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INTRODUCTION

To assist you in executing your **Microtel** project we are providing you with the **Microtel** prototype drawings and specifications, these **Microtel** Design & Construction Standards, and the developmental guide entitled “How to Build a **Microtel**”.

Please follow these guidelines:

- Provide the above information to your architect.
- Inform your architect that deviations from the above design manuals and prototype drawings shall be approved by **Microtel** Design & Construction Department prior to starting design documents.
- It is your architect’s responsibility to site and code adapt the prototypes and standards, making appropriate changes as necessary for code compliance.
- Forward preliminary architectural drawings to **Microtel** Design & Construction for review and approval prior to starting engineering drawing designs.
- Following approved preliminary documents complete execution of Construction Documents and forward a copy for final review and approval to **Microtel** Design & Construction Department before bidding and construction.

Microtel Design & Construction Standards apply to all **Microtel** Brands. Throughout these standards, **Microtel** Inn & Suites Franchising, Inc. will be referred to as “**Microtel**”.

The purpose of these Design & Construction Standards is to set specific requirements for the design and construction of a **Microtel** hotel. Every **Microtel** Franchisee has a responsibility, as a part of their **Microtel** License Agreement, to understand these criteria and to meet or exceed these standards for design, construction and furniture, fixtures & equipment.

Microtel reserves the right to modify or alter these standards from time to time in order to accommodate changing conditions in the lodging industry, codes and current trends.

Microtel’s review and approval of plans and specifications does not imply or include architectural or engineering expertise or technical skill. The review and approval is for compliance with **Microtel** Signature features and Prototypical Standards only. Approval does not verify or imply that plans or specifications conform to existing national, state or local codes or regulations. **Microtel** assumes no responsibility or liability on its own part or on behalf of any subsidiary as a consequence of approval of plans and specifications shall any claims for damages, costs or expenses be sustained in connection with the construction or operation of a **Microtel** property.

It shall remain the responsibility of yourself and your design and construction professionals (architects, engineers and general contractors) to ensure that all plans and specifications comply with local site conditions and all applicable codes and regulations, including the Americans with Disabilities Act (ADA). For additional information and requirements, the Licensee shall refer to the appropriate sections of the **Microtel** Standards, and the **Microtel** prototype drawings.

The following service marks are owned by U.S. Franchise Systems, Inc.: **Microtel®**, **Microtel & Design ®**, **Microtel Inn ®**, **Microtel Suites®**, **Microtel Inn & Suites®**, **USFS®**, **US Franchise Systems®**, **MicroInn ®**, **Microtel Inn & Design®**, **Microtel Suites & Design®**, & **Microtel Inn & Suites & Design®**.

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SECTION 1000 - DESIGN & CONSTRUCTION STANDARDS

1001 PURPOSE

- A. **Microtel** Design & Construction standards apply to additions and modifications to apply to all **Microtel** properties.
- B. **Microtel** Inn & Suites properties are to be 100% new construction
- C. The Licensee shall obtain the services of a licensed architect and engineer, registered in the state in which the construction is to take place and who shall be familiar with the general practices of the **Microtel** segment of hotel design and construction.
- D. The Licensee is responsible to provide the prototypical plans, specifications, and a copy of these standards to all associated professionals (architects, engineers, designers, consultants and contractors) before they provide any fee or cost quotation or begin any design or services for the Licensee. Prototypical plans and specifications, and the Design & Construction Standards are provided to assist the professional in the design of the **Microtel** project. **Microtel** owns these documents and gives them without cost to franchisees, architects, engineers, and contractors to aid in the preparation of Construction Documents. This includes information provided in electronic format.
- E. These prototypical documents shall not be used without appropriate supplements and modification to bring them into compliance with local site conditions as well as national, state and local codes, regulations and standards including the ADA.
- F. The architect of record shall assure all of the compliances and take total ownership of the produced Construction Documents. The Construction Documents shall be site specific, code and criteria complying, shall be clearly illustrated and coordinated and shall result in the construction of a **Microtel** hotel bearing all of the signature and prototypical features.
- G. Any exception to and variations from the prototypical standards shall be requested in writing and shall have written approval from **Microtel** prior to the design of any **Microtel** project.
- H. Failure to comply with these required standards may prevent the **Microtel** property from entering the **Microtel** System and constitutes default of the License Agreement.
- I. Extra copies of these Standards are available by contacting the **Microtel** Design & Construction Department, 13 Corporate Square, Suite 250, Atlanta, GA 30329 (404-235-7485).
- J. These standards along with the Approved Construction Documents shall be used in the preparation of Deficiency and Quality Lists during and after construction.

They will also be used in connection with change of ownership or renewal of License/Franchise Agreements.

1001.01 Scope

- A. In accordance with **Microtel** License/Franchise agreement, the **Microtel** Standards Manual including the Design & Construction Standards and the prototypical plans and specifications are the only acceptable criteria which all design and construction, refurbishing, renovation, furniture, fixtures and equipment shall conform.
- B. Variations from the standards may be accepted from time to time as required by the locale of the project, and/or to meet special circumstances. Where total compliance is not possible, **Microtel** may in its sole discretion, waive strict compliance with certain requirements of the standards. **Any variance from the standards shall be approved in writing by the Microtel Vice President of Design & Construction. Failure to comply with the standards may prevent approval of a project at final inspection, and in the case of an existing license, will constitute a breach of the applicable license agreement and may result in termination of such license.**
- C. Compliance with the standards does not in itself ensure that approval of the proposed plans and specifications will be granted at any stage of the plan review process by **Microtel**.
- D. Approval of any plans or specifications by **Microtel** does not waive responsibility of the Licensee to ensure compliance with these standards. Approval of any plans or specifications by **Microtel** does not verify, supplant, or create any warranty application of any local, state, federal, or jurisdictional codes. The Licensee is solely responsible for such determination.

1001.02 Jurisdictional Code

- A. It is the responsibility of the Licensee to determine that the Construction Documents and the resulting construction is in compliance with the applicable editions of all development codes and regulations promulgated by any governmental authority having jurisdiction over the site on which the project is to be developed. It is also the responsibility of the Licensee to determine that their change of ownership, remodeling, refurbishing, or renovation comply with the applicable editions of all codes and regulations promulgated by any governmental authority having jurisdiction over the property. These codes include, but are not limited to the following:
 - 1. Building, Health, Life Safety and Fire Codes
 - 2. Planning and Zoning Ordinances
 - 3. Labor, Finance and other applicable Laws and Regulations
 - 4. Environmental, Energy, Historical Agency Regulations where applicable
 - 5. Occupational Safety and Health Act, April 28, 1971 and as amended
 - 6. The Americans with Disabilities Act (ADA)

7. All city, county, state, federal regulation, international or jurisdictional authority
- B. Where the standards and Jurisdictional Codes address the same subject, the most stringent requirements shall be observed, provided that compliance with the standards does not violate the Jurisdictional Codes.
 - C. The Licensee shall contact a risk management consultant, its casualty insurance carrier, and the State Insurance Rating Bureau prior to completing plans and specifications to consider all construction features which may reduce property insurance premiums.

1002 FRANCHISEE DEVELOPMENTAL FORMAT

1002.01 Predecessors to Deal Execution

- A. **Site study request** - The franchisee requests a site study to see if the proposed building can be located on the plot of land.
- B. **Microtel** will perform a **site study** on preliminary building size and plot plan and forward it to the franchisee for review.
- C. **Perform title research** (Find out who owns the property)
- D. **Perform profit lost & profit gain market analysis.** (This is performed by the franchisee's accountant. This information will be used to determine if the location is feasible for business.)
- E. **Apply for preliminary loan application.**
- F. **Perform optional contract on land.** (This contract allows the franchisee to investigate the proposed property for abnormal subsurface soil conditions, which could cause future foundation problems. This contract also allows the franchisee to perform environmental surveys.) Once all investigations have taken place, the franchisee has the option to purchase the property or void the purchasing agreement relative to the investigations. This contract will provide an opportunity to evaluate all aspects of development before committing to the purchase.)
 1. **Perform soil borings and environmental surveys** (This is performed right after the above optional contract is signed allowing the franchisee to investigate the proposed property.)
 2. **Order sign survey** (This survey shall be performed during the optional contract agreement period to determine where the sign shall be located on the property.)
- G. **Application for franchisee & fee**
- H. **Application is approved** by **Microtel** and the above fees have been received.

1002.02 After Deal Execution

A. Deal is Executed

- B. **Microtel will provide the franchisee with the following developmental guides.**
 (The franchisee, along with his architect shall read and understand these documents to meet the requirements of **Microtel**)
1. How to Build a **Microtel**
 2. **Microtel** Standards Manual
 3. **Microtel** Design & Construction Standards
 4. **Microtel** Prototype drawings and Specifications (From these working drawings the franchisee can work with his architect on designing the final construction drawings.) These drawings let the architect know in general what he has to design as **Microtel** standards.
 5. **Microtel** National Accounts manual
- C. **Select architect** (Franchisee will select the architect who shall be licensed in the state the **Microtel** is to be constructed. The architect shall design the **Microtel** in accordance to all building code requirements relative to all federal, state, county, and city jurisdictions, as well as the **Microtel** standards.) A list of experienced architects is available from the **Microtel** Design and Construction department.
1. **Architect performs code research** (This is performed by the architect and the civil engineer in preparation for the preliminary and final construction drawings. All local, state, and federal codes shall to be researched and incorporated by the architect in the preliminary and final construction drawings. This research also includes the American Disabilities Act Standards).
 2. **Architect/franchisee selects site civil engineer to produce survey - topo** (The civil engineer shall be licensed in the state where the **Microtel** is to be built. This survey is performed by the site civil engineer who will prepare the plot of property with all boundaries, existing conditions, utilities, easements, site code requirements and where the building will be located on the site. The civil engineer shall design the site survey drawings relative to the project requirements indicating all set backs of the building, easement, and utilities in accordance to all building code requirements relative to all federal, state, county, and city jurisdictions.)
- D. **Plan schematic architectural drawings** - These shall be based on the previously approved site including elevations and shall be submitted for review.
- E. **Design preliminary plans - including architectural, structural, civil, specifications, and “site & code requirements”** (The franchisee along with his architect shall design the preliminary construction drawings with compliance to all **Microtel** standards including prototype drawings.)
- F. **Submit preliminary construction drawings - Architectural, Structural, Civil, Mechanical, Electrical, Plumbing, and specifications** to **Microtel** Design & Construction Department, for review before proceeding with final construction

- documents. These drawings and associated information shall comply with all **Microtel** standards.
- G. **Preliminary plans reviewed by Microtel.** Microtel will forward to the franchisee and the architect a letter indicating the required changes to be made on the proposed design in order to meet **Microtel** standards.
 - H. **Final plans reviewed by Microtel.** Within 30 days of preliminary plan review and comments, the architect is to submit final plans to the **Microtel** Design and Construction department for review and final approval to proceed with construction. Final plans are reviewed to insure that **Microtel** Standards are met, and the **Microtel** plan review does not address State, Local, or Federal codes, nor does the **Microtel** plan review address or change ADA requirements. All code and ADA requirements are the responsibility of the Architect, Engineers, and Contractor.
 - I. **Assemble bid packages - architectural - civil - color boards - code - survey -** (The franchisee shall work with his architect to seek and find approved licensed general contractors to bid and construct the project. The franchisee and his architect shall carefully evaluate general contractor candidates, as to their ability to complete the project in a timely and cost effective manner. The bid packages shall list the approved general contractors and sub contractors from the above evaluation to bid the project. (Note: By performing the above evaluations it will help in eliminating future construction related problems.)
 - J. **Select a number of general contractors to bid the proposed project.**
 - K. **Send out bid packages** - Instructions to Bidders are defined in the **Microtel** prototype specification.
 - L. **Receive final bids from all approved general contractors.** (**Microtel** will provide assistance in evaluating all bids. Finalize construction bids with architect and choose approved general contractor for construction.)
 - M. **Perform preliminary bids and preliminary budgets** (The franchisee shall work with the general contractor to review final bids and preliminary budgets to project the total final cost.)
 - N. **Close on loan development with loan company.**
 - O. **Close on real estate agreements.** (Purchase property for construction)
 - P. **Select general contractor** (Franchisee will select the general contractor which shall be licensed in the state the **Microtel** is to be constructed. The general contractor shall construct the **Microtel** in accordance with the architects' design and building code requirements relative to all federal, state, county, and city jurisdictions.)
 - Q. **Apply for permits - building - site - signs - DOT** -(The franchisee along with his architect and general contractor shall apply for all applicable permits to advance forward in the construction process.)

