closer. 	
a414.10.3		<ul style="list-style-type: none"> All doors must coordinate in style and color with adjacent finishes and/or material. 	
a414.10.4		<ul style="list-style-type: none"> Exterior doors exposed to weather shall be metal. 	
a414.10.5		<ul style="list-style-type: none"> Interior doors may be solid wood paneled, solid core flush panel or metal. 	
a414.10.6		<ul style="list-style-type: none"> All doors shall conform to prevailing code and law. 	
a414.11	Door Hardware		
a414.11.1		<ul style="list-style-type: none"> Must be up-to-date and coordinate with other finishes. <p>Hardware should include:</p>	<ul style="list-style-type: none"> Decorative commercial hardware.
a414.11.2		<ul style="list-style-type: none"> Automatic closer, 	
a414.11.3		<ul style="list-style-type: none"> Push pull plates, 	
a414.11.4		<ul style="list-style-type: none"> Kick plates. 	
a414.12	Signage		
a414.12.1		<ul style="list-style-type: none"> Provide a cohesive informational, directional and guest room sign package. Signage to be high quality, decorative, coordinate with décor of hotel, and consistent throughout the property. 	<ul style="list-style-type: none"> Themed signage.
a414.12.2		<ul style="list-style-type: none"> All interior signs that display the Best Western name, logo, trade mark, slogan, etc., must be reviewed and approved by Best Western Brand Identity Administration or purchased from an endorsed vendor prior to installation. 	
a414.12.3		<ul style="list-style-type: none"> Hand lettered, pinned up or taped notices are not acceptable. 	
a414.12.4		<ul style="list-style-type: none"> Professional signage to identify men and women or unisex restrooms. 	

Required Fixtures

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
a414.13	Accessories:		
a414.13.1	Soap dispenser	<ul style="list-style-type: none"> One soap dispenser per lavatory. 	
a414.13.2	Coat hook	<ul style="list-style-type: none"> One hook per stall. 	
a414.13.3	Towel Dispenser	<ul style="list-style-type: none"> Provide towel dispenser or electrical hand dryer. 	
a414.13.4	Hand Dryer	<ul style="list-style-type: none"> One electrical hand dryer or towel dispenser and disposal. 	
a414.13.5	Waste Receptacles	<ul style="list-style-type: none"> One large wastepaper disposal unit per public restroom. <p>Must coordinate with the rest of the finishes and fixtures in style and color.</p>	
a414.13.6	Sanitary Napkin	<ul style="list-style-type: none"> One sanitary napkin dispenser in each women's restroom. 	
a414.13.7	Sanitary Napkin Disposal	<ul style="list-style-type: none"> One sanitary napkin disposal container in each stall of women's restroom. 	

Minimum Requirements

Recommended Upgrades

a414.13.8	Tissue Products	<ul style="list-style-type: none"> One reserve roll-type toilet tissue dispenser per stall. 	
a414.13.9	Toilet Seat Cover	<ul style="list-style-type: none"> One toilet seat cover dispenser per stall. 	
a414.13.10	Miscellaneous		<ul style="list-style-type: none"> Baby changing stations in both restrooms are recommended.
a414.14	Vanities		
a414.14.1		<ul style="list-style-type: none"> Vanity may not be constructed with plastic laminate. 	
a414.14.2		<ul style="list-style-type: none"> At 2'-8" to 2'-10" high with a minimum 7" apron to conceal plumbing. A wall mounted sink or a vanity with an apron of less than 7" is acceptable in barrier-free restrooms. 	
a414.14.3		<ul style="list-style-type: none"> Matching backsplash. 	
a414.14.4		<ul style="list-style-type: none"> Cultured marble vanity tops, laminate finishes, sheet paneling as apron, support legs and no backsplash are not acceptable. 	
a414.15	Lavatory		
		Lavatories shall be:	
a414.15.1		<ul style="list-style-type: none"> Undermount <p>Or</p>	
a414.15.2		<ul style="list-style-type: none"> Integral in the vanity counter. 	
a414.15.3		<ul style="list-style-type: none"> Acid-resistant with overflow outlet and grid drain or pop-up stopper. 	
a414.15.4		<ul style="list-style-type: none"> Wall-hung sinks, except in single sink restrooms, are not acceptable. 	<ul style="list-style-type: none"> Hands-free faucet.
a414.16	Mirror		
a414.16.1		<ul style="list-style-type: none"> Vanity mirror to have a decorative frame. 	
a414.16.2		<ul style="list-style-type: none"> One full length mirror in each restroom. 	
a414.17	Lighting		
a414.17.1		<ul style="list-style-type: none"> A minimum of 10-20 foot candles at the water closet, 20-50 at the vanity. 	<ul style="list-style-type: none"> A minimum of 15-25 foot candles at the water closet, 50-75 at the vanity.
a414.17.2		<ul style="list-style-type: none"> Warm white or a color balanced lighting with face illumination for grooming at the vanity (lamps should be about 3200-3300 Kelvin). 	
a414.17.3		<ul style="list-style-type: none"> Lights must remain on during times of regular use or activate upon entry of guest at all times. 	
a414.17.4		<ul style="list-style-type: none"> Cool white fluorescent lamps (4000-7200K) are not acceptable. 	
a414.18	Ventilation		
a414.18.1		<ul style="list-style-type: none"> HVAC system for a comfortable, odor-free environment and a separately powered exhaust ventilation system. 	
a414.19	Toilets & Urinals		
		Water closets should be:	
a414.19.1		<ul style="list-style-type: none"> Elongated type with flush valves. 	<ul style="list-style-type: none"> Hands-free flush valve.
a414.19.2		<ul style="list-style-type: none"> Open front, solid plastic seats without lids. 	

a415 **Restaurant / Coffee Shop / Lounge**

If provided, the hotel restaurant or lounge should provide a quality dining experience and appear as a professionally operated venue. Provide a minimum of 15 square feet per seat in the restaurant and 18 square feet in the cocktail lounge. Fine dining rooms shall have a minimum of 20 square feet per seat. A ceiling height of 9 feet or more is strongly recommended.

The restaurant fabrics are an important part of the restaurant appearance. They should be commercial hospitality quality.

All furnishings must be commercial hospitality quality or better and be coordinated in design and finish. Submit furniture, fabric and finish selections, including specifications, to the Best Western Design Department for approval prior to purchase.

Structural & Finishes Requirements

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
a415.1	Floor		
a415.1.1		<ul style="list-style-type: none"> • New or replacement carpet: Minimum 32 ounce face weight per square yard with high density pad or 36 ounce weight without a pad; 100% solution dyed nylon and minimum 8” pattern repeat. Other ounce weights, pattern repeat size, and construction methods (e.g. carpet tile) may be acceptable with approval from the Design Department. Conversion properties: May be required. 	
a415.1.2		<ul style="list-style-type: none"> • Carpet pad: Minimum 32 ounce per square yard all synthetic fiber commercial pad, minimum 64 ounce rubber pad, or attached pad. Other pads may be acceptable with approval from the Design Department. 	<ul style="list-style-type: none"> • Double glue or higher ounce weight pad (the pad thickness should not exceed 7/16”).
a415.1.3		<ul style="list-style-type: none"> • Porcelain, ceramic, quarry, or other decorative tiles with a minimum coefficient of friction rating of 0.6 in both wet and dry conditions (for European tile, the minimum is a test DIN 51130 rating of R9). If natural stone is used, a water-based non-skid finish must be applied to the tile surface. 	
a415.1.4		<ul style="list-style-type: none"> • Other flooring may be acceptable if pre-approved. 	
a415.2	Trim		
a415.2.1		<ul style="list-style-type: none"> • 4” minimum coordinating carpet base Or	
a415.2.2		<ul style="list-style-type: none"> • 4” minimum wood base Or	
a415.2.3		<ul style="list-style-type: none"> • 4” minimum tile base. 	
a415.3	Wall		
a415.3.1		<ul style="list-style-type: none"> • Painted drywall with a smooth or textured finish Or	<ul style="list-style-type: none"> • Specialty finish.
a415.3.2		<ul style="list-style-type: none"> • Vinyl wallcovering, Type II, 20 ounce minimum (Class A) and applied with an adhesive with mildew inhibitors. 	
a415.3.3		<ul style="list-style-type: none"> • Eliminate wallpaper border from the public areas. 	
a415.4	Electrical		
a415.4.1		<ul style="list-style-type: none"> • Exposed wiring, wire molding, and electrical conduit are not acceptable. 	
a415.4.2		<ul style="list-style-type: none"> • Visually eliminate all electrical conduit. 	
a415.4.3		<ul style="list-style-type: none"> • New Construction: Place electrical outlets at 15” from finished floor unless concealed by equipment or furniture or above a counter. 	

Furnishings & Fixtures

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
a415.5 a415.5.1 a415.5.2 a415.5.3 a415.5.4	Ceiling	<ul style="list-style-type: none"> • 2' x 2' ceiling tile with matching grid. Ceiling tile in public areas must be decorative or have a revealed edge. • Painted drywall with a smooth or textured finish. • Textured surface on concrete. • Open ceiling with exposed mechanical systems, if part of design concept. 	<ul style="list-style-type: none"> • Acceptable finishes include skylights, murals, moldings and plaster work.
a415.6 a415.6.1 a415.6.2 a415.6.3 a415.6.4	Table	<ul style="list-style-type: none"> • Unfinished tops on tables must be draped with clean, unwrinkled cloths. • Tables must have finished legs and present a quality appearance. • Folding tables and guest room style tables are not acceptable. • Tables are to have a decorative edge such as complementary hardwood. Self-edge laminate table tops not acceptable. 	<ul style="list-style-type: none"> • Stone or faux stone tabletops, or specialty finishes on tops and base. • Granite, solid surface or wood.
a415.7 a415.7.1	Chair	<ul style="list-style-type: none"> • Metal stack chairs, guest room style seating, strap, sling or resin exterior furniture, and sled base chairs are not acceptable. 	<ul style="list-style-type: none"> • Fully upholstered chairs, where appropriate.
a415.8 a415.8.1 a415.8.2	Booth	<ul style="list-style-type: none"> • Commercial quality construction and materials. • Molded synthetic booths are not acceptable. 	
a415.9 a415.9.1 a415.9.2	Bar Stool	<ul style="list-style-type: none"> • Commercial quality construction and materials. • Stools without backs and stools that do not coordinate with the other seating are not acceptable. 	
a415.10 a415.10.1 a415.10.2	Upholstery	<ul style="list-style-type: none"> • Class B. • Commercial quality upholstery with a minimum of 30,000 double rubs (Wyzenbeek method). 	
a415.11 a415.11.1 a415.11.2	Bar/Service Counter	<ul style="list-style-type: none"> • Vertical surface (die) shall incorporate detail/design finish that coordinates with interior scheme. • Countertop must be stone, solid surface or approved equal. 	
a415.12 a415.12.1 a415.12.2 a415.12.3	Service Station	<ul style="list-style-type: none"> • Countertop to be constructed of plastic laminate or better. • Shall be inconspicuous and not within view of dining guests. • One station per 50 guests. 	<ul style="list-style-type: none"> • One station per 25 guests.
a415.13 a415.13.1 a415.13.2 a415.13.3 a415.13.4	Lighting	<ul style="list-style-type: none"> • 5-10 foot candles minimum at table surface in a restaurant or coffee shop. 20-50 at cashier, and 10-20 for cleaning. • Warm white or color balanced fluorescent lamps in a recessed fixture (Lamps should be about 3200-3300 K) <p>Or</p> <ul style="list-style-type: none"> • Quality incandescent pendant or recessed light fixtures. • Cool white fluorescent lamps (4000-7200K) are not acceptable. 	