- R. **Receive permits** (The permits are administered to the franchisee/general contractor and shall be posted at the construction site for review from building officials, at any time.) Original copies shall be kept with the franchisee. **Microtel Design & Construction Department requests a copy of this permit for the project file.**
- **Finalize construction schedule - (CPM) Control Project Management** (The franchisee shall require a time schedule from the general contractor, which establishes the number of days the project will take to complete.) This request shall be listed in the instruction to bidders document as noted above and defined in the developmental guide. **Microtel Design & Construction Department** requires a copy of this schedule for review and records.)
- S. **Sign contract with general contractor** (This is a standard contract form for the construction industry, which defines the agreement with the owner and the general contractor.)
- T. **Order items from National Accounts** (**Microtel** will provide to the franchisee a list of the national account vendors so that the franchisee along with his general contractor can order the indicated components stated in the standards, and operational manuals.)
- U. **Make color board selections** (**Microtel** will provide color boards for selecting colors relative to the **Microtel** standards for interior design items.)
- V. **Order/lead times/delivery dates - order signs - locks - FF&E - electrical panels - telephones system - format desk management systems - office supplies - linens - drapes - spreads - mattresses - lodge net - credit card processing - vending - supplies -etc.** (The franchisee shall purchase the above items and set delivery schedules based on the construction schedule. As a suggestion, the delivery schedule shall be monitored by the franchisee and the Franchise Resources Department from time to time to let vendors know where the project is in the construction process. Delivery dates can change based on the construction schedule relative to weather, etc.
- W. **Mobilize construction process** (general contractor/builder will mobilize to the construction site and apply for temporary utilities. The general contractor shall apply for the following, along with the franchisee's approval.)
1. Install temporary power
 2. Install temporary water
 3. Install phone
 4. Install job trailer

1002.03 Construction Phase

- A. **Commence construction** (general contractor/builder will begin construction. The franchisee will apply for permanent utilities. The utilities will be transferred from the general contractor's name to the franchisee's name after the construction process is complete and before the building is cleared for occupancy.
1. Apply for permanent power & order transformers
 2. Apply for permanent phone services and Inn telephone number

3. Apply for permanent gas service
 4. Apply for permanent water service
- B. **Monitor construction schedule** (The franchisee will monitor from, time to time, the construction schedules with the general contractor.)
 - C. **Monitor deliveries** (The franchisee will monitor from time to time the delivery schedules.)
 - D. **Adjust deliveries accordingly** (After monitoring the delivery schedules, adjustments to the schedules shall take place in order to coordinate the deliveries with the general contractor. The vendor shall know where he stands with the general contractor at all times as premature deliveries can result in damage, or late deliveries will cause project delays.)
 - E. **Coordinate install - franchisee buy out items**-(Same as adjusting deliveries accordingly)
 - F. **Landscaping** (Construction is almost complete and landscaping can begin at this time.)
 - G. **Final power connections**
 - H. **Final gas connections**
 - I. **Final phone connections**
 - J. **Computer - Hotel Property Management system installations**
 - K. **Building clean-up and set up**
 - L. **Testing of electrical - plumbing - sign - lighting - phone - front desk - doors & locks -heating -air condition - laundry equipment - elevators - fire systems - smoke detectors vending - windows – Cable/Satellite TV - shower controls - water heaters - fire hydrant fire extinguishers** -(This action will be taken by the general contractor before he is cleared for certificate of occupancy and the building is handed over to the franchisee for inspections.)
 - M. **Final inspections – codes**
 - N. **Certificate of occupancy is issued.**
 - O. **Preliminary opening inspections and training by Microtel.**

1002.04 Open for Business

General contractor shall retain and deliver to franchisee all booklets, pamphlets, etc. that is packed with all furniture, fixtures and equipment received. (This information shall be placed in a notebook by the general contractor and 3 copies given to the owner upon completion of the project. One copy is to be maintained by the maintenance department, one copy is to be kept by the owner, and one copy is to be locked up in order to protect from loss. The notebooks shall be entitled Operational and

Maintenance Manual. A request for this information shall be placed in the instructions to bidders and the contract document.)

SECTION 1100 - DOCUMENTS REQUIRED

A complete full set of Construction Documents (plans and specifications) shall be prepared for each project, using the **Microtel** prototype drawings and specifications and all manuals as a guide. Variations from this prototype shall have written approval from the Design & Construction Department prior to producing any site-specific drawings. The number of various guestroom types or other special space types are not considered variations and are determined by a detailed marketing study or other appropriate means.

1101 SCHEMATIC DESIGN SUBMITTAL

During the initial course of planning the architect in conjunction with the civil site plans, shall prepare an initial Schematic Design using the prototypical documentation as appropriate to define the specifics of the property. This submittal shall include a site layout, floor plans, exterior elevations and each room type detailed. Dimensions shall be included. The Schematic Design shall be submitted for review and written approval obtained prior to the continued development of the next submittal.

1102 PRELIMINARY DESIGN SUBMITTAL

After approval of the Schematic Design the architect shall continue development of the Preliminary Design Submittal. One (1) complete set of preliminary plans, working drawings and outline specification as described below shall be submitted to **Microtel** for review and approval within 60 days after execution of the License Agreement. The original set of documents will be returned to the architect with comments. The Preliminary Design Submittal shall include:

- A. Site survey and boundary and topographic data (at 2 foot intervals) utility information, existing conditions, acreage, easements, buildings, set back lines, adjoining streets, zoning, flood zones, significant vegetation, legal description.
- B. Site plans outlining buildings streets, access driveways to property, easements, parking areas, signage locations, parking lot lighting and landscaping (applicable code restrictions shall be noted). The site and civil engineering drawings shall also contain:
 - 1. Minimum scale: 1"= 40'
 - 2. Significant dimensions and set backs
 - 3. Existing contours
 - 4. Finish contours
 - 5. Spot grade elevations at all floors, walks, drives, terraces, and other significant features
 - 6. Walks, drives, parking facilities (number of parking spaces in each parking area, and arrows indicating vehicle direction and flow.

7. Parking as required by local zoning codes and actual parking to be provided, including accessible spaces.
8. Summary of number of parking spaces required by code and number of spaces provided, including accessible parking and accessible ramps.
9. Building showing location and finished floor elevations of existing and future construction
10. Adjoining streets, rights of way and drive access locations and easements
11. Site area (acreage) within property lines
12. Location, size and type of signage
13. Exterior lighting
14. Trash enclosures
15. Utilities above and below ground
16. Storm drainage
17. Retaining walls
18. Fire hydrants
19. Fire lanes
20. Curbing and gutters
21. Fencing (if required)
22. Flag poles
23. Retention Pond (if required)
24. Preliminary soils report by GEO Technical engineer.
25. Vicinity map - 1 " = 2,000'.

- C. Site photographs, aerial if available-Within 5 days after receipt of the preliminary plans, the Licensee will be notified of corrections to be made to the plans. Compliance with the corrections and notification is required prior to submittal of the final plans.

1. **Microtel** strongly suggest that the Licensee obtain detailed, comprehensive studies of surface and subsurface environmental conditions at the hotel site prior to purchase. This study is for the purpose of identifying any hazardous or potentially hazardous materials or conditions, the presence of any toxic chemicals in soil or water and the existence or maintenance of any materials in the storage or disposal of which are regulated by Federal and State laws or regulations.

- D. The architectural floor plans shall indicate the following:
1. Scale of 1/4" = 1'-0" for detail room layouts, 1/8" = 1'0" for floor and roof plans
 2. Furniture, fixtures, and equipment location
 3. Door swings, types, identification and locations
 4. Floor materials
 5. All significant dimensions
 6. Identification of each space
 7. Summary of unit count by room type: singles, doubles, suites , accessible, etc.
 8. Other information to illustrate intent of plan
 9. Name and edition of applicable codes
 10. Summary of building area by floor
 11. Windows, identification and location

- E. Exterior elevations
- F. Cross sections through the building, which indicate ceiling heights of all areas.
- G. Description of Structural System
- H. Outline specifications

1102.01 New Project Construction

Complete documentation as described above and as indicated in the **Microtel** prototypical plans and specifications.

1102.02 Open Property Additions/Alterations

Preliminary plans for additions and/or alterations shall include:

- A. Site plan outlining buildings and proposed additions, parking areas (existing and new), and landscaping (applicable code restrictions shall be noted).
- B. Floor plans of new areas showing relationships to existing buildings, including typical guestroom layout.
- C. Exterior elevations and cross sections through proposed additions
- D. Outline specifications
- E. Drawings or artist rendering illustrating the finished appearance upon completion are to be submitted prior to final acceptance of plan.
- F. All additions and/or alterations shall follow the current **Microtel** prototypical plans and standards

1103 WORKING/FINAL CONSTRUCTION DOCUMENTS

1103.01 New Project Construction

No later than 45 days prior to start of construction, the Licensee shall submit to **Microtel** one complete set of final plans and specifications. The final plans shall reflect proposed solutions to all preliminary review comments and list any variations from the standards. Working drawings shall be properly sealed by the architect and engineers of record and shall include:

- A. Completed architectural, civil, mechanical, electrical, plumbing, structural drawings and other drawings and details that may be required.
- B. All documentation and drawings required by the Preliminary submittal.
- C. Cover or title sheet which indicates the following:
 1. Square footage and/or total acreage of property to be developed
 2. Total number of guestrooms
 3. Life safety plans and systems
 4. Total occupancy capacity of all public areas

5. Type of construction in reference to the jurisdictional building codes, including dates and titles of codes used
 6. Parking as required by local zoning codes and actual parking to be provided, including accessible units
- D. Complete and separate interior designed presentation, which includes drawings and specifications that indicate compliance with the authorized **Microtel** color boards, sketches as required, and detailed layouts of rooms and public areas.
 - E. Complete set of schedules which indicates finishes, doors, hardware and windows.
 - F. Equipment layouts and specifications for laundry and service areas.
 - G. Exterior lighting and landscaping plans shall comply with the **Microtel** landscape standards (See section 1206 & 1208).
 - H. Drawings, which illustrate the finished appearance after construction is completed, are to be submitted prior to final acceptance of plan.

1103.02 Open Property Addition/Alterations

- A. Completed architectural, mechanical, electrical, plumbing and structural drawings.
- B. Cover or title sheet which indicates the following for both existing and new construction:
 1. Total number of guestrooms
 2. Total number and occupancy capacity of all public areas
 3. Type of construction in reference to the jurisdictional building codes including dates and titles of codes used
 4. Parking as required by local zoning code and actual parking to be provided, including accessible units
- C. Complete and separate interior design presentation which provides drawings and specifications that indicate compliance with the authorized **Microtel** color boards, sketches as required and detailed layouts of rooms and public areas.
- D. Complete set of schedules which indicates room finishes doors, and hardware.
- E. Equipment layouts and specifications for laundry and service area.
- F. Exterior lighting and landscaping plans.
- G. Plot plans which show the relationship to existing buildings, roads and parking areas.
- H. Complete construction specifications.
- I. Drawings, which illustrate the finished appearance after construction is completed, are to be submitted prior to final acceptance of plan.

1104 REQUIRED REFURBISHING

The **Microtel** standard requires the hotel condition and appearance to remain as when originally opened. Appropriate replacement reserves shall be set aside with particular attention to soft good replacement. Carpets, drapes, spreads, mattresses, etc. shall be continually evaluated. These items shall be replaced as needed on a room by room basis, not when all carpet requires it. Corridor and public space shall be replaced in total.

Furniture shall be replaced when damaged beyond like new repair. PTAC units as well as all other mechanical, plumbing and electrical items shall be kept clean and in perfect operating condition.

1105 CONSTRUCTION PROGRESS REPORTS

A progress report of all the work shall be submitted to the **Microtel** Design and Construction department each month during the construction/renovation phase of the project. Progress report forms are available via e-mail from your Franchise Resource Manager or the Design & Construction department. The report shall include:

1. General description of the status of the work.
2. Percentage of completion of each major trade.
3. Photographs illustrating the status of the project.

1106 CONSTRUCTION COST

A copy of the general contractor's final, detailed construction costs shall be forwarded to the Design & Construction Department as well as data associated with the final total turnkey cost of the project.

The cost of all items not included in the general contractor's construction cost shall be submitted and a grand total project cost shall be indicated.

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SECTION 1200 - SITE WORK

1201 BUILDING LOCATION

- A. The building along with adequate signs shall be placed to offer the maximum visibility from main roads, streets and entrance driveways. The Design & Construction Department shall approve the site, building, and exterior signs positioning on site.
- B. The guestrooms and public rooms shall take advantage of the best possible exterior views.
- C. The building shall be located so that the entry to the lobby has a convenient and safe approach for vehicle traffic, with consideration for pedestrian safety.
- D. The drive in front of the lobby shall be of sufficient width to provide a minimum of two (2) traffic lanes unless site and/or ordinances prohibit.
- E. Separate entrances are desirable for guests and for delivery of goods. The dumpster shall be screened from view by fencing or adequate landscaping. Parking spaces and driveways shall NOT be blocked by service vehicles.
- F. All of the above requirements shall be clearly illustrated on the plot plan and in the plan details.
- G. If a satellite dish is used, place in an out of the way or screened location. Its location and screening shall be shown on the plans.
- H. If retention ponds are required details shall be shown on the site plan. Provide 8-foot fence around perimeter of pond and adequate gate for access.

1202 SITE PREPARATION

- A. Cuts, fills, leveling and grading shall be designed in preparation for buildings, driveways, and parking areas. Fill under pavings and under building floor slabs shall be approved by the soil engineer as suitable for use, and compacted as required by codes and soil engineer's recommendations. Compaction test shall be provided.
- B. Finished grading and slopes shall be established in accordance with the site and landscaping plans, and shall be acceptable to and approved by local agencies governing drainage and erosion control.

1203 DUMPSTER ENCLOSURES

- A. A dumpster enclosure is required around any dumpster.
- B. Galvanized covered chain link fencing is recommended.
- C. A concrete pad base shall serve as a foundation for the dumpster and surrounding dumpster area.

1204 PAVING

- A. The base shall be of an approved local material, compacted to minimum thickness required by local authorities for highway construction. The civil engineer shall prepare an asphalt paving specification based on the site conditions, available materials, and geotechnical engineer's recommendations. The prepared specification shall include but not be limited to:
 - 1. The aggregates for asphaltic paving including the mixture of sand, mineral aggregates and liquid asphalt in proportions by percentage of weight and percentage of penetration of the asphaltic liquid in compliance with the provision of the Asphalt Institute Specification: -SS-2
 - 2. The sub-base, base, and surface coat thickness and tolerance
 - 3. Preparation of the soil base and sub grades including compaction
 - 4. The prime coat specifications
 - 5. The tack coat specifications
 - 6. The type vegetation killer to be applied to the soil surface before application of sub-base and base materials
 - 7. The temperature of the material when leaving the plant
 - 8. The temperature at the time of placement
 - 9. The smoothness tolerance
 - 10. The moisture content
 - 11. How to be applied as to spreading and rolling
- B. Concrete curb and gutter or straight face curb shall be provided to protect all landscaping and shall be provided for both interior and exterior perimeters, walks, or parts of the building adjacent to the paved areas. Sidewalks with turned down edges at interior perimeter are acceptable.
- C. Concrete or other type wheelstops are not acceptable.
- D. Heavy duty pavement sections are required at all driving lanes.
- E. Garbage dumpster pad and service truck apron shall be a minimum of 8" thickness 3500# concrete.
- F. All paving shall be laid out to drain adequately, with minimum grade slopes not less than 2% in any direction or as required by local jurisdiction.