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
<p>a415.14 a415.14.1</p> <p>a415.14.2</p>	<p>Waiting Area Seating</p>	<ul style="list-style-type: none"> • If provided, have a minimum of four seats for waiting guests. • Guest room furnishings and sled based chairs are not acceptable. 	
<p>a415.15 a415.15.1</p> <p>a415.15.2</p>	<p>Waitress Station</p>	<ul style="list-style-type: none"> • Shall be inconspicuous and not within view of dining guests. • One station per 50 guests. 	<ul style="list-style-type: none"> • One station per 25 guests.
<p>a415.16 a415.16.1</p> <p>a415.16.2</p> <p>a415.16.3</p>	<p>Artwork</p>	<ul style="list-style-type: none"> • Professionally framed and matted artwork. • Poor quality neon/illuminated beer signs and pinned up calendars are not acceptable. • Artwork to be appropriate to style of restaurant/ coffee shop/lounge décor. 	<ul style="list-style-type: none"> • Professionally framed originals such as paintings, limited edition prints, sculpture or wall hangings.
<p>a415.17 a415.17.1</p> <p>a415.17.2</p> <p>a415.17.3</p>	<p>Hostess Station</p>	<ul style="list-style-type: none"> • Appear as a furniture piece or built-in cabinet that coordinates with interior scheme. • Visible to public at entrance area. • Visible clutter and unorganized appearance is not acceptable. 	
<p>a415.18 a415.18.1</p> <p>a415.18.2</p> <p>a415.18.3</p>	<p>Back Bar</p>	<ul style="list-style-type: none"> • Coordinated finish with bar counter. • Provide electrical outlets for register. • Visible clutter and unorganized appearance is not acceptable. 	
<p>a415.19 a415.19.1</p>	<p>Accessories</p>	<ul style="list-style-type: none"> • Must coordinate with room interior and concept. 	
<p>a415.20 a415.20.1</p> <p>a415.20.2</p> <p>a415.20.3</p> <p>a415.20.4</p> <p>a415.20.5</p>	<p>Signage</p>	<ul style="list-style-type: none"> • Provide a cohesive informational, directional and guest room sign package. Signage to be high quality, decorative, coordinate with décor of hotel, and consistent throughout the property. • Signs shall be consistent in design type and color with corridor signage. • If signage is required on glass, professionally cut vinyl graphics are acceptable as a minimum standard. • All interior signs that display the Best Western name, logo, trademark, slogans, etc., must be reviewed and approved by Best Western Brand Identity Administration, or purchased from an endorsed vendor, prior to implementation. • Hand lettered signage and pinned or taped up signage is not acceptable. 	<ul style="list-style-type: none"> • Themed signage.
<p>a415.21 a415.21.1</p> <p>a415.21.2</p>	<p>Window Treatments</p>	<ul style="list-style-type: none"> • If the windows are not architecturally significant or the view is not important, provide window treatments such as professionally fabricated sheers and shutters, valance or cornice, etc. • Fabric window treatments. 	

a416 Interior Stairway

Interior public stairways should be visually pleasing and inviting. The style, finish and colors of the corridors must transition smoothly from the public corridors to the guest room corridors and stairways and finally to the guest rooms. Adding upgrades to the public stairways will help ensure that the guests' expectations will be met. Submit finishes to the Best Western Design Department prior to implementation.

Structural & Finishes Requirements

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
<p>a416.1 a416.1.1</p>	<p>Size</p>	<ul style="list-style-type: none"> • New Construction: 44" wide, or comply with all prevailing codes and laws. 	<ul style="list-style-type: none"> • New Construction: 48" wide or greater.
<p>a416.2 a416.2.1</p>	<p>Treads and Risers</p>	<ul style="list-style-type: none"> • Treads and risers must meet all prevailing codes. 	
<p>a416.3 a416.3.1</p>	<p>Floor</p>	<ul style="list-style-type: none"> • Carpet minimums: 32 ounce face weight per square yard. Pad optional. Carpet must coordinate with adjacent areas. 	<ul style="list-style-type: none"> • Carpet with an attached pad, Wood flooring, Porcelain, ceramic, quarry, or other decorative tiles with a minimum coefficient of friction rating of 0.6 in both wet and dry conditions (for European tile, the minimum is a test DIN 51130 rating of R9). If natural stone is used, a water-based non-skid finish must be applied to the tile surface.
<p>a416.3.2</p>		<ul style="list-style-type: none"> • Other carpet or flooring with prior approval. 	<ul style="list-style-type: none"> •
<p>a416.3.3</p>		<ul style="list-style-type: none"> • Olefin carpet of any weight and guest room carpet is not acceptable. 	
<p>a416.4 a416.4.1</p>	<p>Trim/ Millwork</p>	<ul style="list-style-type: none"> • Railings must coordinate in color and style with the other finishes in the area. 	<ul style="list-style-type: none"> • Architectural trim or millwork.
<p>a416.5 a416.5.1</p>	<p>Wall</p>	<ul style="list-style-type: none"> • Public stairways must have vinyl wallcovering, Type II, 20 ounce minimum (Class A) and applied with an adhesive with mildew inhibitors <p>Or</p>	<ul style="list-style-type: none"> • Specialty finish.
<p>a416.5.2</p>		<ul style="list-style-type: none"> • Painted drywall with a smooth or textured finish with decorative or architectural treatments or moldings. 	
<p>a416.5.3</p>		<ul style="list-style-type: none"> • Secondary Stairwell or Fire exit stairways only, may have painted block. 	
<p>a416.5.4</p>		<ul style="list-style-type: none"> • Eliminate wallpaper border from the public areas. 	
<p>a416.6 a416.6.1</p>	<p>Ceiling</p>	<ul style="list-style-type: none"> • Painted drywall with a smooth or textured finish <p>Or</p>	
<p>a416.6.2</p>		<ul style="list-style-type: none"> • 2' x 2' acoustical tile with matching grid. Ceiling tile in public areas must be decorative or have a revealed edge. 	

Required Fixtures

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
a416.7	Lighting		
a416.7.1		<ul style="list-style-type: none"> • Minimum 10-20 foot candles. 	<ul style="list-style-type: none"> • Minimum 20-30 foot candles.
a416.7.2		<ul style="list-style-type: none"> • Adequate lighting in all areas to illuminate the stairway finishes. 	<ul style="list-style-type: none"> • Decorative chandeliers or wall sconces.
a416.7.3		<ul style="list-style-type: none"> • Fixtures must be suited to design theme and concept. 	
a416.7.4		<ul style="list-style-type: none"> • Standard bare bulb light fixtures are not acceptable. 	
a416.8	Signage		
a416.8.1		<ul style="list-style-type: none"> • Indicate floor, vending and ice locations and lobby location, where applicable. 	<ul style="list-style-type: none"> • Themed signage.
a416.8.2		<ul style="list-style-type: none"> • Provide a cohesive, informational, directional sign package. Signage to be high quality, decorative, coordinate with décor of hotel, and consistent throughout the property. 	
a416.8.3		<ul style="list-style-type: none"> • Floors shall be numbered with 6” high reflective numbers located 5’ above the floor at interior of stairwell. Signs shall be consistent in design type and color with corridor signage. 	
a416.8.4		<ul style="list-style-type: none"> • If signage is required on glass, professionally cut vinyl graphics are acceptable as a minimum standard. 	
a416.8.5		<ul style="list-style-type: none"> • All interior signs that display the Best Western name, logo, trademark, slogans, etc., must be reviewed and approved by Best Western Brand Identity Administration, or purchased from an endorsed vendor, prior to implementation. 	
a416.8.6		<ul style="list-style-type: none"> • Hand lettered signage or unprofessional signage is not acceptable. 	

a417 **Indoor Swimming Pool**

If provided, the indoor swimming pool must meet the following minimum requirements. Indoor swimming pools are recommended in colder climates.

These guidelines are not intended to provide comprehensive pool standards.

Structural & Finishes Requirements

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
<p>a417.1 a417.1.1</p>	<p>Size (Surface Area)</p>	<ul style="list-style-type: none"> • Properties must comply with the following minimum sizes: <ul style="list-style-type: none"> - Properties with 1-50 guest rooms: 300 sq. ft. - Properties with 51-100 guest rooms: 400 sq. ft. - Properties with 101-200 guest rooms: 600 sq. ft. - Properties with 201+ guest rooms: 750 sq. ft. • Fitness rooms must meet Best Western’s requirements. Refer to Fitness Room guidelines section. 	
<p>a417.2 a417.2.1</p>	<p>Depth</p>	<ul style="list-style-type: none"> • Depth should be a minimum of 3’-0” to a maximum of 5’-0”. 	
<p>a417.3 a417.3.1</p>	<p>Finish</p>	<ul style="list-style-type: none"> • Pool finish must be gunite, concrete, fiberglass or better. • Other finishes must be submitted for approval prior to installation. 	<ul style="list-style-type: none"> • Pool finish could be non-slip ceramic or mosaic tile or pebble finish.
<p>a417.4 a417.4.1</p>	<p>Deck</p>	<ul style="list-style-type: none"> • Deck size: <ul style="list-style-type: none"> - For properties with 1-50 guest rooms, 650 sq. ft. - For properties with 51-100 guest rooms, 800 sq. ft. - For properties with 101-200 guest rooms, 1000 sq. ft. - For properties with 201+ guest rooms, 1200 sq. ft. 	
<p>a417.4.2</p>		<ul style="list-style-type: none"> • Deck must have adequate drainage. 	
<p>a417.4.3</p>		<ul style="list-style-type: none"> • The pool deck must be slip resistant. 	
<p>a417.4.4</p>		<ul style="list-style-type: none"> • The finish to be one of the following or better: <ul style="list-style-type: none"> - Concrete - Non-slip ceramic tile - Quality rubber - Rubberized finish - Or better. 	<ul style="list-style-type: none"> • The finish to be one of the following: <ul style="list-style-type: none"> - Colored stamped concrete. - Slate or flagstone - Smooth finish aggregate - Mosaic tile.
<p>a417.4.5</p>		<ul style="list-style-type: none"> • Low quality indoor/outdoor carpet is unacceptable. 	

Minimum Requirements

Recommended Upgrades

<p>a417.5 a417.5.1</p> <p>a417.5.2</p> <p>a417.5.3</p> <p>a417.5.4</p> <p>a417.5.5</p> <p>a417.5.6</p>	<p>Depth Markers</p>	<ul style="list-style-type: none"> • Depth markers must be professional in appearance. • Depth markers must indicate every two foot change in water depth. • Depth markers may not be spaced more than 10' apart. • Depth markers are required on both horizontal and vertical pool edges. • The numbers on horizontal edge must indicate feet or meters. • Hand painted depth markers are not acceptable. 	<ul style="list-style-type: none"> • Inserted tile, brass or stone depth markers.
<p>a417.6 a417.6.1</p> <p>a417.6.2</p> <p>a417.6.3</p> <p>a417.6.4</p>	<p>Ceiling</p>	<ul style="list-style-type: none"> • New construction: 9'-0" for all floors. • Moisture resistant acoustic tile or other moisture resistant material with matching grid Or • Open ceiling with exposed mechanical systems. • 2'x 4' ceiling tiles are not acceptable. 	<ul style="list-style-type: none"> • Higher ceiling with decorative ceiling treatment. • Wood tongue and groove or sky lights.
<p>a417.7 a417.7.1</p> <p>a417.7.2</p> <p>a417.7.3</p>	<p>Walls</p>	<ul style="list-style-type: none"> • Moisture resistant material such as insulated glass or sealed and treated wood or painted green board. • Exposed painted block. • A quality water base paint should be used to avoid peeling and premature break down of the paint surface. 	<ul style="list-style-type: none"> • Ceramic tile, colored wall tiles, or tile murals.
<p>a417.8 a417.8.1</p>	<p>Window</p>	<ul style="list-style-type: none"> • Glass used in glazing shall be tempered or laminated safety glass. 	<ul style="list-style-type: none"> • Glass block.
<p>a417.9 a417.9.1</p> <p>a417.9.2</p> <p>a417.9.3</p> <p>a417.9.4</p> <p>a417.9.5</p> <p>a417.9.6</p> <p>a417.9.7</p> <p>a417.9.8</p>	<p>Door</p>	<ul style="list-style-type: none"> • Exterior doors exposed to weather shall be metal. • Fiberglass exterior doors are permissible in corrosive or salt air locations, if preapproved. • Interior doors may be fiber glass Or • Metal Or • Tempered or laminated safety glass. • The door shall have an electronic lock operated by the guest room key. • The main entry door to the pool area to have a view window or a half glass. • Solid core wood is not recommended. 	

Required Furnishings & Equipment

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
a417.10 a417.10.1	Diving Board	<ul style="list-style-type: none"> • Diving boards and diving platforms are not permitted. 	
a417.11 a417.11.1 a417.11.2	Slides	<ul style="list-style-type: none"> • Slides are not permitted. • Amusement park style water slides may be permitted with board approval. 	
a417.12 a417.12.1 a417.12.2 a417.12.3	Lighting	<ul style="list-style-type: none"> • Lighting of sufficient intensity to ensure visibility for night use and to allow viewing the pool bottom. • A minimum of 10 foot candles at deck level. • Underwater lamps shall be sealed beam design specifically for swimming pool use. 	<ul style="list-style-type: none"> • High quality decorative lighting. • A minimum of 15 foot candles at deck level.
a417.13 a417.13.1	Electrical, Mechanical	<ul style="list-style-type: none"> • Exposed wiring and exposed plumbing are not acceptable. 	
a417.14 a417.14.1 a417.14.2 a417.14.3 a417.14.4 a417.14.5 a417.14.6 a417.14.7	Equipment	<ul style="list-style-type: none"> • All pools shall comply with prevailing codes regarding all equipment, including safety equipment. • The pool equipment must be concealed from direct view in a quality appearing enclosure that provides adequate ventilation. • Equipment enclosure to coordinate with the rest of finishes. • New Construction or New Swimming Pool: One house phone must be provided in the pool area that rings directly to the hotel operator. • Concrete block enclosures are not acceptable. • Provide commercial, large scaled trash cans that complement the architecture. Applies to interior and exterior, including recycle container. To be decorative and appropriate in scale. Consumer quality or janitorial style plastic containers are not acceptable. • If provided, towel shelves/hampers must be high quality in appearance. 	
a417.15 a417.15.1 a417.15.2 a417.15.3	Signage	<ul style="list-style-type: none"> • Provide a cohesive informational, directional and guest room sign package. Signage to be high quality, decorative, coordinate with décor of hotel, and consistent throughout the property. • Handwritten, computer generated, taped up or pinned notices are not acceptable. • All signage shall comply with local code. 	<ul style="list-style-type: none"> • Themed signage.

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
<p>a417.16 a417.16.1</p>	<p>Restrooms</p>	<ul style="list-style-type: none"> Public restrooms are recommended adjacent to pool area. 	
<p>a417.16.2</p>		<ul style="list-style-type: none"> New Construction or New Swimming Pool: Public restroom is required, refer to public restroom guidelines section. 	
<p>a417.17 a417.17.1</p>	<p>Ventilation</p>	<ul style="list-style-type: none"> Indoor Pool Areas: The HVAC system must provide a humidity control system with venting to the outside to prevent the spread of fumes, humidity and odor into surrounding areas of the hotel. 	
<p>a417.18 a417.18.1</p>	<p>Furniture</p>	<ul style="list-style-type: none"> Coordinated, commercial quality pool furniture. <ul style="list-style-type: none"> 1-50 guest rooms: 2 tables with 4 chairs per table, or 4 side tables with 8 chairs. 4 chaise lounges are required. 51-100 guest rooms: 3 tables with 4 chairs per table, or 6 side tables with 12 chairs. 6 chaise lounges are required. 101-200 guest rooms: 4 tables with 4 chairs per table, or 8 side tables with 16 chairs. 8 chaise lounges are required. 201 + guest rooms: 6 tables with 4 chairs per table, or 12 side tables with 24 chairs. 12 chaise lounges are required. 	<ul style="list-style-type: none"> Upgraded pool furniture.
<p>a417.18.2</p>		<ul style="list-style-type: none"> Low quality resin furniture is not acceptable. 	<ul style="list-style-type: none"> High quality furnishings such as market umbrellas, cast aluminum furniture, powdercoated metal furniture, and high quality wood furniture.
<p>a417.18.3</p>		<ul style="list-style-type: none"> Chaise lounges optional for indoor pools if structurally limited. 	
<p>a417.19 a417.19.1</p>	<p>Landscaping</p>	<ul style="list-style-type: none"> Medium to large-scale plants or flowers in in-ground planters may be located inside or directly outside of the pool area windows <p>Or</p>	<ul style="list-style-type: none"> Sculptures, series of professional banners, tropical plants, large urns, boulders or waterfalls.
<p>a417.19.2</p>		<ul style="list-style-type: none"> High-quality decorative containers located throughout the pool area. If decorative containers are provided, they should be 18" minimum diameter. Consumer quality plastic containers are not acceptable. 	

a418 **Vending Area**

Vending areas need to be clean, well lit, and easily accessible to the guests.

All interior finishes should be consistent and coordinated with the adjacent guest corridor. Submit finish selections including specifications to the Best Western Design Department for approval prior to purchase.

All vending areas need to comply with the following requirements:

- One self-service ice machine and one soft drink machine shall be provided for each 60 rooms.
- Machines for one- and two-story properties shall be centrally located for convenient access by guests on each floor.
- One self-service ice machine and one soft drink machine should be provided on every other floor in properties of more than two stories.
- Ice shall be provided to the guest at no charge 24 hours a day and its location well identified.
- Ice machines and vending machines must be located in such a manner as not to cause excessive noise to adjacent guest rooms.
- Ice machines and food or drink vending machines shall not be located in the lobby or continental breakfast area.

Structural & Finishes Requirements

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
a418.1	Floor		
a418.1.1		<ul style="list-style-type: none"> • Non-slip quarry or ceramic tile with a wet or dry coefficient of friction value of not less than 0.6. 	
a418.1.2		<ul style="list-style-type: none"> • Must be coordinated with the adjacent carpet or floor surface. 	
a418.1.3		<ul style="list-style-type: none"> • Carpet is not acceptable under vending machines where there is a potential condensation/moisture problem,. Sheet vinyl and vinyl composite tiles are not acceptable. 	
a418.2	Wall		
a418.2.1		<ul style="list-style-type: none"> • New construction: Perimeter walls shall have a minimum STC of 50. 	
a418.2.2		<ul style="list-style-type: none"> • Vinyl wallcovering, Type II, 20 ounce minimum (Class A) and applied with an adhesive with mildew inhibitors <p>Or</p>	
a418.2.3		<ul style="list-style-type: none"> • Painted drywall with textured or smooth finish. 	
a418.2.4		<ul style="list-style-type: none"> • Exposed block walls and pre-finished sheet paneling are not acceptable. 	
a418.2.5		<ul style="list-style-type: none"> • Eliminate wallpaper border from the public areas. 	
a418.3	Doors		
a418.3.1		<ul style="list-style-type: none"> • When doors are provided, a half glass or a view window is required. 	
a418.4	Electrical		
a418.4.1		<ul style="list-style-type: none"> • Visually eliminate all electrical conduit. 	
a418.4.2		<ul style="list-style-type: none"> • Tie-up, bind or shorten electrical cords. 	
a418.4.3		<ul style="list-style-type: none"> • New Construction: Place electrical outlets at 15” from finished floor unless concealed by equipment or furniture or above a counter. 	
a418.5	Plumbing		
a418.5.1		<ul style="list-style-type: none"> • Excessive visible plumbing is not acceptable. 	
a418.6	Ceiling		
a418.6.1		<ul style="list-style-type: none"> • 2’x 2’ acoustical ceiling tile and matching grid. Ceiling tile in public areas must be decorative or have a revealed edge. <p>Or</p>	<ul style="list-style-type: none"> • 2’x 2’ acoustical ceiling tile with decorative or concealed grid.
a418.6.2	<ul style="list-style-type: none"> • Sprayed-on textured finish <p>Or</p>		
a418.6.3	<ul style="list-style-type: none"> • Painted drywall with a textured or smooth finish. 		
a418.7	Trim		
a418.7.1		<ul style="list-style-type: none"> • 4” minimum ceramic tile base. 	

Furnishings & Equipment

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
a418.8 a418.8.1 a418.8.2 a418.8.3 a418.8.4 a418.8.5	Lighting	<ul style="list-style-type: none"> • Fixtures must be suited to the design. • Minimum 10-20 foot candles. • Provide ample well positioned commercial quality light to illuminate the finishes. • An unswitched circuit is required. Lighting must remain on at all times or must automatically illuminate when there is entry into the machine area. • Bare bulb fixtures and low quality surface mounted fluorescent light fixtures are not acceptable. 	<ul style="list-style-type: none"> • Decorative light fixtures.
a418.9 a418.9.1 a418.9.2 a418.9.3	Artwork	<ul style="list-style-type: none"> • If used, it must be professionally matted and framed. • Framed mirror is acceptable. • Artwork to be appropriate to style of hotel décor. 	<ul style="list-style-type: none"> • Provide original artwork or limited edition prints.
a418.10 a418.10.1 a418.10.2 a418.10.3	Equipment	<ul style="list-style-type: none"> • Automatic ice machines shall dispense a controlled portion of sanitary ice. • Dispenser may be operated, at the hotel owner's option, by room key or token. • Bin style ice machines and outdated vending machines are not acceptable. 	
a418.11 a418.11.1 a418.11.2	Signage	<ul style="list-style-type: none"> • Provide a cohesive informational, directional sign package. Signage to be high quality, decorative, coordinate with décor of hotel, and consistent throughout the property. • Handwritten, computer generated, taped up or pinned notices are not acceptable. 	
a418.12 a418.12.1	Location	<ul style="list-style-type: none"> • Vending machines may not be in the lobby or lobby entry area. They must be in a defined area such as an alcove, room, or partitioned area. 	
a418.13 a418.13.1	Accessories	<ul style="list-style-type: none"> • If provided, trash containers must be commercial and complement surrounding architecture. Applies to interior and exterior, and includes recycle containers. To be decorative and appropriate in scale. Consumer quality or janitorial style plastic containers are not acceptable. 	

a500

GUEST ROOMS

EACH SECTION OF THESE GUEST ROOM GUIDELINES IS SUBJECT TO THE “IMPORTANT NOTICES” AT THE END OF THE GENERAL PROVISIONS.

a501 **Guest Rooms and Suites – Structure**

a501.1		Standard Guest Rooms	
		Single or Double Bedded Rooms	
a501.1.1	New Construction	312 sq. ft. (includes 40 sq. ft. bathrooms with inside vanity or 30 sq. ft. with outside vanity).	
a501.1.2	Applicant Properties	Single bedded room - 250 sq. ft. minimum (including bath/vanity).	
a501.1.3	Applicant Properties	Double bedded room - 276 sq. ft. minimum (including bath/vanity)	
a501.2		Suite Room Sizes – New Construction	
		A Suite must have a wall and door, arch or other preapproved physical separation between the sitting and sleeping areas.	
		Suites - One King Bed	Suites - Two Queen Beds
a501.2.1	Sleeping	132 sq. ft.	192 sq. ft.
a501.2.2	Sitting	132 sq. ft.	132 sq. ft.
a501.2.3	Bathroom	40 sq. ft. with inside vanity or 30 sq. ft. with outside vanity	40 sq. ft. with inside vanity or 30 sq. ft. with outside vanity
a501.3		Suite Room Sizes – Conversion Properties	
		A Suite must have a wall and door, arch or other preapproved physical separation between the sitting and sleeping areas.	
		Suites - One King Bed	Suites - Two Queen Beds
a501.3.1	Sleeping	132 sq. ft.	168 sq. ft.
a501.3.2	Sitting	132 sq. ft.	132 sq. ft.
a501.3.3	Bathroom	35 sq. ft. with inside vanity or 25 sq. ft. with outside vanity	35 sq. ft. with inside vanity or 25 sq. ft. with outside vanity
a501.4		Kitchen	
		If a mini-kitchen is provided in guest rooms and suites, provide an additional 32 sq. ft. If a full kitchen, provide an additional 72 sq. ft.	
a501.4.1	Mini Kitchen	32 sq. ft.	
a501.4.2	Full Kitchen	72 sq. ft.	

Doors, Hardware, Locks

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
a501.5.1	Entrance Door		
a501.5.1.1		<ul style="list-style-type: none"> Exterior doors shall be metal. Interior corridor doors may be metal or solid-core wood. However, metal doors are recommended as they are less likely to warp. Fiberglass exterior doors are permissible in corrosive or salt air locations, if preapproved. 	<ul style="list-style-type: none"> Architectural doors.
a501.5.1.2		<ul style="list-style-type: none"> Guest room entrance doors (other than interior corridor doors) should be weather-stripped on all four sides for sound transmission reduction. 	
a501.5.1.3		<ul style="list-style-type: none"> All guest room entrance doors shall be equipped with a lock that is self-locking. The lock shall be electronically activated and must be UL (CSA for Canada) listed. The lock must remain in the locked position without having to operate an interior spinner button or any similar device. Self-closing doors are recommended. 	<ul style="list-style-type: none"> Hardware with upgraded finishes, and hardware that coordinates with architectural style.
a501.5.1.4		<ul style="list-style-type: none"> All guest room entrance doors shall have a one-inch bored-in deadbolt lock, designated as Grade 2 type. Deadbolt locks shall be operable only with a latch from the interior and an emergency key from the exterior. The emergency key is defined as any instrument specifically designed to open that locking device and is to be maintained by the general manager or hotel security. 	
a501.5.1.5		<ul style="list-style-type: none"> Combination locks with panic features shall function so that the deadbolt cannot be retracted from the outside by the use of the guest key or master key, only the emergency key. 	
a501.5.1.6		<ul style="list-style-type: none"> The lockset shall be keyed to at least three levels of security – the guest key, the master key, and the emergency key. The emergency key shall be maintained by the general manager or hotel security and the master keys only by assigned hotel staff. All functions, except the fail-safe feature designed to completely override the lockset, should be performed in a non-mechanical manner. 	
a501.5.1.7		<ul style="list-style-type: none"> All locksets shall automatically recode with each use of a newly assigned guest key, voiding all previously issued guest keys. An automatic time-out feature is required at the guest room lockset level to void all keys left in the lockset past a predetermined length of time. 	
a501.5.1.8		<ul style="list-style-type: none"> A fail-safe feature shall be provided to allow entrance to the guest room in the event of a system or power failure. If battery operated, a low battery warning feature shall be provided at the guest room lockset level. 	
a501.5.1.9		<ul style="list-style-type: none"> An audit trail/interrogation feature is required and should be maintained by the general manager or hotel security. 	
a501.5.1.10		<ul style="list-style-type: none"> The room number, property name, address, and Best Western affiliation shall not be displayed on the key. 	
a501.5.1.11		<ul style="list-style-type: none"> All guest room entrance doors shall have a chain or bar-type door guard. This chain/guard should be installed in such a manner that the strength of the attachment equals the strength of the chain. The chain/guard should allow for a maximum door opening of one inch. 	