- G. Underground drainage system including catch basins, drainage basins, headwalls and rip-rap shall be provided and terminate into local system or other approved area.
- H. Downspout drains shall connect to the underground drainage system and shall be routed under the sidewalk and walkways and terminate out of pedestrian traffic paths.
- G. Water retention facilities may be required per local authorities

1205 PARKING

- A. Parking shall meet all applicable state and local code and meet the following minimum requirements:
 - 1. Highway/interstate and suburban locations: one space per guestroom
 - 2. Airport locations: one space per two guestrooms
 - 3. Downtown locations: one space per one and one half guestrooms
 - 4. Additional spaces shall be provided for employee parking.
 - 5. Space shall be provided for shuttle vans where appropriate, i.e., airport locations.
 - 6. Provide the appropriate number of accessible parking spaces, including van accessible spaces as required by the ADA standards.
 - 7. Guest parking shall be located as close to the guestrooms as possible.
- B. Outdoor parking area lighting shall be controlled by a photoelectric device and distributed evenly over all parking areas. Lighting illumination shall be a minimum of 2 foot candles measured at the surface at all locations of the parking. Recommended lighting schedules are included in the **Microtel** prototypical documents.
- C. All parking shall meet the following criteria:
 - 1. A self-park format is required.
 - 2. Parking spaces shall be minimum of 9' wide.
 - 3. The parking space shall measure at least 18' in length plus allowance for a 2' bumper overhang.
 - 4. Parking spaces for compact cars where allowed by code, shall be a minimum of 8'X 15' with space for a 2' bumper overhang and be a maximum of 15% of the total spaces
 - 5. The driveways shall measure a minimum width of 24' for 90-degree angle parking. Driveways serving 60-degree angle parking may be 20 feet in width.
 - 6. Traffic patterns shall be two-way, and dead-end aisles shall be avoided.
- D. All indoor or beneath building parking structures shall be designed for the safety of the guest and the structure shall aesthetically complement the **Microtel**

structure. General lighting shall be a minimum of 5 foot candles and installation shall be specified by the National Electric Code (N.E.C.).

- E. Shall site conditions require one way direction traffic flow, directional signs shall be provided to clearly delineate direction of traffic with special emphasis toward vehicle and pedestrian safety entering and leaving the property.
- F. In locations with average overnight or daily winter design temperatures less than 10 degrees Fahrenheit, electrical outlets for engine block heaters are recommended.

1206 ACCESSIBLE PARKING

- A. One universal parking space (13 feet wide by 18 feet deep with three foot bumper overhang and identified disabled traveler accessible signs) for use by disabled travelers shall be provided for each accessible guestroom, or as local code requires. Also required is one van accessible space (16 foot wide by 18 foot deep, which includes area 8-foot wide loading and unloading designation).
- B. Parking spaces for the disabled traveler shall be clearly marked and located adjacent to the building entrance that is nearest to the accessible guestrooms. Ramps shall be provided from the parking level to the sidewalk level and also from the sidewalk level to the ground floor level. Slopes of ramps shall have a 1-inch rise per 12 foot run inclination.
- C. Accessible parking for the lobby shall be located adjacent to the building and near the lobby entrance. Disabled travelers shall never have to cross-driveways or walk behind parked cars to reach an entrance.
- D. There shall be a ramp for no less than every two accessible parking spaces. Ramps shall be at least 4' wide with a maximum slope of 1:12 and be constructed with a nonslip surface. Each accessible parking space shall be clearly marked with the International Symbol of Accessibility on the pavement and a vertical sign indicating that it is a parking space reserved for the disabled traveler.

1207 LIGHTING

- A. The architectural theme and design of the **Microtel** building is such that its image and identity is and shall remain our signature. Adequate exterior lighting for safety, security, guest convenience and aesthetic purposes shall be provided in addition to general parking area lighting. Parking area and walkway lighting shall be installed to provide a minimum of 2 foot candles of illumination measured at the surface at any location in the parking area or as required by local codes; whichever is greater.

- B. Exterior light posts in parking areas or roadways shall be installed on circular concrete bases 30" high. Exterior lighting shall be controlled by adjustable photoelectric devices sensitive to available natural illumination. The following systems shall be centrally controlled and wired to operate as one total system.
- C. Multiple circuits shall be provided and the system shall be capable of selective switching.
- D. Refer to the **Microtel** prototypical drawings for the detailed lighting layouts and schedules.
 - 1. Parking lot lighting
 - 2. Walkway lighting
 - 3. Building illumination flood lighting – shall be installed at ground level between the building bumpouts, in landscape beds. The lighting fixtures shall be mounted on concrete pads.
 - 4. Ground mounted signage
 - 5. High rise signs
 - 6. Building mounted signs
 - 7. Landscape lighting
- E. All parking lot lighting:
 - Warranty for lighting fixture and pole to be 5 years and 7 years on paint finishes.

1208 WALKWAYS

- A. Construction shall be broom finished concrete and shall meet minimum local codes. All walkways with steps and/or ramps shall have handrails - full length of not less than 34"- 38" high and shall be adequate in strength, durability, shape and attachment to meet all jurisdictional codes. All ramps and steps shall have handrails in compliance with American National Standards Institute A 117.1 and ADA.
- B. Concrete sidewalks, at least 5'-0" wide, shall border the perimeter of the **Microtel** where adjacent parking is provided. These walkways shall NOT be obstructed by any landscaping, lighting, poles, fixtures or overhanging portions of parked automobiles. Bumper blocks are not permitted between parking spaces and the building and or sidewalks.
- C. Ramps shall be provided for the disabled traveler to enter the public entrance to the **Microtel** and its accessory buildings. The gradient for ramps shall not slope more than 1 foot vertically for every 12 feet in length. No ramp shall be more than 75' long, including the landing, with no change of direction and shall meet ADA requirements. Level landings shall be provided at the top and bottom of ramps and wherever ramps change direction, as well as every 30' of continuous ramp length.
- D. Drainage from buildings shall NOT cross walkways. Downspouts shall be connected to an underground drainage system. Walkway slopes shall not exceed 2% cross slope or 6% longitudinal slope.

- E. Concrete walkways shall be constructed of concrete with broom finish surface perpendicular to the direction of travel for improved traction.
- F. Concrete walks shall be a minimum of 4" thick, with control joints spaced at the same frequency as the width of the walkway, and expansion joints spaced at 20' on center. Access panels or manholes shall not be located in walkways.

1209 LANDSCAPING

- A. Site landscaping shall be professionally designed according to **Microtel** landscape design standards to complement the building by use of plants, flowers, shrubs and trees whose shape, structure and size work well with the natural site and building, taking into account grade changes, snow removal and site drainage considerations. Landscape materials shall be indigenous to the area. Seasonal flowers are desired. Knolls, depressions, and mounds are recommended to create a feeling of spaciousness and variety of surfaces
- B. All exposed mechanical and electrical equipment shall be shielded from view by landscaping or other appropriate treatment.
- C. A minimum of 10% of the total site area, or an amount determined by local zoning ordinances shall be landscaped.
- D. Provisions shall be made for aesthetic improvements, which accent the landscaping.
- E. Provide an automatic irrigation system for all landscaped areas.

1210 EXTERIOR SIGNAGE

- A. All interior and exterior signage shall be of consistent design, professionally produced and aesthetically complementary to the building and grounds and conform to the **Microtel** Servicemark/ Sign Standards.
- B. Exterior signage shall be brand new construction. Refaced sign cans are not acceptable.
- C. Only the **Microtel** authorized vendors may be used for design, fabrication and installation of these products. National account vendors are preferred, however vendors outside the program may provide packages by applying for a limited license to provide sign packages on a property by property basis. The Sign Company of record shall confirm all code requirements, purchase permits and be 100% responsible for the design, fabrication and installation of the sign package.

- D. Design, fabrication and installation of the exterior sign package shall strictly follow the requirements listed in the **Microtel** Servicemark/Sign Standards. Compliance with deviations and variances required by local ordinances and codes is the sign company's responsibility. **Microtel** shall be notified of any such requirements in writing and shall provide written approval of all variances.
- E. Detailed sign graphics shall be produced for each project and submitted to **Microtel** Design & Construction Department for review and approval.
- F. The **Microtel** approved Pylon Sign shall be installed at or near the front entrance of the site. In addition a wall mounted building sign shall be displayed on the most visible face of the building. Channel letter signs may be used in lieu of the building sign. Additional signature signs may be required depending on the visibility and routing to the property. Driveway directional signs are required at the entrance to the parking area.
- G. A price panel shall be installed on the signature sign unless prohibited by local codes. An electronic reader board is also acceptable.
- H. Cooperative signs may be acceptable with written approval by **Microtel**.
- I. Sign locations shall be indicated on the site layout or civil site plan and on the electrical site plan.
- J. All signs shall be internally illuminated and shall be controlled by a photoelectric control system. This may be as part of the parking and building lighting control. Signs shall be illuminated from dusk until dawn.

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SECTION 1300 - GENERAL CONSTRUCTION

1301 FOUNDATIONS

- A. The services of a geotechnical engineer familiar with the geographic area of the property shall be employed to investigate and report on the subsurface conditions of the site and proposed building area, including the parking area. The report shall recognize the general nature of the proposed development (footprint dimensions, number of stories, type of structure(s), including swimming pool and any auxiliary buildings, approximate structural component loading and approximate finish floor elevation).
- B. Based on a series of borings, of a number and depth recommended by the geotechnical engineer, a report shall be prepared by the engineer containing the findings of the investigation and recommendations for the foundation system. Among other subjects, the report shall address:
1. New facility siting
 2. Subsurface investigation
 3. Field, laboratory soil testing
 4. Foundation evaluation, recommendations
 5. Soil, concrete, asphalt, steel testing
 6. Dynamic pile testing
 7. Character of residual material
 8. Water table
 9. Presence of difficult material (muck, rock, etc.)
 10. Frost penetration depth
 11. Settlement conditions to be expected
 12. Presence of expansive soils
 13. Sources, requirements for structural and non-structural fill
 14. Surface and/or sub surface contamination of soil or water tables
 15. Recommendations as to Phase I or Phase 11 EPA investigation
- C. Based on the above data, the structural engineer shall design the foundation to support the superstructure in the most direct, efficient manner. Where deep foundation systems (piles, piers, caissons, etc.) are recommended, consideration shall be given to alternate structural systems that might allow use of conventional foundation systems. Consideration shall be given to mechanical, electrical and plumbing systems below the first floor slab, construction sequencing logic, and annual weather effects on construction.
- D. The above information shall also be used in determining the parking and driveway systems and materials.

1302 BASIC STRUCTURE

The structural design shall be prepared by a licensed registered structural engineer specializing in wooden structures.

- A. The **Microtel** prototypical drawings indicate a wooden framed building using engineered wood floor joist and roof truss systems. Wall systems may be stick built in place or prefabricated panels. Wooden structures are recommended. Alternate light weight steel or concrete structures will be approved if required by the local codes and conditions.
- B. Wooden frame walls, floors and structural steel frame supports shall NOT be less than one-hour fire-rated, UL listed assemblies or as required by the national building code and local code, whichever is greater or meet NFPA Code or building code whichever is greater.
- C. Interior partitions shall have perimeter wall caulking on both sides at intersection of floor deck: top and bottom. Fire-rated and sound barrier partitions shall extend from the floor to the under side of the structure.
- D. All construction assemblies shall be sufficiently soundproofed to provide a Sound Transmission Classification (STC) of 52 decibels between guestrooms, guestrooms and corridors, and interior corridors and public meeting rooms and interior and exterior of building. Sound rating of wall between guestrooms and housekeeping, mechanical rooms, game rooms, exercise rooms, and similar type rooms shall be SR59. The perimeter of every wall shall be sealed by caulking both sides as per manufacturer recommendations. It is critical that all sound rated wall components, sound board, acoustical insulation, fire rated sheetrock and resilient furring channels be installed per the manufacturers recommendations and that all penetrations be caulked and all damaged areas be repaired. **Microtel** properties located at or near airport and railroad facilities shall be specifically designed and engineered to maintain an equivalent to 52 STC for the exterior walls, roof, and windows.

1303 EXTERIOR WALLS

- A. The acceptable material for exterior wall finish is vinyl siding only as per: ASTM-D-3679, standard specification for PVC siding (Rigid polyvinyl chloride). The base color is Shale 810 (light gray/blue color) with Snow 800 (white/white), American Legend Series as manufactured by Wolverine Vinyl Siding. The recommended style is Alternate manufacturers with equivalent specifications and colors may be acceptable. Provide product samples for approval
- B. All construction materials shall meet or surpass local code requirements.
- C. Exterior wall construction shall meet the standard, current energy codes for heat gain/loss with minimum "R" value per ASHRAE design criteria.

- D. The insulation and vapor barrier materials selected for the exterior components of the building shall be compatible with the other construction components local climatic conditions, and overall energy efficiency plan. Insulation value shall be established by ASHRAE design criteria for heat loss, but in no case shall values be less than the following:
1. Walls - R-19
 2. Roof - R-30
 3. Windows - R-18
 4. Doors - R-1.8
 5. Floors - R-6.7
- E. Acoustical insulation - Sound rated walls and floor ceiling assemblies shall be insulated with acoustically rated unfaced batt insulation. Insulation thickness shall be full size of wall in which it is installed.

1304 ROOFING

- A. Roofing shall be UL listed Class A Fire Rating, asphalt backed, fiberglass mat core, three tab shingles. Shingles shall be premium quality, 215 pound, with mineral surfaced granules.
- B. Shingles shall comply with ASTM 108, Class A, ASTM D3161, ASTM 3018, type 1, ASTM D 228 and ASTM 3462 Standards and be 80 MPH minimum wind rated.
- C. The product shall carry a 40 year minimum warranty
- D. Locations with wind conditions in excess of 80 MPH may consider alternate roofing materials. Alternate materials shall be approved in writing by the Vice President of **Microtel** Design & Construction.
- E. The color shall be black. Any variation in color or roof type shall be approved in writing by the Vice President of **Microtel** Design & Construction
- F. Acceptable manufacturers are:
1. Certainteed Corporation
 2. Celotex
 3. Georgia Pacific
 4. GAF Corporation
 5. Owens Corning fiberglass

1305 WINDOWS

- A. All **Microtel** properties shall comply with the local code. All windows shall be sized as per the prototype plans.
- B. Windows shall be designed to provide natural light and ventilation in compliance with local codes.
- C. All glazing of doors, windows, and storefronts shall meet the requirements of the U.S. Consumer Products Safety Commission. Safety glass is required in all windows that extend to the floor, including all public areas and in other areas required by code.
- D. Aluminum window wall system shall comply with standard of NAAMN, AAMA, and AA. The system shall be of thermo-break construction with interior glazing, and subjected to wind load tests for specific locations.
- E. All operable windows shall be equipped with a permanent locking device that will secure the window in the closed position. In addition, a code complying safety catch shall be installed to prevent the window from opening more than 6" on initial opening. This secondary locking device/safety catch shall have a release mechanism that is operable from the inside without the use of a key or special knowledge or effort. Where local codes prohibit a permanent stop, a secondary releasable stop, subject to **Microtel's** prior written approval, will be permitted. The guestroom windows shall be Horizontal Sliding, single hung fixed aluminum window units with perimeter sealant and mounting flange. Windows shall have a LoE₂ glass and shall be Series 4880-HS-R25. Thermalized Horizontal Sliding as manufactured by General Aluminum Corporation with removable insect screens. All windows shall have a vinyl snap in grille providing 6 panels per window section. Window shall be factory finished white. Vinyl windows meeting these general specifications may be acceptable.
- F. In areas exposed to high noise conditions such as near airports or railroads windows with additional acoustical treatment to provide equivalent STC values such as double acoustical pane.
- G. Optional windows for locations in areas with extreme cold temperatures (or any climate) vinyl windows shall be used, Alside series 0902 sliding windows.
- H. A night safety registration window, 24" X 36" with aluminum frame and bullet-resistant glass is required.
- I. Security windows shall be manufactured by the company below or approved equal:

Creative Industries, Inc
1024 Western Dr.
Indianapolis, IN 46241
(317) 248-1102

1306 STAIRWAYS

Stairs shall be constructed in compliance with all local, state and national standards and codes and shall meet the requirements of the ADA. All stairwells shall be finished construction carpeted and painted.

- A. No stairway shall be straight or continuous overall height and overall run. The overall height & overall run shall be broken with a landing located at mid elevation of overall height. One stair tread and one stair rise when dimensions are added together shall not be greater or less than seventeen or eighteen inches or as required by local codes.
 - 1. Stairs shall have adequate nosing on tread
 - 2. Stairs shall have adequate overall head room height
- B. Hand rails are required on both sides of stairway and landing, shall be commercial quality and shall return to wall at all terminations.
- C. A hand railing or wall shall be provided across the understair area to prevent the visually disabled from entering the area and striking their head on the stringer.
- D. Where codes permit, **Microtel** allows and recommends stair towers including stairway to be constructed of wooden materials as a cost saving item. Wooden treads and risers shall be covered with carpet to reduce the noise transmission.
- E. All doors leading to or from the stair tower shall be equipped with weather stripping DSHI #105 "Cush-N-Seal" by Door & Hardware Systems, Inc. 17 Silver Street, Rochester, NY 14611 Phone: 585-235-8543, Fax: 585-235-0431. "Cush-N-Seal" products shall be installed in strict compliance with manufacturer's recommendations.
- F. Stairway doors shall be a minimum of 36" per the Americans with Disabilities Act, all doorways shall have a minimum of 32" opening, from inside surface of door stop to edge of door, when door has been open 90 degrees from doorjamb. Stairways shall be ADA compliant and have adequate space for area of rescue assistance as required by local codes.

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1307 DOORS & FRAMES

1307.01 Frames

- A. Hollow metal frames shall be used at all interior and exterior openings. Door frames shall be 16 gauge cold roll steel and coated with 16 gauge, constructed with welded corners and standard jamb anchors, per S.D.I. 100 and receive 2 coats of Alkyd Semi-gloss enamel paint over primed frame.
1. Refer to drawings, door schedule and details for required types and sizes of frames.
 2. Fire rated steel frames shall be of the type tested and approved by Inchcape Testing Services, Warnock Hersey and shall bear the labels of the same. Three-sided frames shall receive a permanent embossed 90-minute label.
 3. All product modifications shall be performed by the manufacturer or a modification distributor approved by the manufacturer.
 4. Factory package all components in protective cartons to prevent damage during shipping.
 5. Prefinished or primed steel door frames shall be manufactured by:
 - a. Rediframe Products Division, Dunbarton Corporation of Dothan, Alabama (800) 633-7553
 - b. Approved equal complying with products standards, features, and construction specifications herein.
 6. Frames shall be prefinished or primed knockdown type designed for installation at rough wall openings including over prefinished walls.
 - a. Provide steel frames with prefinished or primed steel, aluminum, or decorative vinyl casings to conceal fasteners. Prepare steel frames to receive decorative mouldings to conceal fasteners.
 - b. Provide all accessories and fasteners necessary for field assembly and installation per the frame manufacturer's standard.
 - c. Prepare for and provide reinforcements per manufacturer's standards as required to receive finished hardware.
- B. Frame members
1. Frame members shall be a double rabbet profile with integral stops. Construct jamb member to interlock and align with header members to form a strong joint.
 2. Frames shall receive die cut mitered steel or aluminum casing held tight together and in alignment with concealed corner backing pieces. Casing shall conceal all frame fasteners. Provide concealed clips to receive snap-on casings.

1307.02 Door Accessories

- A. Hinge Reinforcements (three spring hinges required on guestroom doors)
1. 3-1/2" X 3-1/2" X 1/4" radius template-Factory installed 14 gauge HRPO with zinc dichromate finish (10 gauge equivalent number of threads/SDI-107)
 2. 4" X 4" X 1/4" radius template - Factory installed 14 gauge HRPO with zinc dichromate finish (10 gauge equivalent number of threads/SDI-107)
 3. 4-1/2" X 4-1/2" square template - Factory installed 14 gauge HRPO with zinc dichromate finish (10 gauge equivalent number of threads/SDI-107)
 4. 4" X 4" X 5/8" radius template or non-template – Factory installed 14 gauge hot dipped galvanized steel having G60 zinc coating per ASTM A525 (10 gauge equivalent number of threads/SDI-107)
- B. Strike and deadbolts covers and dust box
- 18 gauge ASTM A366 commercial quality cold rolled steel in the following finishes: 2D Brasstone Zinc Dichromate, US10 Bronze, US26D Dull Chrome, and US10B Oil-Rubbed Bronze.
- C. Door closer reinforcement: Steel or Aluminum per manufacturer's standard.
1. Standard arm mounting – aluminum extrusion 6063-T5 alloy per Manufacturer's standard
 2. Parallel arm mounting – 16 gauge galvanized steel having an A40 coating per ASTM A525
- D. Casing corner alignment clips:
- Prepainted 22 gauge ASTM A366 commercial quality cold rolled steel in black or white.
- E. Fasteners: Per manufacturer's standards and / or per labeling agency for fire rated frames.
- Fasteners to be a minimum of 1/2" (13mm) longer than the combined thickness of the drywall.
 - a. #6 self tapping buggle head drywall screws
 - b. #8D Common or Coated nail
- F. Paint: Per manufacturer's standard baked on synthetic enamel, applied over a cleaned and phosphate coated surface. Paint dry film thickness shall be approximately 1.0 mil for finished paint. Paint dry film thickness shall be approximately .5mil for prime painted frames.
1. Prime painted frames shall be field painted within (30) days with a good quality oil-based enamel.
 2. Factory finish paint shall pass 100-hour salt spray test per ASTM B117 and 200-hour humidity test per ASTM D1735 (with no blistering).

- G. The swinging-bar door guard shall be mounted on the entrance door 60" above finished floor. A door edge protector shall be applied to the edge of the door in line with the security bar.

1307.02 Door Finishes

A. Door Frames

1. Prefinish with factory applied baked enamel to match the interior of the **Microtel**.
2. Wood hollow-core doors are permitted only in the guestroom bathroom.
3. All building exterior doors shall have threshold and interlocking weather stripping and shall have DSHI #105 "Cush-N-Seal" per Door and Hardware Systems, Inc. 17 Silver Street, Rochester, NY 14611 Phone: 585-235-8543, Fax: 585-235-0431. Installed per manufacturer recommendations.
4. Guestroom and inside corridor Decorative Laminate Door shall be 3'0" X 6'8" X 1 3/4" or local code whichever is greater, shall have solid core bonded decorative laminate solid or wood grain veneer .050 thickness faces and edges. Doors shall be fully sound/smoke stripped minimum 20 minute fire rating or local code whichever is greater, and shall have DSHI #105 "Cush-N-Seal" per Door and Hardware Systems, Inc. 17 Silver Street, Rochester, NY 14611 Phone: 585-235-8543, Fax: 585-235-0431. Installed per manufacturer recommendations.
5. Guestroom entrance doors shall be self-closing with a minimum of three (3) spring hinges per ANSI K8107F with the same finish as the door lock and self-locking . Guestroom door lock shall have a 1" mortise deadbolt and a 3/4" dead locking latch with E key access, hotel function electronic lock as manufactured by Vingcard model – 2100 or TESA-HT and safety bar. It is required the lock set be full function (i.e., turning handle release deadbolt). A "one-way" tamper proof 180 degree glass viewer shall be installed in the center of the door at 60" above floor level. A threshold shall be provided at each exterior entrance door. On accessible access door, two "one-way" tamper proof 180 degree glass viewers shall be installed in the center of the door 60" above floor level and 48" above floor level for accessible viewing. A threshold shall be provided at each exterior door.
6. Interconnecting guestroom openings shall have two doors, 3'0" X 6'8" by 1-3/4" thick and solid core with one hour fire rating each leaf or as required by code. The doors shall have a self-locking, lever handle, one-way locking devices, as well as deadbolt locks that can only be operated from the originating guestroom. Connecting doors shall have one of the following: automatic drop bottoms or the carper pad shall be a double thickness and door shall be sound sealed by door and hardware systems on head and jamb. The lockset on the communication door shall be as per ANSI4000, Grade 2, SchlageTypeA25D or equal with 2 3/4" backset with UL latch bolt lever type on room side only with blank lock trim cover plate on inside with 1/2" minimum latch protection. Dead bolt locking device shall be as Schlage B-180 ANSIE 2191. All building hardware shall have matching finishes. Sound/smoke seal by Door and Hardware Systems, Inc. 17 Silver Street, Rochester, NY 14611 Phone: 585-235-8543, Fax: 585-235-0431.

7. Labeled openings required by code shall comply with NFPA No. 80 and bear the Underwriter's Laboratories label with FM approval.
8. Emergency exit signs, devices with alarms shall be provided at all unattended emergency exits, as required by local code.
9. Labeled doors at stairwell enclosures shall have "B labeled" doors, "30-minute temperature rise, 450 degree Fahrenheit maximum or better" rating. They shall be self-closing, non-locking with "panic" hardware.
10. Highest quality finish hardware shall be utilized in the public areas. Grand Master Keying shall be in accordance with the National Hardware Council recommendations for hotel facilities. Panic exit devices and fire-rated openings shall be Underwriter's Laboratories tested and bear Underwriter's Laboratories label (NFPA Std.80). An electronic door locking system is required on all doors.
11. **Per the Americans with Disabilities Act, all doorways shall have a minimum of 32" opening from inside surface of door stop to edge of door, when door has been open 90 degrees from door jamb.**

1308 INTERIOR FINISHES

- A. All interior finishes shall have a rating in accordance with the latest edition of the NFPA No. 101 Life Safety Code and building codes.
- B. All interior-applied finishes shall have the following flame spread classifications.
 1. All corridors, stairs and public spaces shall be Class "B" (26-75).
 2. All guestrooms shall be Class "C" (76-200) or meet higher local code requirements.
- C. All interior finishes shall comply with the **Microtel** approved color boards.

1309 ELEVATORS

- A. All work shall conform to the latest editions of the following manuals: American National Standard Safety Code for Elevators, Dumbwaiters, Escalators, and Moving Walks ANSI A1 7.1 with all updated supplements and all governing codes and regulations relating to fire safety, operations and emergency uses. The manufacturer shall be nationally recognized and be capable of furnishing all materials, labor and maintenance, as well as a list of satisfactory installations.
- B. Elevators are required for buildings over two stories in height and are recommended in projects of two stories.
- C. Passenger elevator requirements are as follows:
 1. Passenger elevators shall have a minimum capacity of 2500 pounds, a waiting time interval of, 40-50 seconds, and a handling capacity of 10-15% of the building population (1.5 people/room).
 2. Platform size shall be at least 7' by 5' (net floor space of 6'8" by 4'3").
 3. Doors shall be at least 3'6" wide.

4. The operating panel shall be mounted to conform to disabled traveler access codes with top button no higher than 54".
 5. An emergency phone is required in the elevator.
 6. Braille signage is required.
 7. Passenger elevators shall have a keyed fireman's return as required by local codes.
- D. Interior and exterior cab finished shall be stainless steel and high pressure laminates that complement and coordinate with the **Microtel** color boards.
- E. Minimum elevator speeds for facilities up to 4 floors are 125 feet per minute up and 150 feet per minute down. For facilities 5 floors and higher, the minimum speed is 125 feet per minute up and 175 feet per minute down.
- F. Hoistway construction shall be have a minimum 2-hour rating and CMU block is he recommended materials.
- G. Accessible facilities shall be provided including audible and visual signals. The elevator control panel will include raised numerals.
- H. Provide sign "DO NOT USE ELEVATORS IN CASE OF FIRE - USE STAIRS" – sign shall be posted in elevator lobby.
- I. Elevator control panel to include "Door Open" and "Door Close" buttons.
- J. A call button to be heat and touch sensitive with automatic return in event of fire or smoke detection.
- K. The cab shall include a ventilation system.
- L. All elevators shall comply with the latest standard designs on EPA requirements and ADA.
- M. An exhaust fan shall be located in the elevator machine room to provide ventilation.
- N. Elevator shaft shall have smoke detectors and sprinkler heads and shaft vent as required by local and elevator codes.

1310 HEATING, VENTILATION & AIR CONDITIONING

HVAC systems shall be designed for year round heating and cooling for guest comfort. Systems design shall take into consideration the local climatic conditions and sight orientation. Heating and cooling load calculations shall be preformed to assure proper equipment sizes to control both temperature and humidity inside the building. In areas of high humidity PTACs shall be selected from products that offer higher moisture removal capability. The design of the HVAC system shall be developed by a registered engineer in accordance with current ASHRAE Handbook methods. Adequate ventilation shall be provided to all areas of the building, with total air changes totaling between 1/2 and 3/4 of the building volume per hour. Refer to the **Microtel** prototypical drawings and specifications.