Minimum Requirements

Recommended Upgrades

a501.5.1.12	Entrance Door Cont.	<ul style="list-style-type: none"> A minimum 180-degree, one-way door viewer is required. All door viewers are to be metal, installed approximately 4'-9" from the floor unless another height is required by prevailing codes; and installed with Lock-Tite or equivalent to ensure that it is tamper-proof. 	
a501.5.2 a501.5.2.1 a501.5.2.2 a501.5.2.3 a501.5.2.4	Inter-connecting Doors	<ul style="list-style-type: none"> All guest rooms with interconnecting doors shall have two solid core or metal doors equipped with a lock that is self-locking and a one inch, bored in deadbolt on each door. A knob on the guest room side of each door with a tamper-proof plate on the other side complies with the self-locking requirement. Locks shall have all metal components. Both doors shall be weather-stripped on all four sides for sound transmission reduction. Visible key opening is not acceptable. 	
a501.5.3 a501.5.3.1 a501.5.3.2 a501.5.3.3 a501.5.3.4	Sliding Patio Doors	<ul style="list-style-type: none"> Provide a hook lock built within the door handle. The hook shape is to resist the parting motion of the sliding door and jamb. Provide a secondary locking device. This shall be a safety bar ("Charley Bar"), a sliding door deadbolt or a pin-type lock. Sliding doors shall be installed to ensure that the sliding panel is on the inside and the stationary panel is on the outside. Sliding panel installed on the outside is not acceptable. 	
a501.5.4 a501.5.4.1 a501.5.4.2 a501.5.4.3	Balcony/Patio Doors	<ul style="list-style-type: none"> First floor wood or metal private balcony/patio doors (without a walkway) shall have a bored in deadbolt. Private balcony or patio doors above the first floor without a walkway shall have a locking device. All other secondary doors with walkways shall have all required entrance door locking devices. A key accessible deadbolt is only required in one entry door. 	

Structural & Finishes Requirements

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
<p>a501.6 a501.6.1</p>	<p>Ceiling Height</p>	<ul style="list-style-type: none"> A minimum of 8'-0". Dropped ceiling at entry 7'-0" minimum. New construction 9'-0" for all floors. 	<ul style="list-style-type: none"> A minimum of 9'-0". Dropped ceiling at entry 7'-0" minimum. Higher ceiling with decorative ceiling treatment.
<p>a501.7 a501.7.1</p>	<p>Clothes Hanging/ Closet/ Storage Area</p>	<ul style="list-style-type: none"> A minimum 32" wide closet/clothes rod is required. 	
<p>a501.7.2</p>		<ul style="list-style-type: none"> All clothes hanging areas fully screened with full height walls and doors. Finishes must match surrounding guest room finishes. 	
<p>a501.7.3</p>		<ul style="list-style-type: none"> High quality shelving is required. Powder coated wire shelving in an enclosed closet is acceptable. Plastic coated wire shelving is not acceptable. 	<ul style="list-style-type: none"> Mirrored closet doors (this also satisfies the full length mirror requirement).
<p>a501.7.4</p>		<ul style="list-style-type: none"> A freestanding wardrobe cabinet with doors, that coordinates with the casegoods and complies with a501.7.1, is acceptable in lieu of clothes hanging or closet area. 	
<p>a501.7.5</p>		<ul style="list-style-type: none"> Hangers must be wood or metal. Budget appearing plastic or wire hangers are unacceptable. 	
<p>a501.7.6</p>		<ul style="list-style-type: none"> An oversized 3-drawer chest is acceptable in lieu of armoire. Open shelving and drawers in the closet ("California closet") is also acceptable in lieu of a armoire. If no chest or armoire is provided, there must be at least three drawers in the closet. The closet area must contain a minimum of 32" clear of clothes hanging area. 12" must be full height. The remainder may be stacked. 12" full height area not to include space for iron, ironing board. Armoire or chest must coordinate with other casegoods. 	<ul style="list-style-type: none"> Additional drawers in closet and/or furniture piece. 32" of full height hanging area.

Minimum Requirements

Recommended Upgrades

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
a501.8	Electrical		
a501.8.1		<ul style="list-style-type: none"> Electrical receptacles are to be installed 15” to 18” to center from the finished floor surface. Provide an electrical outlet and data port (high-speed in new construction) on the wall above the desk (32” – 36” above finished floor), in the desk or desk lamp. If no desk is provided, one accessible, unused outlet must be located within 6’ of the parsons or activity table. 	
a501.8.2		<ul style="list-style-type: none"> New Construction: Electrical, television and telephone wall boxes in common walls of adjoining guest rooms shall be offset a minimum of 12” and installed in a manner to prevent sound transmission. 	
a501.8.3		<ul style="list-style-type: none"> An illuminated light switch at the primary entrance door. 	
a501.8.4		<ul style="list-style-type: none"> Master television antenna or cable television system shall be provided. 	
a501.8.5		<ul style="list-style-type: none"> Electrical and antenna/cable outlets for the television shall be centered 15” to 18” above finished floor surface. Receptacles designed for fixed dedicated use, e.g. guest room light fixtures, television, appliances (refrigerator, microwave), HVAC, etc., shall be located in such a manner as to conceal their locations from direct guest view. 	
a501.8.6		<ul style="list-style-type: none"> Excessive loose and untidy wiring is to be minimized by shortening, neatly tying or concealing from view. 	
a501.8.7		<ul style="list-style-type: none"> Table lamps or hard wired wall lamps are required. Floor lamps acceptable where appropriate. Wall mount lamps with cord covers do not comply. 	
a501.8.8		<ul style="list-style-type: none"> Wire molding, exposed conduit or exposed electrical boxes are not acceptable. 	
a501.8.9		<ul style="list-style-type: none"> New construction: Require an available outlet at the full-length mirror. 	
a501.9	Fire Detection and Control		
a501.9.1		<ul style="list-style-type: none"> Fire detection and control systems shall comply with prevailing codes. 	
a501.10	Heating/ Cooling Unit		
a501.10.1		<ul style="list-style-type: none"> Each guestroom must have a thermostatically controlled heat/cool control that the guest can set to a specific temperature. The control may be located on the unit or wall. Either digital or analog is acceptable. Conversion properties: May be required. Guest rooms shall be provided with heating and cooling on a year-round basis. 	
a501.10.2		<ul style="list-style-type: none"> Individual room (thru-wall Packaged Terminal Air Conditioning - PTAC) units shall be located at the lowest possible position on the exterior wall for ease of operation and maintenance and so they do not create a hazard either inside or outside the room. Controls shall be easily accessible for the guests. Use of a standard commercial unit designed for hotel use is required. High mounted PTAC units may be acceptable if modern in design and of commercial quality. Other HVAC systems may be acceptable with prior approval of Best Western Design Department. 	
a501.10.3		<ul style="list-style-type: none"> Controls shall be easily accessible for the guests. 	
a501.10.4		<ul style="list-style-type: none"> Consult Best Western Design for acceptable two pipe system retrofit solutions. 	
a501.10.5		<ul style="list-style-type: none"> Electric radiant or gas-fired space heaters are not acceptable. 	

Minimum Requirements

Recommended Upgrades

a501.11	Windows		
a501.11.1		<ul style="list-style-type: none"> • New construction: 4' - 0" x 6' - 0" or 24 square feet. 	
a501.11.2		<ul style="list-style-type: none"> • All guest room windows that open shall provide a lock which secures the window in a closed position. 	
a501.11.3		<ul style="list-style-type: none"> • Double pane windows are recommended for sound control. 	
a501.11.4		<ul style="list-style-type: none"> • Outdated untreated aluminum panel systems are not acceptable. 	
a501.12	Walls		
a501.12.1		<ul style="list-style-type: none"> • Panel inserts as part of storefront system are not acceptable. 	

a502 **Standard Guest Room/Guest Suites**

Guest rooms should present a pleasing, quality residential appearance, be well maintained and supply the furnishings and amenities necessary for a guest’s comfort and to meet a guest’s expectations.

All properties must obtain approval from the Best Western Design Department for all FF&E prior to purchase. Submit a complete interior furnishings layout of all typical and special rooms to scale, including furnishings specifications and color boards.

All furnishings must be commercial hospitality quality or better and be coordinated in design and finish.

A property must have 100% suites to use “All Suites” in their name, e.g., “Best Western NONAME All Suites Hotel.”

A property must have 100% suites to use “Suites” in their name, e.g., “Best Western NONAME Suites Hotel.”

A property with 175 or fewer units must have 20% or more suites to use “Best Western NONAME Hotel and Suites.”

A property with more than 175 units must have 35 or more suites to use “ and Suites” in their name, e.g., “Best Western NONAME Hotel and Suites.”

Minimum Furnishings & Finishes Requirements

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
a502.1	Floor	All Guestrooms & Suites	
a502.1.1		<ul style="list-style-type: none"> New or replacement carpet: Minimum 32 ounce face weight per square yard with high density pad and 100% solution dyed nylon. Carpet pad: Minimum 32 ounce per square yard all synthetic fiber commercial pad, minimum 64 ounce rubber pad, or attached pad. Conversion properties: May be required 	
a502.1.2		<ul style="list-style-type: none"> Coordinating ceramic tile at the entry is acceptable. 	<ul style="list-style-type: none"> Bordered or multi-colored, printed or graphic patterned carpet, marble or natural stone accents.
a502.1.3		<ul style="list-style-type: none"> Ceramic tile, wood, commercial quality hardwood-style laminate/ vinyl flooring or stone is acceptable in the guest room. Area rugs must be provided on either side of the king bed and between the double queen beds. Area rugs must have non slip backing. 	<ul style="list-style-type: none"> Bamboo, Commercial Quality Vinyl Floor is acceptable with prior approval.
a502.1.4		<ul style="list-style-type: none"> Nylon with other synthetic blends requires prior approval from Design Department. 	
a502.1.5		<ul style="list-style-type: none"> Ceramic tile or better is required at kitchen/ kitchenette areas. 4”x4” or larger tile is recommended. 	
a502.1.6		<ul style="list-style-type: none"> Institutional level loop carpet, sheet vinyl at entry or carpet that does not match between interconnecting doors is not acceptable. 	
a502.1.7		<ul style="list-style-type: none"> Olefin carpet, solid colored cut pile nylon or institutional level loop is not acceptable. 	
a502.2	Base	All Guestrooms & Suites	
a502.2.1		<ul style="list-style-type: none"> 4” minimum carpet base Or	<ul style="list-style-type: none"> Architectural detailing.
a502.2.2		<ul style="list-style-type: none"> 4” minimum wood base. 	
a502.2.3		<ul style="list-style-type: none"> Standard 4” vinyl/rubber cove base not allowed in guest rooms. Submit specialty base to Design for approval. 	