1310.01 Guestroom

- A. Air Conditioning Unit (PTAC) shall be used as indicated and scheduled on the mechanical drawings. Units shall be provided with On/off, heat, and cool, low an/high fan controls as a minimum. Controls shall be ADA compliant.
- B. PTAC units shall be selected from the highest efficiency available with a minimum of EER 11 for cooling cycle and COP 3.0 for heat pump heating cycle.
- C. Outdoor damper shall be provided to cycle open-closed as unit cycles. Unit shall deliver 50 CFM of outside air (adjustable) and shall be conditioned as it enters the room. Damper shall be closed when unit is off.
- D. The unit shall be positioned for ease of operation and maintenance, and shall not create inside or outside hazards as per the prototype plans. Provisions for adequate condensate drainage shall be made to prevent free water flow.
- E. A condensate drain system shall be installed either a self-contained drain kit terminating at the building exterior or a central system of risers and connections terminating in a drainage system.
- F. In appropriate climate heat pumps shall be used. The engineer shall determine the annual hours for cooling and heating and make the system type determination based on economics of operation compared with electric strip heat.
- G. In areas of high humidity PTAC units designed to remove higher quantities of moisture (such as the GE dry air 25) shall be used. Selection and sizing of units for these locations is critical as oversized units exacerbate humidity control.
- H. If accessible guestroom PTAC unit controls are not ADA compliant a remote wall mounted ADA compliant heating and cooling thermostat shall be provided. Features shall be as described for PTAC units above. Thermostat shall be mounted 48" above the finished floor and be located for appropriate access.
- I. Guestroom PTAC units shall be equipped with a manufacturer-approved long sleeve or extended sleeve to extend the unit to the building exterior. The sleeve shall contain baffles to separate the condenser exhaust and intake air. The unit shall be steel construction, primed and painted to match PTAC units casing and shall be internally lined with sound liner. The sleeve shall be securely mounted to the building frame and the space between the sleeve and frame shall be sealed air and water tight at the exterior. Refer to the **Microtel** prototypical drawings for details and schedules.
- J. All PTAC units shall be supplied with the factory provided sub base, including the receptacle and plug-in cord.
- K. PTAC's and Heat Pumps shall be: Carrier 52P series, Friedrich PE & PH series, or equal by Amana. Manufacturers that are not listed shall submit specifications for prior approval.

1310.02 Guest Bathroom

A fan forced, galvanized class A metal ducted exhaust ventilation system is required. A minimum of 50 CFM exhaust capacity is required. In areas of high humidity consideration shall be given for additional exhaust and conditioned make air quantities are recommended. The fan shall be rated at less than 4 sones, shall have UL label. Each bathroom shall have a completely separate fan and duct system. The exhaust duct shall be routed vertical into the attic and shall terminate through the roof in a low profile vent cap. Fire dampers may be required when ducts penetrate floors and or ceiling fire barriers. Fans shall be controlled by the wall mounted light switch. Fans shall be Greenheck SP series 6 sones maximum or equal.

1310.03 Public & Employee Restrooms

Exhaust system shall be custom designed using the minimum rate of 2 CFM per square foot of bathroom floor area. Rigid galvanized metal ductwork shall be installed and extended to the outside of the building, terminating with an exterior exhaust grille or discharge cap. Fire dampers, including access panels shall be installed where ductwork penetrates fire rated assemblies. Fans shall be controlled by the wall mounted light switch. Fans shall be Greenheck SP series, 6 sones maximum, or equal.

1310.04 Meeting Room & Miscellaneous Area Fans

- A. Exhaust system shall be custom designed using the minimum rate of 2 CFM per square foot of floor area. Rigid galvanized metal ductwork shall be installed and extended to the outside of the building, terminating with an exterior exhaust grille or discharge cap. Fire dampers, including access panels shall be installed where ductwork penetrates fire rated assemblies. Meeting room fans shall be controlled using the accessory speed control. Miscellaneous area fans shall be controlled from a wall-mounted switch. Fans shall be Greenheck SP series, 6 sones maximum, or equal.
- B. Custom designed bathroom exhaust and conditioned make-up systems are required in high humidity areas.
- C. Heat lamps may be installed in the bathroom and if installed shall be located outside of the door swing and controlled by a 15 minute timer

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1310.05 Corridor & Stairwells

- A. Corridor spaces shall be provided with heating, ventilation, and air conditioning.
- B. Split systems are indicated on the prototypical drawings.
- C. Where PTACs are employed, individual units at each end of the corridor may suffice.
- D. Supplementary air transfer is required when using PTACs at corridor ends to assure distribution of ventilation air.
- E. A PTAC unit shall be installed in both stairwells at the top floor.
- F. In areas where winter climates reach 40°F or lower, install a wall mounted electric heater at the first floor exit floor of all stairwells and in the front entry vestibules.

1310.06 Public Spaces

- A. Public spaces shall be conditioned using vertical residential type split system heating and cooling units or fan coil units. Units shall provide a cooling SEER of 12 and a heating COP of 3.0 as a minimum.
- B. Provide 15 CFM (or code minimum) fresh air input per person.

1310.07 Mechanical Equipment & Storage

Spaces shall be heated and ventilated, including combustion air makeup.

1310.08 Laundry, Housekeeping & Maintenance Spaces

Provide split system unit as for Public Spaces or PTAC units.

1311 PLUMBING

- A. Initial design of plumbing and fire systems shall include testing of public water supply systems serving the property to establish available flow/volume and pressure conditions and water chemical characteristics. Depending on the relationship of the available supply and demand to be created by the hotel, special pressure booster or reduction systems may be required. The domestic water supply and sanitary water system shall comply with local codes.
1. Water supply shall be designed for adequate pressure during 100% occupancy at peak use. Minimum design dynamic pressure for the measured at the most remote fixture shall be 25psi (fixture flowing full).
 2. Automatic Fire Sprinkler system design shall be based on the lowest recorded supply flow and pressure tests and the most remote system requirements. System design shall be performed by a registered engineer in the employ of a licensed fire protection company.
 3. Main water service to plumbing and fire protection systems shall enter building from below ground mains. Main plumbing water supply piping shall be concealed and distributed above the first floor corridor ceiling. Water line branches to risers shall have isolation valves accessible above the first floor corridor ceiling.
- B. Isolation valves shall be provided on supply lines for ice machines, exterior hose bibbs and all other connecting devices.
- C. Water softeners shall be employed based on prevailing local needs and hardness tests. If calcium carbonate exceeds 65 parts per million or hardness exceeds 4 grains, then water softeners are recommended.
- D. Hot and cold water circulating lines shall be fully insulated.
- E. Hot water heaters shall be self-contained storage type heaters. Boilers using separate storage tanks are not recommended. Natural gas is the desired fuel in most circumstances, however utility rate structures shall be studied to determine which available fuel is most economical at each location. Multiple heaters are recommended for reliability and each natural gas heater shall not exceed 199,000 BTUH input and 100 gallons of storage. The quantity of heaters shall be determined by the engineer of record considering the number of rooms in the property as well as the cold water temperature. One hot water heater set to provide 140 degree Fahrenheit shall be dedicated to the laundry. The remaining hot water heaters, set to provide 120 degree Fahrenheit shall be manifold together to serve the hotel guestrooms and public areas. Electric hot water heaters shall be selected in a similar manner.
- F. Efficiency of the hot water heating system is crucial to utility cost control. High efficient (95%) gas fired heaters shall be used when natural gas is available. Rheem Advantage Plus HE119-199 and AO Smith Cyclone BTH 199 heaters meet this criteria.
- G. If electric hot water heaters are selected based on a utility study and cost analysis consideration should be given to tankless systems to conserve energy

- and provide efficient operation. Centrally located multiple heaters may be used in conjunction with the appropriate piping system. Design must include the use of tankless heater systems by Siesco, multiple RA-28 series units. Use of this type system will require the design to be certified by the manufacturer.
- H. Based on utility cost structures multiple fuel systems may be desirable. An analysis should be made to make this determination.
 - I. The hot water system shall be circulated to provide instant, constant hot water at all fixtures in all rooms at temperatures of between 115 degrees and 120 degrees Fahrenheit. Hot water return branches shall be provided to each guestroom and be provided with accessible, flow balancing devices. An adjustable aquastat shall be used to cycle the recirculating pump(s) to maintain return water temperature measured at the hot water heaters of 115 degrees Fahrenheit.
 - J. Each hot water heaters storage capacity of 25% of daily demand with heaters having a capacity for 20% recovery in 1 hour.

1311.01 Plumbing Fixtures

All finished and exposed faucets, traps, connecting piping, stops, flush valves and other fixtures, fittings and trim shall be chromium plated brass and shall be supported rigidly to fixtures and wall mounting brackets. All fastening shall be chromium plated brass or may be stainless steel if of matching color and finish.

1311.02 Laundry Room

- A. A 16" concrete pad is required under commercial washing machines.
- B. 24" deep Laundry Room Trench Drain is required in the laundry room. Refer to the **Microtel** prototypical drawings for details and schedules.

1311.03 Guestroom Plumbing

- A. All piping in suites shall be fully concealed. All hot and cold water supply connections to have individual chrome plated cutoff valves and supply pipes.
- B. Bathroom (guestrooms and public): All hot and cold water supply connections to have individual chrome plated cut off valves and supply pipes
- C. Accessible bathroom: All piping in guestrooms is to be fully concealed.
- D. Where exposed beneath accessible guestroom vanities, all piping, supply pipes and drain pipes, shall be covered with white heat resilient insulation to prevent burns.

- E. The guestroom tub/shower unit shall be a white one piece molded reinforced fiberglass polyester resin with gloss polyester finished surface. The bottom shall be slip resistant. Nominal 60" x 32" size. The barrier free units shall contain factory installed grab bars and seats, have fiberglass encapsulated blocking to support the shower bar and other necessary accessories and shall be certified by and in full compliance with the Americans with Disabilities Act. Kohler Veracruz 158 series or equal by Aquaglas or Lasco.
- F. Guestroom tub/shower valve shall be chrome plated brass, lever operated, and equipped with Temperature Pressure-Balancing features, one piece ceramic replaceable valve, tub/shower diverter valve, screwdriver stops, with matching shower head, tub fill diverter valve and trim, and shall be ADA compliant. Kohler Coralais K-T 15621 or equal by Delta, Moen or American Standard. Accessible shower valve shall be a hand shower with flexible supply hose, mounted to a slide bar kit. Kohler Persona K-9674, or equal by Delta, Moen or American Standard.
- G. Guestroom bathroom vanity shall be white or off white, satin finished synthetic marble and have an integral bowl. Vanity shall be the "banjo" style and shall include a skirt.
- H. Bathroom faucet shall be chrome plated brass, lever operated and equipped with a one piece ceramic replaceable valve and a pop-up drain, and shall be ADA compliant. Kohler Coralais K-15182 or equal by Delta, Moen or American Standard.
- I. Refer to the **Microtel** Prototypical drawings and specifications for additional plumbing requirements.
- K. All plumbing fixtures shall be water conserving and shall meet all federal and local flow requirements.

1312 ELECTRICAL WORK & EQUIPMENT

- A. All electrical work and materials shall comply with local codes and with the following publications and codes: National Electrical Manufacturer's Association, American National Standards Institute, Underwriter's Laboratories, and the NFPA "70, National Electrical Code." All electrical materials shall be listed by Underwriters Laboratories or C.S.A.
- B. Refer to **Microtel** prototypical documents for exact electrical requirements.
- C. Electrical wall boxes as well as those for television cable systems and telephone wiring systems and including any device boxes, that are recessed in common walls of adjoining guestrooms or other adjoining rooms, **shall be installed such that boxes serving opposite sides of the walls will not be within the same stud space.** Additional studs may be installed to accomplish this placement. This requirement is to provide compliance with code required fire separation but more specifically to reduce sound transmission between rooms.

- D. Guestrooms shall have a minimum of four duplex general-purpose power outlets. Additional outlets may be required to service televisions or radios
- E. Bathrooms and suite counter cabinet units shall have ground fault interrupt protection on all electrical outlets.
- F. HVAC units require a manufacturer sub-base, which includes the receptacle.
- G. Meeting Rooms shall have adequate convenience outlets around rooms at approximately 12 feet on center, 16 inches above finished floor. Provide at least one 220-230 volt outlet.
- H. Registration Desk: Provide necessary dedicated circuits for required special equipment. Outlets and wall switches shall be positioned so as not to distract from design detail of areas.
- I. Breakfast area shall have ground fault interrupt protection on all electrical outlets.
- J. Maintenance Room: Provide a minimum of 6 duplex outlets around the work area, coordinated with workbench heights. Provide one 220 or 277 outlet (A/C unit repairs).
- K. Aluminum wire is NOT permitted for branch circuit wiring. Where aluminum wire is used for service or feeders, terminations shall be made with hydraulically crimped lugs.
- L. Electrical distribution and breaker panels and telephone panels **shall not** be located within individual guestrooms or any public space such as stairwells, corridors, meeting rooms, etc.
- M. Receptacle outlets for maintenance equipment shall be provided in all corridors at a minimum distance of every 50'.
- N. Service entrance panel shall be main lug types only with a maximum of 6 feeder breakers adequately rated for utility provided available short circuit amperes, with U.L. Service Entrance label.
- O. Recommend switchboard equipment shall be commercial quality and manufacturer: by General Electric, Seimens, Square D or Cutler Hammer.
- P. Accessories shall be installed and calibrated at the factory to assure proper alignment and operation.
- Q. Main Circuit Breakers: The main disconnect devices shall be molded case circuit breaker, fully front accessible and front connectable. Shunt trip, under voltage trip, phase failure shall be provided.
- R. All panel directories shall be fully labeled, clearly indicating equipment and facilities on each circuit.
- S. Utility transformer shall be located as close as possible to main electrical room.

- T. Site design shall coordinate the transformer location as early as possible to avoid long, costly runs of heavy secondary cables.
- U. Primary entrance service shall be underground. In areas where utility primary service must be run overhead to hotel site, install surge arresters on main switchboard bus.
- V. Always use solidly grounded distribution system. Provide a bond grounding system to foundation reinforcing steel to reduce ground resistance throughout structure.
- W. All outlets shall be positioned a minimum of 16" above finish floor or in accessible rooms as required by ADA.
- X. Refer to the **Microtel** prototypical information for lighting fixture schedules.

1313 FIRE PROTECTION & PREVENTION

1313.01 Automatic Sprinkler System

All **Microtel** Inn & Suites properties shall be protected by an Automatic Fire Protection Sprinkler system.

- A. The standpipe system, sprinkler system and hydrants shall draw water from a sufficient supply or special fire main to comply with the requirements of the local authorities or NFPA code.
- B. A fire protection system, i.e., fire hydrant, shall be provided on the site of a **Microtel** property and it shall meet or surpass state and local codes.
- C. High-rise **Microtel** properties shall meet all the provisions of the high rise codes and shall have a standpipe system located in the stairways. Provide exterior Siamese hose connection for secondary water source. Installation shall be in accordance with NFA 14.
- D. Sprinklers shall be provided throughout in accordance with NFPA 13R or 13. Written certification of proper installation and approval by Jurisdictional Authorities shall be obtained. To ensure continued proper function of the system, regular testing and a written maintenance program shall be employed. Complete plans and specifications shall be prepared defining all fire protection systems and shall be reviewed and approved by Jurisdictional Authorities and licensees' risk management consultants prior to beginning construction. It is recommended that a licensed fire protection contractor provides the design and installs the system.

1313.02 Fire Alarm & Detection System

- A. A manual alarm system is required, with alarm initiating and sounding devices located in spaces as required by NFPA 101 Section 7-6. Alarm sound devices

shall be both visual and audible. The manual alarm system shall provide zoned fire notification to the immediate floor affected and to the front desk. An alarm-initiating device shall be provided at the front desk. The fire alarm annunciation panel shall be zoned floor by floor and by area. Automatic notification to local fire department shall be provided when required by Jurisdictional Code. Alarm initiating devices shall be mounted 48 inches above finished floor. A complete integrated hard-wired fire alarm system shall be installed throughout the public use spaces, corridors, and guestrooms including audible, visual and manual devices. A central annunciate panel is required. The systems shall be installed in accordance with NFPA 72.

- B. Smoke detectors shall be required above suspended ceilings in all storage areas, hazardous areas, and guestrooms along with attic heat detectors. All public and back of house areas shall have smoke detectors, as shall each and every habitable space. Each detector or device shall be hard-wired to the annunciator panel. In addition, fixed temperature of rate-of-rise temperature detectors when installed in suites shall be connected to the central annunciator panel. This panel shall be located at the registration desk or as required by the local code. A remote panel may be required in addition to the main panel. All alarms shall be annunciated at the panel. Automatic notification to local fire department shall be provided when required by Jurisdictional Code. Visual Alarms and Alert Alarms shall be installed in accordance to ADA code in all accessible areas to alert those who are deaf to smoke, fire, or other emergencies. An alarm device shall be installed at the Area of Rescue in compliance with ADA.

1313.03 Fire Extinguishers

Fire extinguishers shall be mounted in recessed wall cabinets in public corridors, public use space, and in hazardous use rooms at location suggested or required by local fire department or fire Marshall's office. All guest suite kitchens are required to have a residential-size fire extinguisher located in the cabinet under the sink.

1313.04 Emergency Egress

- A. An area of fire rescue assistance shall be designated at each end of corridors on floor levels above the second floor. A window release panel shall be installed in the end of corridor windows so guests can exit in case of fire.
- B. Additionally, emergency fire exits shall be clearly marked and lighted, with their location and fire exit route posted in each guestroom, in accordance with NFPA requirements.
- C. Emergency fire exits shall be clearly marked and lighted, with their location and fire exit route posted in each suite, in accordance with NFPA requirements.
- D. Emergency lighting is required for all **Microtel** properties designed to NFPA requirements. The lighting system shall be installed in all enclosed public areas, guestroom corridors, exit stairs and exit corridors.

- E. A written emergency evacuation plan shall be established for each property.
- F. Refer to **Microtel** prototypical plans and specifications for additional information.

SECTION 1400 - INTERIOR AREAS

Furnishings shall meet **Microtel** standards. These furnishing standards are absolute minimum standards and do not limit the quality of a proposed project or design solutions for the specific market. **Microtel** has approved design schemes with a guestroom and lobby for each scheme. This information is available through the National Accounts Manual from which a selection may be made.

A complete description of the interior finishes shall be provided for each project and shall include detailed specification of every product along with a color board layout for each guestroom type and all public spaces. This information shall be submitted to **Microtel** Design & Construction Department for review and approval, to confirm compliance with the approved color boards.

Note: If a manager's apartment is proposed it shall be located on the top floor in a rear corner and shall not be located behind the front desk area

1401 INTERIOR SIGNAGE

- A. General: Interior signage shall be provided to direct guest to all appropriate facilities within the property. Signage shall be designed to be easily read, consistent with décor of property and relative uniform in size, letter style and color. Signage shall include direction, information and restriction data. All signage shall meet **Microtel** standards and be in full compliance with ADA.
- B. Guestroom number signs shall be mounted 60" above finished floor to the centerline of sign, the minimum size 4" X 5" and contain minimum 1" high letters. Identifying suite signs shall be mounted on the wall 6 inches adjacent to the latch side of the door. Helvetica letter style is recommended, however others may be considered. ADA requires specific size raised letters with Braille characters. Special room notifications required on inside of guestroom door shall be neatly presented in frame plaque.
- C. The following other special room identification requirements shall be considered:
 1. Organization of room numbering system shall allow for most logical use of building by guests. The room numbering system shall be consistent with numbers used on construction documents.
 2. Meeting room names shall be provided to allow easy guest identification.
 3. At elevator door opening, information as to direction for floor room number ranges shall be provided. Convenient identification of each guest floor number shall also be provided at elevator door and inside each stair door opening.

4. Guestroom signs shall be as follows (Refer to Servicemark/Signs Standards Section):
 - a. Rooms that are designated as guestrooms shall be identified with ADA compliant, raised and Braille lettering
 - b. Rooms that are designated, as no smoking shall be identified with ADA compliant, raised and Braille lettering with the No Smoking graphics engraved. No smoking symbols are to be mounted in the center of the door 54 inches from the finished floor to the center of the sign.
 - c. Rooms that are designated as accessible guestrooms shall be identified with ADA compliant, raised and Braille letters and disabled traveler wheelchair sign. Wheel chair symbol is to be mounted in the center of the door 54 inches from the finished floor to the center of the sign. When both no smoking and wheel chair signs are used for the same guestroom, they are to be mounted 54 inches from the finished floor to the center of the sign with 1 inch between the signs.
 - d. All public restrooms that are accessible units shall be identified with the listed requirements.
 - e. Colors of signs shall be in accordance with the **Microtel** standards.
 - f. Signs shall be installed on guestroom doors as indicated below in Section 1402.01.
- D. Location of vending area shall be clearly identified by signage.
- E. Meeting rooms, guest laundry, exercise room, pool, breakfast area shall be clearly identified by signage.
- F. Housekeeping, maintenance, mechanical and other back-of-the-house spaces shall be clearly identified and restricted from public access.
- G. Public restrooms shall be clearly identified as “Men” or “Women” and with international unisex symbols.
- H. All interior signs shall have adequate Braille and raised alphanumeric characters.
- I. For Exterior signage requirements, see Section 1209.

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1401.01 Sign Installation Locations

<u>Sign Numbers</u>	<u>Identified Location</u>
MT100, MT400	<p>Identification signs. Sign shall be mounted at 60 inches from the finished floor elevation to the center of the sign. Sign shall also be located just 6 inches from the doorjamb to the center of the sign on the latch side of the door. Note: MT100 is the guestroom sign, MT400 sign includes: Maintenance, Laundry, Mechanical, Stairs, Storage, Electrical, Telephone, Private, Office, Meeting Room, Vending-Ice, Exercise room, guest laundry, and pool.</p>
MT110	<p>No smoking symbol sign. Sign is to be mounted in the center of guestroom door 54 inches from finished floor to center of sign.</p>
MT120, MT125	<p>Disabled Traveler Accessible symbol sign shall be mounted at the same height location as indicated in the above MT110 in the center of guestroom. Note: if MT110 and MT120/MT125 are to be installed on door, install center of door side by side with a one inch space between signs. Please refer to the room number installation guide page on the following pages.</p>
MT200, MT210, MT220	<p>Public restroom signs. Signs are to be located 60 inches from finished floor elevation to center of sign and located just six inches from door jamb to center of sign on latch side of door.</p>
MT500	<p>Floor level signs. Signs are to be installed at all stair landings in the stairwells. Signs are to be installed at 60 inches above finished floor. Signs are to be located six inches from door jamb to center of sign on latch side of door.</p>
MT510	<p>Stair indication signs. Signs are to be installed at all entries to the stairwells. Signs are to be installed at 60 inches above finished floor. Signs are to be located just six inches from door jamb to center of sign on latch side of door.</p>
MT600	<p>Reception information sign. Sign is to be mounted above and behind the front desk as shown in according to Microtel lobby elevations in the Microtel Design & Construction Standards manual. Sign shall be mounted to wall 4 feet 6 inches from the finished floor to bottom of sign and 3 feet 6 inches from right side of door on wall behind front desk</p>
MT800-MT840	<p>Owner identification sign. Sign shall be located above the reception informational sign. Allow two inches of space between top of reception sign with bottom of owner identification sign.</p>

- MT900** *Microtel Inn & Suites* Brushed Gold Property Type identification sign. Sign shall be located 5 feet 6 inches from the finished floor to bottom of sign. Locate sign on wall behind front desk as indicated in Design & Construction Standards manual.
- MT1000** Emergency Exit Plan Sign shall be located in all guestrooms on room side of suite door to indicated to guests where all fire exit doors are located. Installation shall be 6 inches above peep sight.
- MT300-MT600** Directional signs. Directional signs are to be installed in the following locations.
1. A directional sign shall be located at the lobby elevator and stair. These signs shall be located at 60 inches from finished floor on the right side of the door jamb and three inches from door jamb edge to edge of sign.
 2. A direction sign shall be located on each floor level just across the corridor from the elevator door opening. Sign shall be located at 60 inches from finished floor level o center of sign. This application also applies to the entry from the stairwells on each floor level. These signs shall be located at 60 inches from finished floor level to center of sign across corridor from center of doorway.
 3. A directional sign shall be located on each floor level center of corridor 60" from finished floor level on wall as building changes directions in a L-shape, U-Shape or T-shape building configurational floor plan layout.
- MT700** "*In Case of Fire use Stairs*" sign shall be located right of MT300 sign at lobby elevators entry and at floor levels where elevator entries exist. Locate one inch from adjacent sign. Install sign at 60 inches from finished floor to center of sign.

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1402 LOBBY AREA

- A. The lobby must be attractively designed and furnished as per the **Microtel** approved color boards and finish boards. Any deviations from the **Microtel** approved color boards shall be submitted to and approved by **Microtel** Design and Construction Department. The lobby core shall be as per the **Microtel** prototype plan as to floor plan design. Any exceptions to the prototype lobby size and layout shall be submitted to the **Microtel** Design and Construction Department for review and approval before proceeding. The **Microtel** approval shall be received in writing on authorized letterhead. Verbal communications will not be acknowledged relative to plan approvals.
- B. The lobby shall be well lit with a minimum of 40-foot candles of light measured at the floor surface. The lobby general lighting shall be a series of recessed ceiling mounted can lights as noted in the **Microtel** prototype plans and specifications. Wall sconce lighting is not permitted. Décor coordinated lamps shall be provided on sofa end tables.
- C. Adequate seating shall be provided in the lobby area and shall be attractively designed and furnished as per the **Microtel** approved color and finish boards. One sofa and two wing back chairs, one lamp table, one lamp, and one coffee table is required at a minimum for the standard size lobby. All upholstery fabric shall meet the fire resistance of California Technical Bulletin 117, ASTM-E84, class A. Tear resistance shall comply with ASTM-D-2262, surface abrasion with ASTM-D-1175, resistance to seam slippage ASTM-D-4034-81, dimensional change per ASTM-D-3597-7.5. Color fastness to light per AATCC test method 16-1981. Vinyl upholstery is **NOT** permitted. Lobby areas that are expanded shall be appropriately finished and attractively designed as per the **Microtel** approved color boards, and shall be submitted to and approved by the **Microtel** Design and Construction Department in writing. Verbal communications and approvals will not be acknowledged.
- D. MAIN LOBBY AREA
- That portion which requires tile shall be finished with a quarry or decorative tile. (See the **Microtel** approved color boards). The tile shall be at least 1/2", and shall have a non-slip abrasive finish. Vinyl type tile or vinyl sheeting is not acceptable. Quarry or ceramic tile base is required in the lobby area. The wall base shall be a matching or coordinated ceramic 4" tile base at tile flooring and carpet base at carpeted sections.
- E. The entrance doors to the lobby shall be vestibule type storm doors. The doors entering the lobby from the vestibule shall provide an electronic locking latch that shall be release activated by a button behind the front desk. The door system shall be 350 "Tuffline Entrance Framing" by Kawneer Company. The doors shall be continuous hinge hung by Kawneer Company with 3 1/2" styles, 6" rails and 5/16" vertical and horizontal mutins. All frame members shall be 6063-T alloy. The doors shall have tight hairline joints where rails are fitted against styles. Doors shall be a minimum of 3' wide to accommodate disabled traveler guests. Safety exits are required. Automatic horizontal sliding aluminum entrance doors with a motion detection device are acceptable. Door and frame shall be factory painted white.