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
a502.3	Wall	All Guestrooms & Suites	
a502.3.1		<ul style="list-style-type: none"> • 12 ounce vinyl Type 1. 	<ul style="list-style-type: none"> • Crown molding, wainscot, chair rail with wallcovering below, faux finishes or glazes, accent paint with prior approval.
a502.3.2		<ul style="list-style-type: none"> • Painted drywall with textured or smooth finish. 	
a502.3.3		<ul style="list-style-type: none"> • Architectural finishes that coordinate with room finishes. 	
a502.3.4		<ul style="list-style-type: none"> • Wallcovering designed to be painted after installation e.g.: fiberglass, pre-finished sheet paneling, vinyl covered drywall panels, exposed concrete block, pre-finished panels are not acceptable. 	
a502.3.5		<ul style="list-style-type: none"> • Wallpaper border not permitted. Conversion properties: If border exists on vinyl wall covering, removal may be required. 	
a502.4	Ceiling	All Guestrooms & Suites	
a502.4.1		<ul style="list-style-type: none"> • Painted drywall with textured or smooth finish. 	<ul style="list-style-type: none"> • Vaulted ceiling, coffered ceiling, wood beamed ceiling.
a502.4.2		<ul style="list-style-type: none"> • Concrete with sprayed on textured finish. 	
a502.4.3		<ul style="list-style-type: none"> • Suspended ceilings are not permitted anywhere within the sleeping area. 2' x 2' acoustic decorative or revealed edge ceiling tile with matching grid is acceptable in entries where access is needed. 	
a502.4.4		<ul style="list-style-type: none"> • Pressed cellulose ceilings, e.g. Tectum, are not acceptable. 	
a502.4.5		<ul style="list-style-type: none"> • Popcorn ceilings are not acceptable. Conversion properties: Removal may be required. 	
a502.5	Beds/ Headboards	Two Bedded Rooms	
a502.5.1		<ul style="list-style-type: none"> • Two ea. 54" x 80" Long Boy double beds. New construction: Nothing smaller than a queen bed except in ADA Rooms. Conversion properties: may be required. <p>Or</p>	
a502.5.2		<ul style="list-style-type: none"> • Two queen beds. 	
a502.5.3		One Bedded Rooms	
		<ul style="list-style-type: none"> • One king or queen size bed. 	
a502.5.4		Two Bedded and One Bedded Rooms	
		<ul style="list-style-type: none"> • Wall mounted headboard that has some detail or trim. 	<ul style="list-style-type: none"> • Four poster/sleigh or platform bed.
a502.5.5		<ul style="list-style-type: none"> • The bottom of the headboard is to be level with the top of the mattress. 	
a502.5.6		<ul style="list-style-type: none"> • Note: Twin beds are acceptable in secondary bedrooms with prior approval. 	
a502.5.7	<ul style="list-style-type: none"> • Slab, flat, plank style headboards are not acceptable. 		
a502.5.8	<ul style="list-style-type: none"> • Headboard to be same size as mattress. 		
a502.5.9	<ul style="list-style-type: none"> • Contemporary/sleek headboards with oversized height and minimal detailing with prior approval. <p><i>See Sleep Set Page for specifications, pg 89.</i></p>		

Minimum Requirements

Recommended Upgrades

a502.6	Bedcovering
a502.6.1	
a502.6.2	
a502.7	Bed Skirt
a502.7.1	
a502.7.2	
a502.8	Nightstands
a502.8.1	
a502.8.2	
a502.8.3	
a502.8.4	
a502.8.5	

All Rooms & Suites

- Bedcovering must be coordinated to guest room decor and be free of snags, tears, holes and frays; Untucked bedcoverings must have finished edges; Heatset quilting (polyester fabrics melted together with dots) is not acceptable; Faded, worn or stained bedcoverings may not be kept in service; Undersides of decorative bedcoverings (e.g. throws, duvets or coverlets) must be of equal or better quality than the face; The length of the bedcovering must allow at least one” overhang past the top of the foundation or box spring; Triple sheeting (bed made with bottom sheet, top sheet covered by blanket or duvet, and third sheet covering the blanket or duvet) is an acceptable alternative to decorative coverings if the ensemble includes a decorative top sheet and another decorative element (scarf or coordinated decorative pillows). If exposed, the top sheet must have a tone on tone damask pattern (stripe, block, or similar), decorative piping, or another enhancement, unless it is a solid color other than white or is patterned. The foundation or box spring may not be visible to the guest when the bed is made up.

- Compliant bedcovering examples:
 - Triple sheeting with a bed scarf and/or decorative pillows.
 - Throw or coverlet
 - Duvet with duvet cover or sewn-in duvet.
 Note: See a502.7 for bed skirt requirement.

- All beds with foundations or box springs must have a decorative covering to conceal the foundation or box spring. Bed frames and legs or bed base must also be concealed unless they are decorative and coordinated with the room furnishings. Acceptable methods of concealment include, but are not limited to, bed skirts/ dust ruffles or box spring covers/ huggers. All coverings must coordinate with the overall design of the bedcovering and room décor.

- Bed skirts must clear the floor by no more than 1”.

Two Bedded Rooms

- One nightstand minimum size of 20” wide x 22” high x 15” deep with shelf or drawer.

- Desk used as nightstand or self edged laminate casegoods are not acceptable.

- Nightstand height to be compatible with bed height (within 4”).

- Contemporary headboards designed with all mounted nightstands acceptable only with prior approval from Design Department.

Queen or King Rooms

- Two nightstands minimum size of 20” wide x 22” high x 15” deep with shelf or drawer

- Additional details on the bedcovering - such as welt cording, flange or contrasting band. Shams, bolster, bedscarves, accent pillows can also be added. Sheets - With additional details such as piping or decorative trim/border. The blanket can be upgraded to a duvet style blanket with triple sheeting. 100% cotton or 100% polyester, duvet cover, with closure, e.g. snap, tie, button or zipper. Sized to cover mattress and at least one inch of the box spring. Insert to be filled with polyester, feather, down, or combination of the above. Sheeting weight basecloth not acceptable. Throw- style non-quilted coverlet double printed with coordinating face and back. With welt cording edge detail. This style should be triple sheeted with a duvet style blanket. Optional to either style. Bed scarf, quilted or non-quilted coordinated with bed cover.

- 3-drawer chest.

- Nightstand in a two bedded room to be larger than the standard 24” based on room size.

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
<p>a502.9 a502.9.1</p>	<p>Chest/ Highboy</p>	<p>All Guestrooms & Suites</p> <ul style="list-style-type: none"> A 3-drawer chest or highboy is preferred over a credenza or armoire. Design does not recommend an armoire due to changes in television technology. 	<ul style="list-style-type: none"> Custom millwork for amenities such as flat panel TV, wet bar, microwave and refrigerator.
<p>a502.9.2</p>		<ul style="list-style-type: none"> Minimum size required for 3-drawer chest: 36”w x 21”d x 36”h. Minimum size required for credenza: 60”w x 18”d x 23”h. Highboy to be at least the height of the refrigerator. Open shelving and drawers in the closet (“California closet”) are also acceptable in lieu of a chest or armoire. If no chest or armoire is provided, there must be at least three drawers in the closet. Armoire or chest must coordinate with other casegoods. 	<ul style="list-style-type: none"> Additional drawers in closet and/or furniture piece. 32” of full height hanging area.
<p>a502.9.3</p>		<ul style="list-style-type: none"> Quality combination casegoods and wall mounted casegoods may be allowed with prior Design approval. Self edged laminate casegoods are not acceptable without prior Design approval. 	
<p>a502.10 a502.10.1</p>	<p>Arm Chair</p>	<p>Suites - Sleeping Area</p> <ul style="list-style-type: none"> Optional: one armchair with upholstered seat and back. 	<ul style="list-style-type: none"> An additional armchair at the desk in addition to the ergonomic chair.
<p>a502.10.2</p>		<ul style="list-style-type: none"> Sled base chairs are not acceptable. 	
<p>a502.10.3</p>		<ul style="list-style-type: none"> Design recommends that fabrics with different patterns be used on the different seating pieces rather than the same fabric/pattern on all of the seating. 	
<p>a502.10.4</p>		<ul style="list-style-type: none"> Position at least one sofa or chair for TV viewing. 	<ul style="list-style-type: none"> Additional seating where possible.
<p>a502.11 a502.11.1</p>	<p>Mirror</p>	<p>All Guestrooms & Suites</p> <ul style="list-style-type: none"> Required: one minimum size 18” wide x 54” high mirror that permits a full view of a person. Mirror must be framed to coordinate with room decor if placed in the sleeping area. If placed in the entrance area, it may be beveled (no frame required). 	
<p>a502.11.2</p>		<ul style="list-style-type: none"> Mirrored closet doors satisfy this requirement. 	
<p>a502.11.3</p>		<ul style="list-style-type: none"> Optional: One 24”x 36” minimum size framed mirror in the sitting or sleeping area. 	
<p>a502.12 a502.12.1</p>	<p>Luggage Rack</p>	<p>All Guestrooms & Suites</p> <ul style="list-style-type: none"> Design recommends a minimum of one folding luggage rack. 	
<p>a502.12.2</p>	<p>Luggage Bench</p>	<p>Suites</p> <ul style="list-style-type: none"> Required: one upholstered luggage bench. 	
<p>a502.13 a502.13.1</p>	<p>Refrigerator</p>	<p>All Guestrooms & Suites - Sitting Area</p> <ul style="list-style-type: none"> Provide a mini-refrigerator or minibar in all rooms, enclosed in a cabinet that matches the casegoods or built-in. 	
<p>a502.14 a502.14.1</p>	<p>Appliances Cabinet</p>	<p>All Guestrooms & Suites - Sitting Area</p> <ul style="list-style-type: none"> Black, white or chrome refrigerator/microwave combination units must be in an enclosure. If individual refrigerators and microwaves are mismatching colors, they must be in a cabinet with a door which coordinates with the casegoods or a built-in enclosure. 	

Minimum Requirements

Recommended Upgrades

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
a502.15 a502.15.1	Kitchenette and Wet/Dry Bar Cabinets	<p>All Guestrooms & Suites</p> <ul style="list-style-type: none"> Budget quality laminate faced or melamine kitchen cabinets in guestrooms to be replaced with premium quality cabinets that give a residential appearance. 	
a502.16 a502.16.1	Kitchenette and Wet/Dry Bar Countertops	<p>All Guestrooms & Suites</p> <ul style="list-style-type: none"> Kitchenette countertops to be of stone, solid surface or, approved equal, and coordinate with vanity or room decor. 	
a502.17 a502.17.1	Seating/Lounge/Desk Area	<p>All Guestrooms</p> <p>NOTE: Based on room size of 350 square feet or larger, additional seating may be required; to be determined by Best Western Design.</p> <ul style="list-style-type: none"> <u>Option 1</u> - One 30" x 30" x 29" high parsons table, or one 24" x 48" desk placed perpendicular to the wall and two arm chairs with upholstered seat and back. 	<ul style="list-style-type: none"> <u>Option 1</u> - One 34" x 34" x 29" high parsons table, or one 24" x 48" desk placed perpendicular to the wall and two arm chairs with upholstered seat and back.
a502.17.2		<ul style="list-style-type: none"> <u>Option 2</u> - One 30" diameter x 29" high pedestal table with two arm chairs and one 24" x 48" x 30" high desk with rolling desk chair. In properties with a predominantly leisure clientele, a desk and rolling desk chair is not required. 	<ul style="list-style-type: none"> <u>Option 2</u> - One 34" diameter x 29" high pedestal table with two arm chairs and one 48" x 24" x 30" high desk with an upholstered ergonomic 5 prong based desk chair. In properties with a predominantly leisure clientele a desk and desk chair is not required.
a502.17.3		<ul style="list-style-type: none"> <u>Option 3</u> - One sofa or sofa sleeper with a coffee table (lounge chair optional). It is recommended that a 24" x 18" x 24" high side table be provided. One 24" x 48" x 30" high desk with rolling desk chair. In properties with a predominantly leisure clientele, a desk and rolling desk chair is not required. 	<ul style="list-style-type: none"> <u>Option 3</u> - Upholstered ergonomic 5 prong based chair at the desk, additional armchair at the desk beside the ergonomic chair, larger work table.
a502.17.4		<ul style="list-style-type: none"> <u>Option 4</u> - Allow one chair with ottoman, side table and lamp along with desk and chair. In one bedded rooms, where structurally limited, a nightstand and table lamp can be used in place of a side table and lamp. If there are structural limitations that will not allow either of the above, the requirement is then desk and desk rolling chair, and a chair with upholstered seat and back placed next to the desk. 	<ul style="list-style-type: none"> Additional seating where possible.
a502.17.5		<ul style="list-style-type: none"> Seat heights to coordinate with the table height, e.g. chair seat 18", table height 28/29". 	<ul style="list-style-type: none"> Desk with return.
a502.17.6		<ul style="list-style-type: none"> Lounge chair optional in guest rooms where a sofa is provided. 	<ul style="list-style-type: none"> Additional seating where possible.
a502.17.7		<ul style="list-style-type: none"> Rolling desk chair may have arms or be armless. 	
a502.17.8		<ul style="list-style-type: none"> Position at least one sofa or chair for TV viewing. 	<ul style="list-style-type: none"> Additional seating where possible.
a502.17.9		<ul style="list-style-type: none"> Self-edged laminate casegoods, sled based chairs, or recliners located at activity tables are not acceptable. 	
a502.17.10		<ul style="list-style-type: none"> Use appropriate furniture for room size. 	
a502.18 a502.18.1	Desk	<p>All Guestrooms & Suites - Sitting Area</p> <ul style="list-style-type: none"> If provided, minimum size to be 1,152sq. in. (24" x 48"). 	<ul style="list-style-type: none"> L or P-shaped desk. Desk with return. Work space faces television.