- F. Door opening force shall be in compliance with that of the Life Safety codes and the American with Disability Act.
- G. Accessible ramp shall be provided immediately in front of an in line with the lobby entrance.
- H. A curb ramp to facilitate the handling of luggage carts and wheelchairs shall be provided at the entrance doors. Ramps must be 4' wide minimum with a maximum slope of 1:12 and be of non-slip surface. The ramp must direct the disabled traveler to the lobby entrance and there shall not be a step to reach the lobby entrance.
- I. The front desk shall contain an ADA approved counter section or an ADA approved hinged writing surface attached to the front of the desk and shall be a minimum of 16" deep, 36" wide, and a maximum of 30" high.
- J. The front desk shall be custom mill work fabricated 3/4" thick 5 ply hardwood faced type II plywood, grade BD or better complying with ASTM-D-1037, or 3/4" thick particle board complying with ANSI-A-208.1 45 lb. density and shall be laminated with 1/16" thick plastic laminate complying with NEMA standard LP-2 and ANSI-A-161.2 by Formica Corporation, Wilson Art, or Laminart. The component, compartments, features, storage, drawers, and design shall be as per the **Microtel** prototype drawings and specifications. The desk location shall be as per the **Microtel** prototype plans and provide adequate space for check in and check out. The switch board and message center shall be located at the desk in view of the guest.
- K. Walls must have vinyl wall covering and shall be a medium to heavy duty type II no less than 18 ounce per lineal yard class B per ASTM-E-84 Tunnel Test. Vinyl wall covering must coordinate with other decor components as per the **Microtel** approved color boards; Flame spread 26-75, fuel contribution , smoke development 0-450.
- L. Main lobby window treatment such as draperies, shall be chemically treated (Flame proof) or be Trevira F.R., or inherently flame-retardant. Color and design must coordinate with all other furnishings and shall comply with the **Microtel** approved color boards.
- M. One lobby phone with free local service is required.
- N. Directional sign locations shall be coordinated for visibility, in relation to lobby appointments and overall detailing, and must be kept clear of door swings. All signs must be located 60" from floor to center of sign. Interior signage shall be provided to direct guests to all appropriate facilities within the properties. Signage shall be designed to be easily read, consistent with the decor of the property, and uniform in size, letter style, and color, and meet ADA requirements.
- O. Construction will be employed to achieve STC values of 52 or better.

- P. A minimum ceiling height of 8' shall be employed. A raised ceiling area shall be employed as per the prototype plans. Ceiling materials shall be knock down texture on sheetrock.
- Q. Wall decoration artwork shall be provided. A minimum of one piece of artwork shall be provided in the standard lobby area that provides a minimum of 720 inches square (i.e., 24"X30") excluding frame. The wall decoration artwork shall be coordinated with the lobby finishes and shall have a color coordinated mat and shall provide vandal resistant attachment to the wall surface. Expanded lobbies shall provide an additional two artwork decorations.
- R. When a proposed addition increases the number of rooms at a **Microtel** property, the registration desk and the lobby seating area shall be increased accordingly.
- S. There shall be a direct access from the lobby entrance to the registration desk without changing levels unless ramps or elevators are provided.
- T. All outside corners located through out the building shall have 1 1/8" X 1 1/8" X4' clear corner guards.
- U. Per the American with Disabilities Act, all doorways shall have a minimum of 32" opening, from inside surface of door stop to edge of door, when door has been open 90 degrees from doorjamb.

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1403 BREAKFAST & COFFEE AREA

- A. The breakfast eating area shall be attractively designed and furnished as per the **Microtel** Approved Color and Finish Boards. Any deviations from the **Microtel** Approved Color Boards shall be submitted to and approved by **Microtel** Design & Construction Department.
- B. The Breakfast eating area shall be well lit with a minimum of 40 foot candles of light measured at the floor surface. The breakfast eating area shall have a series of recessed ceiling mounted can lights. Wall sconce lighting is not desired.
- C. A minimum of two 30"X30" square (or 30" round) breakfast tables are required. Meeting room style tables are not approved. Each table is to have four dining room style chairs. Provide one accessible style table for disabled travelers. Meeting room stackable style chairs are not approved. Chairs on rolling castors are not approved. Awnings are not approved outside of the entrances to the breakfast eating area. All upholstery fabric shall meet the fire resistance code of California Technical Bulletin 117, ASTM-E84, class A. Tear resistance shall comply with ASTM-D-2262, surface abrasion with ASTM-D-4034-81, dimensional change per ASTM-D-3597-7.5. Color fastness to light per AATCC test method 16-1981. Vinyl upholstery is NOT permitted.
- D. The breakfast eating area floor requires one finish. This area may be treated with the same quarry or decorative tile that matches the lobby area.
- E. The opening leading to the breakfast area shall be at least 3'-0" in width to accommodate the disabled traveler guest.
- F. Walls shall have vinyl wall covering and shall be a medium to heavy duty type 11 no less than 18 ounce per lineal yard class B per ASTM-E-84 tunnel test. Vinyl wallcovering shall coordinate with other decor components as per the **Microtel** approved color boards; Flame spread 26-75, fuel contribution, smoke development 0- 450. Vinyl wallcovering shall match the same as the vinyl wallcovering located on the lobby walls.
- G. The breakfast eating area window treatment, such as draperies, shall be chemically treated flame proof , Trevira F.R., or inherently flame retardant. Color and design shall coordinate with all other furnishings and shall comply with the **Microtel** approved Color boards.
- H. Construction will be employed to achieve a STC value of 59 or better.
- I. A minimum ceiling height of 8'-0" shall be employed. Ceiling materials shall be an acoustical knockdown on sheetrock.

- J. Wall decorative artwork shall be provided in the breakfast eating area. A minimum of one piece of artwork shall be provided in the breakfast eating area which has a minimum of 720 inches square (i.e., 24"X30") excluding frame. The wall decoration artwork shall be coordinated with the lobby finishes having a color coordinated mat and shall provide vandal resistant attachment to the wall surface. Expanded breakfast eating areas shall provide additional artwork decorations.

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1404 FRONT DESK AREA

- A. The front desk shall be a U-shaped desk with 45-degree corners. The standard height of the desk guest writing surface shall be an overall height of 48". Refer to the standard drawing for different height counter top located within the desktop elevations. All exposed particle board surfaces are to be covered with plastic laminate. Refer to **Microtel** standards on approved color boards for laminated tops. Refer to front desk notes on drawings for registration desk assembly procedures, materials and their thickness.
- B. Provide step down or pull out counter 30 " above finished floor, 16" in depth, 36" in width to accommodate the disabled traveler guest during check-in.
- C. Where indicated on drawings, there shall be installed two air vents for computer equipment.
- D. Provide one safety/security box for each 20 guestrooms for guest to secure personal valuables.
- E. Provide one built-in, locking cash drawer for front desk registration.
- F. Provide grommet as indicated on drawings for easy access for computer electrical cords and for computer paper management.
- G. The switchboard and message racks shall be conveniently located, but not in view of guests approaching the front desk.
- H. The telephones to be used at the front desk station are to be of an electronic type with calling number displayed. This is a requirement for all new construction and is recommended for all existing **Microtel** properties. The calling number display will display the extension number calling the front desk, specifically the guestroom calling. The calling number display can be an integral part of the telephone hardware itself or it can be a peripheral unit mounted so that it can be easily seen. The electronic phones used at the front desk shall have multi-line capabilities. All of the lines ringing to the front desk shall appear on all front desk telephones. There shall be one telephone per front desk station. One telephone jack per station shall be provided for a credit card authorization terminal.
- I. A minimum of 40 foot candles at finished floor level at front desk/lobby are required for lighting.
- J. A minimum of one ADA Compliance Equipment Kit shall be maintained at the front desk at all times and shall include the following as listed below. Additionally, four ADA Compliance Equipment Kits shall be available at the front desk for customer use. Note that four kits would only fulfill the ADA requirements for a 50-room property. A 100-room hotel shall have nine kits according to ADA title III.

These ADA Compliance Equipment Kits shall provide the following features:

1. One Telephone device for the deaf: which makes the telephone accessible. Conversation is typed and read instead of spoken and heard. A display only unit for guestrooms: A printing unit for the front desk.
 2. One Telephone Alert: Which flashes a lamp when the phone rings to alert deaf and hearing impaired.
 3. Visual Smoke Detector: Provides high intensity strobe (100 candela) to alert deaf and hearing impaired.
 4. Door Knock Alert: Translates vibrating knocks on door to flashing light to alert deaf and hearing impaired.
 5. Wake-Up System: Special alarm clock and pillow/bed vibrator system to alert deaf and hearing impaired by activating vibrator at preset time.
 6. Telephone Amplifiers: For guests who can use the telephone but require amplification-up to 20.
- K. A vibrating alarm shall be made available at the front desk for use by hearing impaired.

1405 PUBLIC RESTROOMS

- A. A UNISEX accessible public restroom shall be conveniently located and accessible from the lobby and meeting rooms, as well as the pre-function areas without changing floor levels. Restrooms shall be in accordance with applicable codes and regulations. Separate Men and Women's facilities may be required.
- B. A minimum of one set of public restrooms shall be accessible and meet local code.
- C. All public restrooms shall be decorated according to **Microtel** standard color boards. Vinyl wallcovering shall be a minimum of 15 ounces Type II. Ceramic tile floor and base is required.
- D. Waste Receptacle: Shall be a 10 gallon swing top receptacle as by "White" Model #S3N1131 and shall be U.L. approved and fire rated.
- E. A 30" x 18" fixed or tilt mirror shall be located over the lavatory. Mirror shall be 1/4" plate glass with a satin finished chrome plated frame. The mirror shall be mounted to the wall, centered on the lavatory and the mirror bottom located no higher than 40" above the finished floor. American Specialties, Inc. 0600 fixed and 0535 fixed tilt.
- F. Grab Bars: Franklin Brass 5700 series, size and locations as shown on drawings.
- G. Toilet Tissue Holder: Franklin Brass Model 970 B, multi-roll surface mounted.

- H. Facial Tissue Dispenser: Franklin Brass, Model 926, chrome plated steel snap-on cover
- I. Towel Dispenser: Franklin Brass, Model 1956, C-fold towel Dispenser
- J. Sanitary Napkin Receptacle: Franklin Brass, Model 1985
- K. A minimum of 70 foot candles at counter top level at public restrooms are required for lighting.
- L. Vertical Liquid Soap Dispenser: Franklin Brass, Model 1920
- M. Toilet Seat Cover Cabinet: Franklin Brass, 1988
- N. Per the Americans with Disabilities Act, all doorways shall have a minimum of 32" opening, from inside surface of door stop to edge of door, when door has been open 90 degrees from doorjamb.
- O. Plumbing fixtures shall be ADA approved. Toilet shall have open-front seat without cover, minimum 17" – 19" above floor to comply with ADA. Bolt caps are required on all public area toilets.
- P. The flushing handle on public area toilets must be located on the tank furthest away from the wall.

1406 VENDING & ICE MACHINE AREAS

- A. One self-service ice machine, one soft drink machine, and one snack machine with sundries shall be provided in designated areas as per the prototype plan.
- B. The ice machine shall be capable of 250 lbs. per each 24 hour period. Dispenser type ice machines shall be sanitary, operated by room key or push button, and shall be a free service. Floor drains for condensate run off shall be provided at ice machines. Ice machines are required on the main floor and, minimally, one on every other guestroom floor, i.e., 3rd, 5th, etc. Hotels that have 50 rooms or less are only required to have one ice machine.
- C. Vending area shall have a ceramic or quarry tile floor; a minimum of 1/2" thick with a minimum of 4" matching cove base. Walls shall receive a minimum 22 ounce per lineal yard type II vinyl wallcovering, class B, Flamespread 2675, fuel contribution 0, smoke contribution 0-450 per ASTM-E-84 Tunnel Test.
- D. The lighting level shall be no less than 40 foot candles measured at the floor.
- E. The lobby vending area shall be enclosed as per the prototype plans. The area shall be easily accessible and identifiable by the guest and visible from the lobby area.
- F. Electrical outlets, water connections and drains shall be provided per equipment specifications. The drains shall not be visible.

- G. The ceiling finish shall be acoustical knock down spray on sheetrock.
- H. Provide one, no-dial, white, trimline, wall-mounted telephone that shall be direct line connected to the **Microtel** reservations center number (1-888-771-7171). Phone to be in lobby area near the front desk.
- I. Cased opening to vending area shall be 6'-0" wide, minimum.
- J. Refrigerated water fountain shall be installed in or near vending area, and ADA approved.

1407 MEETING ROOM (OPTIONAL)

Meeting Room (s) are optional and may be installed only after prior written approval by **Microtel**. If installed, meeting room shall meet the following:

- A. Meeting room wall, floor and ceiling construction shall provide an STC value of 5 2dB or better.
- B. Floors - Wall to wall carpet installed over pad as specified for corridors.
- C. Walls-Walls shall be knock down textured finish or covered with a minimum of 18 ounce per lineal yard Type II Vinyl wall covering. **NO** pre-finished panels are acceptable to replace vinyl wall covering. Vinyl wall covering shall be class B per ASTM-E-84 Tunnel Test Flame spread 26-75, fuel contribution 0, smoke development 0-450, 54" wide.
- D. Ceilings - Spray-applied acoustical plaster or 2' x 2' lay-in ceiling.
- E. Lighting - Meeting room lighting shall be dimmer controlled or switched in segments. The lighting shall be recessed incandescent or fluorescent type with a minimum lighting capacity of 60-foot candles at finished floor level.
- F. The **Microtel** shall provide minimum equipment such as 26" flat panel LCD TV, VCR and DVD players. A **Microtel** with meeting space **SHALL** provide source(s) where slide projectors, overheads, etc can be rented or purchased.
- G. Other Requirements
 - 1. Chairs shall be padded and covered in fabric upholstery.
 - 2. Windows shall have drapes and 100% blackout capability.
 - 3. Doorways and exits shall be clearly marked and unobstructed with emergency exits permanently identified and lighted.
 - 4. Room dividers, if used, shall be sound proof, to 48STC decibel requirements.
 - 5. Accordion type folding partitions are **NOT** permitted.
 - 6. Adequate electrical outlets, telephone jacks, and TV plugs are required.
 - 7. "Meeting In Progress" signage required.
 - 8. Storage area shall not be visible to guests or meeting attendees and shall not obstruct exits.
 - 9. Separate storage for chairs, tables, and equipment shall be provided.

10. Two (2) one-way viewers (view from outside in) installed on entrance doors of meeting rooms are required. One (1), one-way viewer, set at 42" above finished floor; One (1), one-way viewer, set at 60" above finished floor.
11. Per the Americans with Disabilities Act, all doorways shall have a minimum of 32" opening, from inside surface of door stop to edge of door, when door has been open 90 degrees from doorjamb.
12. Counters, tables and equipment must meet ADA requirements.
13. A wall-mounted whiteboard with dry erase markers and eraser is required in the meeting room.

1408 EXERCISE ROOM (OPTIONAL)

Exercise rooms are optional and shall be installed only with permission from **Microtel**. If installed, exercise rooms shall meet **Microtel** Design & Construction Specification and follow approved color boards.