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
<p>a502.19 a502.19.1</p> <p>a502.19.2</p>	<p>Desk Chair</p>	<p>All Guestrooms & Suites - Sitting Area</p> <ul style="list-style-type: none"> Premium commercial quality leather or fabric upholstered rolling chair that coordinates with the room décor. Sled base chairs are not acceptable. 	<ul style="list-style-type: none"> High-back ergonomic. An additional armchair at the desk in addition to the ergonomic chair.
<p>a502.20 a502.20.1</p> <p>a502.20.2</p>	<p>Upholstery</p>	<p>All Guestrooms & Suites</p> <ul style="list-style-type: none"> Nylon, rayon, polyester, cotton, polyolefin or wool, or a combination of the above. Meet or exceed 30,000 double rubs (Wyzenbeek method). 	
<p>a502.21 a502.21.1</p> <p>a502.21.2</p> <p>a502.21.3</p> <p>a502.21.4</p> <p>a502.21.5</p> <p>a502.21.6</p> <p>a502.21.7</p> <p>a502.21.8</p> <p>a502.21.9</p> <p>a502.21.10</p>	<p>Window Treatments</p>	<p>All Guestrooms & Suites</p> <ul style="list-style-type: none"> 100% cotton or 100% polyester fabric. 3 pass blackout on its own track or a sewn-in blackout lined overdrrape plus. Sheer drapery on its own track, or Best Western approved, commercially rated sheer fabric blind with prior approval. Sheers not a requirement at sliding doors. All fabrications must have blind stitching on the overlaps, returns, hems and heads. Valance, cornice or architectural treatment to conceal top of drapery and hardware or decorative rod with prior approval. If visible from outside of the building, the back of the cornice, valance, or architectural treatment must be finished. Treatments must coordinate with the room décor and bedding. Anchored pull cords or wands with heavy duty hardware. Minimum 2” wood mini blinds or other blind styles are acceptable as a blackout lining if accompanied by over drapes that can be drawn over the blinds. Metal or plastic mini-blinds or vertical blinds are not acceptable. Laminated linings are not acceptable. Window treatment hardware must extend fully past the window where space allows, allowing for the drapery to stack fully off of the window, and full window exposure. 	<ul style="list-style-type: none"> Coordinating fixed side panels. Quality shutters with strict adherence to privacy and minimal light leakage. Submit specifications and installation drawing prior to purchase. Quality sun shades
<p>a502.22 a502.22.1</p>	<p>Lamps</p>	<p>All Guestrooms & Suites</p> <ul style="list-style-type: none"> Table lamps or hard wired wall lamps are required. Floor lamps acceptable where appropriate. Wall mount lamps with cord covers do not comply. 	
<p>a502.23 a502.23.1</p> <p>a502.23.2</p>	<p>Lighting</p>	<p>All Guestrooms & Suites</p> <ul style="list-style-type: none"> One light fixture shall be provided at each of the following locations: <ul style="list-style-type: none"> Each nightstand (20-50 foot candles). highboy/three drawer chest (20-50 foot candles). Desk (50-100 foot candles). Parsons table (50-100 foot candles). Lounge seating (20-50 foot candles). Framed mirror in guest room (20-50 foot candles). Clothes hanging area (50-100 foot candles) Hanging (not swag) or wall lamps can be utilized at the activity table in lieu of floor lamps, but are not recommended because of less flexible furniture placement. 	<ul style="list-style-type: none"> All room lamps are table or floor type with no Wall lamps or cord covers. Integrated ‘LED’ adjustable fixtures mounted to headboard. Table lighting with integrated MP3 player. Pendant or recessed lighting at nightstand. Upgraded light fixtures at all locations.

Minimum Requirements

Recommended Upgrades

All Guestrooms & Suites, continued

- a502.23.3 • For guest convenience, it is required that free standing table lamps have weighted bases and base-located turn switches, and floor lamps have weighted bases.
- a502.23.4 • At least one light fixture shall operate from the wall switch at the entrance door.
- a502.23.5 • Recessed can ceiling lights that effectively illuminate the desk, mirror or chest are acceptable.
- a502.23.7 - Mirror-wall lamps should be approximately 5’0” from the bulb to the floor.
- a502.23.8 - Hanging (pendant) lamps at parsons/activity table should be approximately 5’ 6” from the bottom of the shade to the floor.
- a502.23.9 • Table lamps located on pedestal tables are not acceptable. Table lamps may be located on square parsons/activity tables. Swag lamps, strip fluorescent, pole lamps, are not acceptable. Budget brass or powdercoat tubular wall lamps are not acceptable.
- a502.23.10 • Lamp/table combinations are acceptable in undersized guestrooms only. Pre-approval by Design Department required.
- a502.23.11 • Light bulbs to be a minimum of a 100 watt equivalent (or 1,750 to 1,800 lumens) to ensure a well lit guestroom. Conversion properties: May be required.
NOTE: A 100 watt equivalent compact fluorescent bulb uses only 23 watts.
- a502.23.12 • Adequate illumination must be provided.

a502.24 Artwork

All Guestrooms

- a502.24.1 • Two each minimum 24” x 30” coordinated, professionally matted and framed pieces of artwork.
- a502.24.2 • Two or three smaller matted and framed pictures that total 720 sq. in. can be substituted for one 24” x 30” framed artwork.
- a502.24.3 • Recommendation: Due to higher headboard height, hang artwork over desk or wall above lounge seating at approximately 5’0” above finished floor to the center of the image.
- a502.24.4 • Self-matted or unmatted art, duplicate images, and mass produced oil or acrylic paintings are not acceptable.
- a502.24.5 • With prior Design Department approval, decograph, fillets, stretched canvas, or acrylics with transfers. Certain art does not require matting.
- a502.24.6 • Thin brass (less than 1/2”) or other metal artwork frames (poster frame) not allowed.
- a502.24.7 • Artwork to be appropriate to style of room décor.

All Suites

- a502.24.8 • Two each minimum 24” x 30” coordinated, professionally matted and framed pieces of artwork in both the sleeping area and the sitting area.
- a502.24.9 • Recommendation: Hang artwork at approximately 5’0” above finished floor to the center of the image.

- Two each minimum 24” x 30” coordinated, original artwork or limited edition prints, professionally framed with large scale frame.
- Oversized artwork.
- Upgraded framing and matting.

Specifications For Room Equipment

Minimum Requirements & Recommended Upgrades

a502.25	Room Equipment	Required - All Guestrooms & Suites Sleeping Area
a502.25.1	AM/FM Clock Radio	<ul style="list-style-type: none"> One required.* Single set alarm clock radio that prevents the alarm from ringing unless the guest has set it. Minimum size of display to be 0.9". MP3 Connection preferred. Conversion properties: May be required.
a502.25.2	Wastepaper Basket	<ul style="list-style-type: none"> One minimum size 13 quart.
a502.25.3	Television	<ul style="list-style-type: none"> 32" minimum LCD or plasma flat panel with HDMI and VGA ports. A good clear signal must be delivered to the TV. There should be no blank channels, full mute function, if VOD enabled clear easy directions of use and costs. Commercial grade is recommended to ensure that the television includes features like volume limiting, power-up channel, power-up volume, and pre-set picture controls that are unavailable to guests. <p>If any of the typical viewing locations are between 12' and 14' provide minimum 37" screen 14' and 16' provide minimum 40" screen 16' or more provide minimum 42" screen or multiple television sets in the room</p> <p>Recommended upgrades: 37" or 40" flat panel television</p>
a502.25.4A	Telephone	<p>All Guestrooms</p> <ul style="list-style-type: none"> Guestrooms with a desk to have two telephones, one on the nightstand, one on the desk. When a phone is added or replaced, the one on the desk should be a speakerphone. Guest room telephones must have voice mail. Conversion properties: May be required.
a502.25.4B	Telephone	<p>Suites - Sleeping Area</p> <ul style="list-style-type: none"> One neutral colored direct dial telephone.
a502.25.5	Coffee/ Tea Maker	<ul style="list-style-type: none"> Needs to be a 4-cup automatic-drip commercial brewer and feature automatic shutoff timed to one hour. An on-off switch with indicator light is required. Have a black or dark brown or other dark color brew basket to avoid stained appearance. Locate on the bath vanity, the chest or a counter surface.*
a502.25.6	Ironing Board	<ul style="list-style-type: none"> Full size of 52.5" x13" x 36" high when extended, covered with a clean pad and a securely fitted cover. Locate in the clothes hanging area or the dressing area. If in the sleeping area, it must be enclosed in a case that coordinates with the casegoods.*
a502.25.7	Ceiling Fan	<ul style="list-style-type: none"> Ceiling fan with a light kit is a recommended upgrade.
a502.26	Room Equipment	Suites for Sitting Area
a502.26.1	Coffee/ Tea Maker	<ul style="list-style-type: none"> Needs to be a 4-cup automatic-drip commercial brewer and feature automatic shutoff timed to one hour. An on-off switch with indicator light is required. Have a black or dark brown or other dark color brew basket to avoid stained appearance. Locate on the bath vanity, the chest or a counter surface.*
a502.26.2	Refrigerator	<ul style="list-style-type: none"> Must be in a coordinating enclosure (508.8).
a502.26.3	Wastepaper Basket	<ul style="list-style-type: none"> Minimum size 13 quart.
a502.26.4	Microwave	<ul style="list-style-type: none"> Must be in, or on, refrigerator enclosure.
a502.26.5	Television	<ul style="list-style-type: none"> 32" minimum LCD or plasma flat panel with HDMI and VGA ports. A good clear signal must be delivered to the TV. There should be no blank channels, full mute function, if VOD enabled clear easy directions of use and costs. Commercial grade is recommended to ensure that the television includes features like volume limiting, power-up channel, power-up volume, and pre-set picture controls that are unavailable to guests. <p>If any of the typical viewing locations are between 12' and 14' provide minimum 37" screen 14' and 16' provide minimum 40" screen 16' or more provide minimum 42" screen or multiple television sets in the room</p> <p>Recommended upgrades: 37" or 40" flat panel television</p>
a502.26.6	Telephone	<ul style="list-style-type: none"> One neutral colored direct dial telephone.
a502.26.7	Ceiling Fan	<ul style="list-style-type: none"> Ceiling fan with light kit, a recommended upgrade for new construction.

Sleep Sets, Beds & Bed Frames

Minimum Requirements & Recommended Upgrades

a502.27	Minimum Specifications Beds	
a502.27.1 a502.27.1.1	Sizes	<ul style="list-style-type: none"> • Minimum size bed acceptable in Best Western guest rooms are queen beds (60" x 80"); standard king beds (76" x 80"); and California king beds (72" x 84"). Note: Full extra longs (54"x 80") are permitted in conversions if the beds are in good condition and may be maintained until replacement OR the room cannot fit two queen beds. Standard king beds (76"x 80") and California king beds (72"x 84") are to be used in at least 10% of your guest rooms per Best Requests guidelines effective 10/1/01. <p>ADA or handicap room beds are an exception to this requirement.</p> <p>Minimum bed set (mattress and box spring) height to be 18". (One mattress topper may be used to achieve 1" of this minimum.) Overall bed height to be 25" minimum.</p> <p>Note: Coin-operated vibrating beds, day, or studio beds are not acceptable. Twin beds are acceptable in secondary bedrooms with prior approval.</p>
a502.27.2 a502.27.2.1	Mattresses	<p>Current industry standard specifications on beds are:</p> <ul style="list-style-type: none"> • 520 coil, 14 gauge tempered steel unit with minimum 6 gauge border wire, 1/2" fiber pads or polyfoam on both sides of primary insulator, 1/4" pads or polyfoam on secondary insulator, additional layers of foam for support. 3/4" quilt layer with backer sheet on both sides for secondary cushion; contract grade ticking and border ticking cover; border assembly vertically quilted, one-piece, by the flanging process (no smooth top, non quilted covers or button tufting allowed); four multilingual rotate labels. Good quality foam mattresses not less than 6" thickness are acceptable.
a502.27.3 a502.27.3.1	Foundations	<ul style="list-style-type: none"> • 81-unit coil or torsion spring support; grid unit on wood slat/rail foundation frame system; foam or precompressed treated cotton felt upholstery; non-skid topper; border to match mattress ticking; cloth or nonwoven dust cover and plastic corner guards.
a502.27.3.2		<ul style="list-style-type: none"> • Heavy-duty, nonresilient, multiple slat-upholstered foundations for use with properly designed mattresses are acceptable where increased firmness and durability are required. To be constructed of 275 pound high burst fiber over multiple-slat narrow spaced frame with four perimeter rails and side fillers. Use Canadian spruce #3 common or better lumber with 12 to 19% moisture content. There shall be a minimum of four vertical support blocks per side and center, cut square and glued. Construction shall be adequate for use with well-designed bed base or metal frame.
a502.27.4 a502.27.4.1	Covers	<ul style="list-style-type: none"> • Mattresses and box springs, minimum heavy-duty firm cover is required. It is the member's responsibility to meet all prevailing codes.
a502.27.5 a502.27.5.1	Bed Bases or Frames	<ul style="list-style-type: none"> • Standard Inn size to accommodate bedding width and length, to be either all steel, angle, or channel iron heavy duty, with minimum 2" diameter glides or casters. Platform frames, built to the floor are preferable.
a502.27.6 a502.27.6.1	Beds	<ul style="list-style-type: none"> • Require the purchase of bed sets from the approved list. Conversion properties: May be required.

Specifications for Mini Kitchen

Minimum Requirements & Recommended Upgrades

a502.28	Kitchen & Dining	Required Furnishing
a502.28.1	Refrigerator	<ul style="list-style-type: none"> • Apartment size with ice maker or ice trays.
a502.28.2	Microwave	<ul style="list-style-type: none"> • Provide. Recommendation: Mount the microwave under the upper cabinets.
a502.28.3	Toaster	<ul style="list-style-type: none"> • Provide.
a502.28.4	Coffee Maker	<ul style="list-style-type: none"> • Needs to be a 4-cup automatic-drip commercial brewer and feature automatic shut off timed to one hour. An on-off switch with indicator light is required. Have a black or dark color brew basket to avoid stained appearance.
a502.28.5	Dining Table	<ul style="list-style-type: none"> • 30”w x 30”d x 29”h or 30” diameter table minimum and two chairs with upholstered seats with arms or counter with stools with backs to accommodate two people.
a502.28.6	Quality Service for four (4)	<ul style="list-style-type: none"> • Dinner plate, bowl, tea cup/plate, salad plates, water glass, wineglass, silverware place setting.
a502.28.7	Cooking & Serving Utensils	<ul style="list-style-type: none"> • Bowls, baking dishes, serving spoons etc.
a502.28.8	Electric Can Opener	<ul style="list-style-type: none"> • Provide.
a502.28.9	Kitchen Linens	<ul style="list-style-type: none"> • Dish towel, washcloth.
a502.28.10	Paper Towels	<ul style="list-style-type: none"> • Provide.
a502.28.11	Sink	<ul style="list-style-type: none"> • Provide.
a502.28.12	Wastepaper Basket	<ul style="list-style-type: none"> • Minimum size 13 quart.
a502.28.13	Adequate Workspace	<ul style="list-style-type: none"> • Approximately four lineal feet excluding the sink.
a502.28.14	Kitchenette Cabinets	<ul style="list-style-type: none"> • Budget quality laminate faced or melamine kitchen cabinets in guestrooms to be replaced with premium quality cabinets that give a residential appearance.
a502.28.15	Kitchenette Countertops	<ul style="list-style-type: none"> • Kitchenette countertops to be of stone, solid surface or, approved equal, and coordinate with vanity or room decor.

Specifications for Full Kitchen

Minimum Requirements & Recommended Upgrades

a502.29	Kitchen & Dining	Required Furnishing
a502.29.1	Refrigerator	<ul style="list-style-type: none"> Apartment size with ice maker or ice trays.
a502.29.2	Microwave	<ul style="list-style-type: none"> Provide. Recommendation: Mount the microwave under the upper cabinets located over the twin burner range for exhaust purposes.
a502.29.3	Twin Burner Range	<ul style="list-style-type: none"> Provide.
a502.29.4	Toaster	<ul style="list-style-type: none"> Provide.
a502.29.5	Coffee Maker	<ul style="list-style-type: none"> Needs to be a 4-cup automatic-drip commercial brewer and feature automatic shut off timed to one hour. An on-off switch with indicator light is required. Have a black or dark color brew basket to avoid stained appearance.
a502.29.6	Dishwasher	<ul style="list-style-type: none"> Apartment size.
a502.29.7	Dining Table	<ul style="list-style-type: none"> 36" w x 36" d x 29" h or 36" dia. x 29" h table minimum and four armless chairs with an upholstered seat (this is a minimum requirement and the table can be larger in size accompanied by more chairs) or counter with stools with backs to accommodate four people.
a502.29.8	Quality Service for four (4)	<ul style="list-style-type: none"> Dinner plate, bowl, tea cup/plate, salad plate, water glass, wine glass, silverware place setting.
a502.29.9	Cooking & Serving Utensils	<ul style="list-style-type: none"> Bowls, baking dishes, serving spoons etc.
a502.29.10	Set of Pots & Pans	<ul style="list-style-type: none"> Provide.
a502.29.11	Electric Can Opener	<ul style="list-style-type: none"> Provide.
a502.29.12	Kitchen Linens	<ul style="list-style-type: none"> Dish towel, washcloth.
a502.29.13	Paper Towels	<ul style="list-style-type: none"> Provide.
a502.29.14	Sink	<ul style="list-style-type: none"> Provide.
a502.29.15	Wastepaper Basket	<ul style="list-style-type: none"> Minimum size 13 quart.
a502.29.16	Adequate Workspace	<ul style="list-style-type: none"> Approximately eight lineal feet, excluding the sink.
a502.29.17	Kitchenette Cabinets	<ul style="list-style-type: none"> Budget quality laminate faced or melamine kitchen cabinets in guestrooms to be replaced with premium quality cabinets that give a residential appearance.
a502.29.18	Kitchenette Countertops	<ul style="list-style-type: none"> Kitchenette countertops to be of stone, solid surface or, approved equal, and coordinate with vanity or room decor.

Sitting Area

Sitting Area		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
a502.30 a502.30.1	Sofa/Sleeper	Suites - Sitting Area <ul style="list-style-type: none"> One 66" minimum sofa or sofa/sleeper. 	
a502.31 a502.31.1 a502.31.2 a502.31.3	Lounge Chair/ Recliner	Suites - Sitting Area <ul style="list-style-type: none"> Optional: One fully upholstered lounge chair or upholstered recliner. Sled base chairs are not acceptable. Position at least one sofa or chair for TV viewing. 	<ul style="list-style-type: none"> An additional armchair at the desk in addition to the ergonomic chair. Additional seating where possible.
a502.32 a502.32.1 a502.32.2 a502.32.3	Upholstery	<ul style="list-style-type: none"> Nylon, rayon, polyester, polyolefin, cotton or wool, or a combination of the above. Meet or exceed 30,000 double rubs (Wyzenbeek method). Design recommends that fabrics with different patterns be used on the different seating pieces rather than the same fabric/pattern on all of the seating. 	
a502.33 a502.33.1	Side Table	Suites - Sitting Area <ul style="list-style-type: none"> At least one side table on one side of sofa or sofa/sleeper. 	
a502.34 a502.34.1 a502.34.2 a502.34.3	Chest/ Highboy	Suites - Sitting Area <ul style="list-style-type: none"> 3-drawer chest or combination highboy for location of television. Note: TV may be mounted above chest or highboy. Ensure the television can be viewed from both the sitting and sleeping areas. Armoires and credenzas may not be used in sitting areas. 	
a502.35 a502.35.1	Coffee Table	Suites - Sitting Area <ul style="list-style-type: none"> A coffee table must be provided with a sofa or sofa/sleeper. 	
a502.36 a502.36.1 a502.36.2 a502.36.3	Desk	<ul style="list-style-type: none"> If provided, minimum size to be 1,152sq. in. (24" x 48"). 	<ul style="list-style-type: none"> L or P-shaped desk. Desk with return. Work space faces television.
a502.37 a502.37.1 a502.37.2	Desk Chair	<ul style="list-style-type: none"> Premium commercial quality leather or fabric upholstered rolling chair that coordinates with the room décor. Sled base chairs are not acceptable. 	<ul style="list-style-type: none"> High-back ergonomic. An additional armchair at the desk in addition to the ergonomic chair.

a503 **Bath/Vanity Area (All Guest Room Types)**

Bath/vanity areas should present a pleasing and quality appearance. It should be well-maintained and supply the furnishings and amenities necessary for a guest’s comfort and to meet a guest’s expectations. The interior construction, finishes and furnishings should be designed to enhance each guest’s stay. Submit a complete interior furnishings layout of all typical and special rooms to scale, including furnishings, specifications, and color boards.

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
a503.1	Floor		
a503.1.1		<ul style="list-style-type: none"> • Ceramic, porcelain or quarry tile with a minimum coefficient of friction rating of 0.6 in both wet and dry conditions (for European tile, a test DIN 51130 minimum rating of R9). If natural stone is used, a water-based non-skid finish must be applied to the tile surface. 	<ul style="list-style-type: none"> • Marble or other stone flooring.
a503.1.2		<ul style="list-style-type: none"> • Carpet in outside vanity areas only Or	
a503.1.3		<ul style="list-style-type: none"> • Ceramic tile in outside vanity area if vanity area is separated from the sleeping area with a wing wall. 	
a503.1.4		<ul style="list-style-type: none"> • Sheet vinyl and vinyl composition tile are not acceptable. 	
a503.2	Base		
a503.2.1		<ul style="list-style-type: none"> • 4” minimum carpet in outside vanity area Or	
a503.2.2		<ul style="list-style-type: none"> • 4” minimum wood base Or	
a503.2.3		<ul style="list-style-type: none"> • 4” minimum ceramic tile base in tub/toilet rooms. 	
a503.3	Wall		
a503.3.1		<ul style="list-style-type: none"> • 12 ounce vinyl Type 1 Or	<ul style="list-style-type: none"> • Crown molding, wainscot, ceramic tile, interior stone, or specialty finish.
a503.3.2		<ul style="list-style-type: none"> • Drywall with textured or smooth finish and enamel paint. 	
a503.4	Towel Bars		
a503.4.1		<ul style="list-style-type: none"> • One 18” towel bar near the vanity area. 	<ul style="list-style-type: none"> • Decorative iron, porcelain and combination metal finishes.
a503.4.2		<ul style="list-style-type: none"> • One 24” towel bar with shelf. 	<ul style="list-style-type: none"> • Decorative finials.
a503.4.3		<ul style="list-style-type: none"> • Towel stack racks are not acceptable. 	
a503.4.4		<ul style="list-style-type: none"> • Where a “furniture style” vanity with towel shelves is used, allow two towel bars instead of one towel bar and a bar/shelf combination. 	<ul style="list-style-type: none"> • Additional towel bars or shelves for guest convenience. Decorative towel bars to enhance the area.
a503.5	Water Closets		
a503.5.1		<ul style="list-style-type: none"> • Vitreous china, tank-type water closets with closed seat toilet seat and lids. 	<ul style="list-style-type: none"> • Elongated water closet and seat.

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
<p>a503.6 a503.6.1</p>	<p>Mirror</p>	<ul style="list-style-type: none"> The vanity mirror to have a decorative frame. To be 36" high and centered over the sink. For vanities under 5'-0" in length, the mirror must have a minimum framed width of 36". For vanities 5'-0" and longer, the mirror must have a minimum framed width of 42". 	
<p>a503.6.2</p>		<ul style="list-style-type: none"> A smaller mirror may be used if a wall sconce is installed on both sides of the mirror. 	
<p>a503.6.3</p>		<ul style="list-style-type: none"> If a full view mirror is provided in the bath/vanity area, it must be beveled or framed. 	
<p>a503.7 a503.7.1</p>	<p>Vanity</p>	<ul style="list-style-type: none"> The vanity shall be a minimum of 4'0" in length within the bathroom or in an outside vanity area. A 4" back splash and minimum 7" apron is required. A banjo top vanity is acceptable. A pedestal sink with shelf may be acceptable with prior approval. A wall mounted sink or a vanity with an apron of less than 7" is acceptable where ADA compliance is required. 	<ul style="list-style-type: none"> Oversized vanities with double wash basins.
<p>a503.7.2</p>		<ul style="list-style-type: none"> If vanity is structurally limited by walls, a quality shelf must be provided. Prior approval is required. 	
<p>a503.7.3</p>		<ul style="list-style-type: none"> Top to be granite or approved equal. Sink to be undermount or approved equal. Conversion properties: May be required. Outdated vanity cabinets, outdated cultured marble (typically having a contrasting veined or swirl pattern), outdated laminate finishes, and vanities with thin, metal support legs are not acceptable. 	
<p>a503.8 a503.8.1</p>	<p>Wash Basin</p>	<ul style="list-style-type: none"> One porcelain or solid surface integral wash basin with pop-up stopper. 	<ul style="list-style-type: none"> Upgraded wash basins and hardware.
<p>a503.8.2</p>		<ul style="list-style-type: none"> Pedestal sinks with additional shelving with prior approval. 	
<p>a503.8.3</p>		<ul style="list-style-type: none"> Metal rimmed sinks, outdated cultured marble and rubber stoppers are not acceptable. 	
<p>a503.9 a503.9.1</p>	<p>Lighting</p>	<ul style="list-style-type: none"> Guest bath lighting shall be Underwriters Laboratories approved over the vanity mirror. A minimum of 2500 lumens shall be provided (approximately equivalent to two 75-watt incandescent bulbs). 	<ul style="list-style-type: none"> Upgraded decorative fluorescent or incandescent light fixtures.
<p>a503.9.2</p>		<ul style="list-style-type: none"> Quality decorative fluorescent or incandescent wall or ceiling mounted fixtures. 	
<p>a503.9.3</p>		<ul style="list-style-type: none"> Recessed incandescent. 	
<p>a503.9.4</p>		<ul style="list-style-type: none"> Bent glass fixtures are unacceptable. 	
<p>a503.9.5</p>		<ul style="list-style-type: none"> Multi-bulb "Hollywood" and plain fluorescent tubular or rectangular fixtures are not acceptable. 	

		<i>Minimum Requirements</i>	<i>Recommended Upgrades</i>
a503.10	Room		
a503.10.1	Accessories	<ul style="list-style-type: none"> One double roll tissue dispenser or single roll provided upgraded shelving vanity is used to accommodate the extra roll. 	<ul style="list-style-type: none"> Telephone.
a503.10.2		<ul style="list-style-type: none"> Permanently mounted facial tissue dispenser or permanent decorative holder approved by Best Western Design Department. 	<ul style="list-style-type: none"> Upgraded amenities package.
a503.10.3		<ul style="list-style-type: none"> Double robe hook. 	
a503.10.4		<ul style="list-style-type: none"> One door stop on the bath door or opposite wall. 	
a503.10.5		<ul style="list-style-type: none"> One hair dryer.* 	
a503.10.6		<ul style="list-style-type: none"> Provide a 24”grab bar that coordinates with the bath finishes in the tub/shower of all rooms. 	<ul style="list-style-type: none"> 36” decorative grab bar.
a503.10.7		<ul style="list-style-type: none"> Within the tub enclosure, the grab bar may be located horizontally or angled on the large back wall, or vertically on either of the two small walls. If placed vertically, locate on the wall where the guest enters and exits the tub. If it is possible with the bathroom layout, the bar may be placed on the drywall immediately adjacent to and on the same plane as the tub enclosure within 6” of the surround. The recommended height for the horizontal bar placement on the large wall is 33”-36” above the finished floor. The recommended height for the vertical bar is between 42”-48” from the finished floor to the center of the bar. Tubs with existing grab bars that are under 24” long are acceptable and exempt from having to be replaced (built-in thin metal or acrylic towel bars do not qualify as grab bars). 	<ul style="list-style-type: none"> 36” decorative grab bar.
a503.11	Shower Curtain		
a503.11.1		<ul style="list-style-type: none"> Heavy duty shower curtain at each bathtub. 	
a503.11.2		<ul style="list-style-type: none"> Fabric type material such as nylon, polyester or similar fabric <p>Or</p>	
a503.11.3		<ul style="list-style-type: none"> Vinyl not acceptable as overdrape or liner. Curtain may include a clear strip of vinyl across the width that allows for light to enter the shower. 	<ul style="list-style-type: none"> Hookless shower curtain.
a503.11.4		<ul style="list-style-type: none"> Provide a curved shower rod finished to coordinate with the bath hardware. 	

Minimum Requirements

Recommended Upgrades

		Minimum Requirements	Recommended Upgrades
a503.12	Bathtub/ Shower		
a503.12.1		<ul style="list-style-type: none"> Showers only are acceptable in up to 90% of all guest room bathrooms. 	<ul style="list-style-type: none"> Spa tubs in addition to a shower.
a503.12.2		<ul style="list-style-type: none"> For bathtubs, a minimum of 5'0" long by 2'6" wide by 1'2" high is required. For showers, the minimum clear shower base size is 3' x 3'. 	
a503.12.3		<ul style="list-style-type: none"> Tubs shall have a nonskid bottom surface. 	
a503.12.4		<ul style="list-style-type: none"> Each tub or shower unit shall have a minimum of one soap holder. 	
a503.12.5		<ul style="list-style-type: none"> Gel-coated fiberglass or acrylic tubs are not acceptable. Cast iron or approved equal required. Conversion properties: May be required. 	
a503.12.6		<ul style="list-style-type: none"> Enclosure to be ceramic tile, solid surface, natural stone or approved equal. Certain high-quality cultured marble may be acceptable with prior approval. 	
a503.12.7		<ul style="list-style-type: none"> Budget "Builders' Grade" Showerheads not acceptable. The following are alternatives to builders' grade: Kohler #444, Kohler #8507, Delta #RP43381. Other brands of comparable, upgraded quality may comply. 	<ul style="list-style-type: none"> Other shower heads must be submitted for approval.
a503.12.8		<ul style="list-style-type: none"> New Construction: require 6'-6" height measured from tub/shower floor to center of shower head at its lowest point. Suggested rough in installation for stub out 7'-0" from concrete floor center of pipe. Conversion properties, if the height is under 6' - 0", a showerhead height extender or a hand held shower mounted to provide a 6" - 0" height when the showerhead is cradled may be used. 	
a503.13	Tub/Shower Enclosure		
a503.13.1		<ul style="list-style-type: none"> Porcelain, ceramic, glass or natural stone tile <p>Or</p>	
a503.13.2		<ul style="list-style-type: none"> Solid surface <p>Or</p>	
a503.13.3		<ul style="list-style-type: none"> Natural stone slabs <p>Or</p>	
a503.13.4		<ul style="list-style-type: none"> Tub enclosures with pre-finished wallboard, laminate, floor vinyl, gel-coated fiberglass, enamel over steel, porcelain and acrylic are not acceptable. Certain high quality cultured marble may be acceptable with prior approval. Conversion properties: May be required. Soap dish with grab handle and rubber stoppers are not acceptable. 	
a503.14	Ceiling		
a503.14.1		<ul style="list-style-type: none"> Drywall with smooth or textured finish and enamel paint. 	<ul style="list-style-type: none"> Vaulted ceiling, coffered ceiling, or crown or wall applied moldings.
a503.14.2		<ul style="list-style-type: none"> 2' x 2' acoustic ceiling tile with matching grid at dropped ceilings in entries and/or guest rooms where access is necessary. 	
a503.14.3		<ul style="list-style-type: none"> The bath/vanity area ceiling may be suspended to a minimum height of 7' 0". 	
a503.14.4		<ul style="list-style-type: none"> Popcorn ceilings are not acceptable. 	
a503.15	Electrical		
a503.15.1		<ul style="list-style-type: none"> New construction: Provide two duplex outlets. If possible, provide one duplex at each end of the vanity. 	

Glossary of Terms used by Architects and Hospitality Interior Designers:

GENERAL DESIGN TERMS:

Budget

Inferior, cheaply made, substandard, low-quality.

Classic

Of lasting historical or literary significance. Something considered to be typical or traditional.

Contemporary

Current, modern; characterized today by simplicity, overall warmth and elegance of design.

Coordinated

To harmonize in a common action or effort; to work together harmoniously.

Dated

Old fashioned; antiquated, out of date. Trendy style no longer in vogue.

Eclectic

Choosing what appears to be the best from diverse sources, systems or styles.

FF&E

Furniture, fixtures and equipment.

Fillet

A small molding fitted to the inside of a mat, in between mats, or just inside the frame to give depth and definition to the art being showcased.

Foot Candles

A unit of measure of the intensity of light falling on a surface.

Pneumatic Wheel

A wheel filled with or containing compressed air.

Proportion

Harmonious relation, balance, symmetry.

Refurbish

To make clean, bright or fresh again, renovate.

Remodel

To remake with a new structure; reconstruct, renovate.

Renovate

To restore to an earlier condition; improve by repairing or remodeling.

Restore

To bring back into existence or use.

Solid Surface

A non-porous blend of acrylic or polymer resins and mineral fillers, uniform in composition throughout.

Sound Transmission Class (STC)

A single-number system used to rate the airborne sound transmission performance of a wall, panel, ceiling, etc. The higher the STC number, the better the ability to block sound transmission.

Traditional

Any time-honored practice or a set of such practices; or style that has become a classic.

Transitional

A blend of traditional and contemporary styles.

Threshold

Acts as a transitional piece between two different finish floor levels.

Vinyl Tile

The main ingredient of vinyl products is polyvinyl chloride resin. Vinyl products are sometimes referred to as flexible vinyl to distinguish them from VAT (Vinyl Asbestos Tile) products which are also made with PVC resins and are termed semi-flexible vinyl.

Vinyl Sheet

Same as Vinyl Tile, but in rolled sheets.

CARPET DESIGN TERMS:**Axminster**

The Axminster loom is highly specialized and nearly as versatile as hand weaving. Color combinations are limited only by the number of tufts in the carpet. Almost all the yarn appears on the surface. Axminsters produce single-level cut pile textures.

Backing

Carpet foundation of jute, kraftcord, cotton, rayon or polypropylene yarn that secures the pile yarns and provides stiffness, strength and dimensional stability.

Binding

Strip sewed over a carpet edge for protection against unraveling.

Broadloom

Carpet woven in widths wider than 27 or 36 inches, usually in 6,9,12,15 and 18 foot widths, and up to 30 foot in chenille. Broadloom is not a type of weave of carpet nor a pattern nor color, only a designation of width.

Construction

Method by which the carpet is made (loom or machine type) and other identifying characteristics, including pile rows per inch, pitch, yarn count plies, pile yarn weight and density.

CYP

Computer yarn placement.

Density

Calculation used to measure the compactness of face yarns in a carpet. Increased density generally results in better performance.

Face Weight

Total weight of pile yarns in the carpet measured by ounces per square yard, excluding backing yarns or fabric.

Frieze Carpet

Rough, nubby-textured carpet using tightly twisted yarns.

Yarn Density

Weight of pile yarn per unit of volume in carpet, usually stated in ounces per cubic yard.

Ply

Layers or thickness of yarns used in carpet. If the pile yarn is described as "four ply" it means that each tuft is made of four yarns spun together. A ply is one strand of yarn thickness.

Polypropylene

Olefin used in carpet manufacturing. This fiber tends to lack resilience but has improved in recent years. Marquesa Lana soil resistant fiber is polypropylene.

Rows per Inch

In woven carpet (not knitted), the yarn is looped over a wire which can vary in thickness to create the pile. The thickness of the wire determines the height of the pile.

Printed Carpet

Nylon velvet carpet is the base, designs and colors are applied to the face of the carpet in dyeing machines.

Scrim

Rough, loosely woven fabric often used as a secondary backing on tufted carpets.

Serging

Method of finishing the edge of carpet where it has been cut. It is customary to serge the side and bind the end.

Solution Dying

Adding dye or coloring pigment into synthetic material while it is in liquid solution before its extrusion into fiber.

Static Control

Control of static and the production of anti-shock carpet of interwoven stainless steel fibers or static control yarn.

Tufts

Cut loops of a pile fiber. Term applies to woven and tufted carpets. Tufts per square inch are calculated by multiplying the number of ends across the width (gauge or pitch) by the number of tufts lengthwise (stitches or rows) per inch.

Woven Carpet

Either velvet, Axminster or Wilton carpet. The face and back are formed by the interweaving of the warp and weft yarns. Warp yarns run lengthwise and usually consist of chain, stuffer and pile yarns. The weft yarns bind the pile and weave in the stuffer and chain yarns which form the carpet back.

FURNITURE DESIGN TERMS:**Casegoods**

Guest room furniture items that are matching pieces: headboard, nightstand, chest, armoire, parsons or pedestal table, desk and framed mirror.

Armoire

Tall, deep piece of furniture for hanging clothes and often made with doors for residential use. The armoire adapted for hospitality use today is usually shorter and has television space rather than hanging space with drawers below.

Console Table

Narrow rectangular table placed against a wall or behind a sofa.

Dovetail

Joint made by hard tongues of wood to hold front and back drawer corners securely.

Parsons Table

Activity table that is square in configuration and has four legs.

Pedestal Table

A single center pedestal supports the table top, or the pedestal may have a tripod base.

Sled Base Chair

Lounge or desk chair with wood frame, in which the legs become the chair's horizontal base.

Wing Chair

Upholstered chair with high wings flanking the back.