- A. Exercise rooms shall be located on the first floor, with view window and in view of the front desk.
- B. The following minimum furnishings and equipment are required in an exercise room.
 1. Lighting shall be minimum of 60 foot candle power measured at the floor.
 2. Floors shall be carpeted with carpet specified for corridors.
 3. Wall covering or knock down finish is required: Vinyl wall covering
 4. Emergency call-button that when pressed alerts front desk to an emergency or a telephone, are required.
 5. A mirrored wall
 6. A television, minimum 26" flat panel LCD with remote control and securely mounted on a swivel base to the building structure, is required.
 7. "Exercise at you own risk" signage.
 8. The following equipment is recommended:
 - a. Life Cycle (remove the life cycle ONLY if an upper body Ergometer is present.)
 - b. Treadmill
 - c. Stair machine
- C. Exercise room wall, floor, ceiling construction shall provide an STC value of 60dB or better.
- D. Exercise rooms shall have wall to wall carpet as specified for corridors.
- E. Walls-Walls shall be covered with a knock down finish.
- F. Ceiling-Spray-applied acoustical plaster: Apply in strict accordance with manufacturer's specifications. Prepare surface as directed. Apply a full coat of good quality flat white primer, as recommended and approved by manufacturer

over entire surface prior to apply textured finish. Or ceiling may be lay-in acoustical type.

- G. Lighting- The lighting shall be recessed incandescent or fluorescent type with a minimum illumination of 60 foot candles at finished floor level.

1409 GUEST LAUNDRY (OPTIONAL)

A guest laundry is optional and shall be installed only with permission from **Microtel**. If installed, guest laundry shall meet **Microtel** Design & Construction Specification.

- A. Flooring must be sheet vinyl or VCT with wall base and floor drain.
- B. **Microtel** standard requires a minimum one coin-operated or residential dryer and one coin-operated or residential washer in the guest laundry. Dryer and washer must match in color.
- C. A fire extinguisher must be located visibly in the guest laundry area and be maintained in accordance with local regulations.
- D. One wall-mounted hanging rack and one 48" x 24" surface for folding clothes is required.
- E. One covered, commercial grade, fire retardant, UL listed trashcan is required.
- F. Laundry detergent and supplies must be available in a vending machine or at the front desk.

1410 CORRIDORS

- A. Fire Extinguishers - Shall be mounted in semi recessed wall cabinets in public corridors and public use spaces. Fire extinguishers mounted on metal wall brackets shall be provided in non-public hazardous use rooms at locations suggested or required by local fire department or state Fire Marshall's office.
- B. MATERIALS:
 1. Walls - All walls in corridors shall have a knock down plaster or splatter coat textured finish. A sample of the finish and color shall be included on the color board submittal.
 2. Corridor Ceiling shall be –a suspended metal grid system, white color (except that two layers of 5/8" fire rated gypsum sheetrock shall be installed on the top floor corridor ceiling). Suspension system shall be installed according to ASTM C636, installation of metal ceiling suspension system for acoustical tile and lay-in panels. The grid system shall be nominal 24" by 24", Type 1, fire rated DXL-24. The system used shall be double web, direct hung from overhead structure, exposed system. The main runners will be number DXL-24 with 1 1/2" ht, 15/16" face steal. The main runners shall have a non-directional bayonet coupling. Cross runners shall be number DX-424

designed to support recessed can-type lighting fixtures and to receive acoustical tile around fixture openings.

3. Perimeter Wall Angles shall have: Hemmed edge, 7/8" X 7/8". The finish of all exposed surfaces shall be white and shall match color of ceiling tile. Acoustical materials shall be Type 1, 24" X 24" X 5/8" with lay-in edge. Ceiling panels with factory-applied washable vinyl latex paint finish color to be white.
4. Corridor Signs - Corridor signs required:
 - a. Guestroom number signs
 - b. Room directional signs
 - c. Ice and vending locations
 - e. Identification of lobby and public areas
 - f. Helvetica typestyle, no less than 1-1 1/2" high
 - g. Corridor signs shall be installed at 60" from floor to centerline of sign and comply with ADA. Those identifying rooms with doors shall be mounted on the wall adjacent to the latch side of the door. Room Number Installation Guide drawing in rear of manual corresponds to these guidelines. All other type/styles shall be approved by **Microtel**
5. Corner Guards: All outside corners located throughout building shall have 1 1/8" X 1 1/8" X 4' matching corner guards.
6. Doors & Frames- Per S.D.I.-100 and receive 2 coats of Alkyd Semi-gloss enamel paint over primed frame
 - a. Hollow metal frames shall be used at all interior and exterior openings, except lobby entrance 16 gauge, constructed with welded corners and standard jamb anchors.
 - b. Wood, hollow-core doors are permitted only in the guestroom bathroom.
 - c. All building exterior doors shall have threshold and interlocking weather stripping.
 - d. Guestroom inside corridor composition doors shall be 3'0" X 6'8" X 1 3/4" solid core bonded hardwood or plastic laminate veneer fully sound and smoke sealed, minimum 20-minute fire rating, or greater if required.
 - e. Guestroom entrance doors shall be self-closing with 3 spring hinges per ANSI K8-107F with the same finish as the door lock and self-locking. Guestroom door lock shall have a 1" mortise deadbolt and a 3/4" dead locking latch with E key access, hotel function electronic lock as manufactured by Vingcard model 21 00 or, TESA-HT 24 series, and safety bar. It is required the lock set be full function (i.e., turning handle release deadbolt). A "one-way" tamper proof 180-degree glass viewer shall be installed in the center of the door at 60" above finished floor level on standard guestrooms. Accessible viewer shall be 48" from finished floor.

- f. Labeled openings required by code shall comply with NFPA No. 80 and bear the Underwriter's Laboratories label with fire Marshall approval.
 - g. Emergency exit devices, with alarms, shall be provided at all unattended emergency exists, as required by local code.
 - h. Labeled doors at stairwell enclosures shall have "B labeled" doors. They shall be self-closing, non-locking with "panic" hardware,
 - i. Highest quality finish hardware shall be utilized in the public areas. Grand Master Keying shall be in accordance with the National Hardware Council recommendations for hotel facilities. Panic exit devices and fire-rated openings shall be Underwriter's Laboratories tested and bear Underwriter's Laboratories label (NFPA Std. 80). An electronic door locking system is required.
 - j. Per the Americans with Disabilities Act, all doorways shall have a minimum of 32" opening, from inside surface of door stop to edge of door, when door has been open 90 degrees from doorjamb.
7. Emergency Illumination - Provide emergency illumination for front desk/lobby, stairs, elevators, and all other public spaces. Emergency lighting shall be completely automatic in the event of power failure, providing a minimum of 1 foot candle at floor for at least one hour. Systems shall be powered by reliable storage batteries (which trickle charge), auxiliary power generator or emergency electrical panel (if permitted by Jurisdictional Code).

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1410.01 Corridor Carpet

- A. All corridors leading to guestrooms shall be carpeted. Carpet shall have a 10-year commercial warranty. Carpet pad is to be 40 oz. 36-oz. carpet is required for the floor as well as the base.
- B. Corridor carpet shall be a minimum of 36 ounces per square yard tufted yarn weight, 100% ECO solution Q BCF Nylon with Florsept Antimicrobial and S.S.P. manufactured by Shaw Industries.
- C. Solution dyed for permanent color retention. Permanent antistatic, antimicrobial protection and Shaw soil protection.
- D. SPECIFICATION DATA:
 Style Name: Cottage Collection
 Description: Pattern Cut
 Fiber Content: 100% ECO solution Q BCF Nylon with Florsept Antimicrobial and S.S.P.
 Tufted Yarn Weight: 36 ounces per square yard
 Tufted Pile Height: .281 inches
 Finished Pile Thickness: .228 inches
 Total Thickness: .417 inches
 Gauge: 1/10
 Stitches Per Inch: 10.0
 Primary Backing: POLYPROPYLENE
 Secondary Backing: POLYPROPYLENE
 Total Weight: 73.0ozs./yd²
 Density: 5684ozs./yd³
 Weight Density: 204,624
 Coefficient of Friction: .73
 Stock Colors: 9 Solution Dyed *Cottage Collection*
 Applications: Contract Basic End Use; Hospitality Public Space
- E. PRODUCT DATA
 Flammability:
 Pill Test: (Doc FF1-70) PASS
 Radiant Panel (Direct Glue) ASTM E-648 CLASS I
 NBS Smoke Density: ASTM E-662
 Flaming Mode: <450 At 4 Minutes: <300
 Non-Flaming Mode: <450 At 4 Minutes: <300
 STATIC: AATCC-134: <3 5KV
 Type Static Control: Permanent Conductive Fiber
 Electrical Resistance: (NFPA 99)
 Burroughs Method: N/A
 IBM Method: N/A
 FHA Data UM44D: N/A
 Type: N/A
 Class: N/A

- F. Corridors shall have carpet pad installed under the carpet. Carpet pad will extend the useable life of the carpet and provides a significant reduction in sound and thermal transmission between floors. The pad shall be a minimum of 40 ounce per square yard, be manufactured from 100% synthetic fibers, reinforced with polypropylene inner liner, be non-allergenic, moisture proof and have a Class B rating, flame spread rating of 50 and a smoke density rating of 65. The pad shall be Hartex Super Carpet Cushion manufactured by Leggett & Platt, Inc. Villa Rica, Georgia or Endurance II comfort step G7020/7021 by Shaw Industries. Refer the National Accounts Manual for contacts.

1411 STAIRWAYS

- A. Lighting, treads, risers and handrails shall comply with the latest edition of the NFPA No. 101 Safety Code, OSHA, ADAAG, or appropriate government agency standards.
- B. Wall mounted handrails are required on both sides of stairway.
- C. All stairways shall be constructed with an intermediate landing. Stairways extending in a straight line from floor to floor are not permitted.
- D. Stairways shall be finished with drywall and all handrails, ceilings, and walls shall be painted. Stairs, risers, and landings shall be carpeted. Any deviations from the **Microtel** Design & Construction standards shall be submitted to and approved by **Microtel** Design & Construction Department.
- E. Fluorescent lighting is to be used, and emergency lighting is to meet code.
- F. Per the Americans with Disabilities Act, all doorways shall have a minimum of 32" opening, from inside surface of door stop to edge of door, when door has been open 90 degrees from doorjamb.

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SECTION 1500 - GUESTROOMS

1501 GUESTROOMS

Refer to **Microtel** prototypical drawings and specifications for additional information. A marketing survey shall be performed for each property and shall indicate the number of connecting doors for each room type. In addition this survey will make recommendations for the actual hotel size and the number of each type room.

- A. Interconnecting doors shall be provided in all rooms that adjoin an accessible room. In addition it is recommended that additional double queen and single queen as well as suites have connecting doors among the room types.
- B. **Microtel** recommends that 80% of all rooms be non-smoking. Smoking rooms shall be located on the upper floors.
- C. Guestroom and bathroom wall finish shall be a textured spray on knock down finish. Product may include color or may be painted using satin acrylic latex. Ceiling shall be finished using an acoustically rated spray on textured finish with a final paint finish using ceiling bright white acrylic enamel. Submit all colors and product samples to **Microtel** for review and approval.
- D. Lay-in acoustical tile ceilings are NOT permitted in guestrooms or guestroom bathrooms.
- E. Guestroom number shall be installed at 60" from floor to the center of sign.
- F. A state law card and graphic evacuation plan that includes routing to emergency exits and stairwells, fire extinguisher locations, as well as a warning not to use elevators, shall be posted on the backside of each guestroom entrance door. Check out times and room rates shall be posted per law requirements on the back of all entry guestroom doors.
- G. Garment bag hook shall be installed at 72" height standard guestroom. Garment bag hooks shall be Lodging Bath Ware Specialties (602) 496-0520, Taymor Item No 25-6999 AB.
- H. Bed bases shall be solid wood frame type, 6" in height.
- I. All outside corners located throughout hotel including guestrooms shall be protected by plastic or vinyl guards. Guards shall be permanently attached to the corner and be full height of the wall.
- J. A wide-angle (180 degrees) one way door view shall be installed on all guestroom doors mounted at 60" from the finished floor.
- K. All doors installed in a **Microtel** shall be a minimum of 36".

- L. Single and Double guestroom shall include one 26" minimum LCD commercial grade flat panel television including a master remote control. Suite guestroom shall include 32" minimum LCD commercial grade flat panel television including a master remote control.
- M. The standard placement of the television is on the wall above the desk. Properties opened before 2007 will be allowed to mount the flat panel television above the closet. The television shall be mounted with security type swivel mount.
- N. Guestroom shall include a clock radio GPX model R92E113. The clock radio shall be located on the nightstand.
- O. The average overall lumen intensity (lighting level) of all **Microtel** guestrooms shall be a minimum of 20 foot candles.

1502 ACCESSIBLE GUESTROOMS

Refer to **Microtel** prototypical drawings and specifications for additional information. Refer to Appendix A for the Americans with Disabilities Act guidelines and requirements for guestrooms including all hardware and attachments.

The number of ADA rooms shall be as required by the Americans with Disabilities Act except that **Microtel** requires in addition to the ADA requirements in smaller hotels with 1 to 25 rooms, the accessible room shall have a roll-in shower. In hotels with 26 to 50 rooms, 1 accessible room plus one accessible room with a roll-in shower.

In addition to the items mentioned above, guestrooms provide the following:

- A. Guestrooms for the accessible shall be located on the lowest guestroom floor and close to stairways. An accessible room shall be provided for each room type. Additional accessible guestrooms may be located on upper floors of the hotel.
- B. All doorways shall have a minimum of 32" clear width opening when the door is 90 degrees open. All doors installed in a **Microtel** shall be a minimum of 36" wide. The accessible route into and around the guestroom shall have a minimum clearance of 36".
- C. All doors shall be a minimum of 36" wide.
- D. A second 180 degree wide-angle viewer shall be installed in the entrance door at 48" above the finished floor.
- E. Guestrooms shall connect to other guestrooms with 36" interconnecting doors provide a minimum of 32" clear space width.
- F. Bathroom doors shall be a minimum of 36" wide and shall swing out and provide a minimum of 32" clear opening

- H. Provide 36" minimum clear space between around beds and other furniture where opening of passage is greater than 24" inches long and is essentially a passageway of travel. This is in accordance with ADA section A4.2.1 entitled Wheelchair Passage Width. Accessible rooms shall have a wheelchair turning space according to ADA requirements.
- I. There shall be clear floor areas defined to provide for maneuvering a wheelchair.
- J. All accessible rooms shall be arranged with a minimum of 36" on each side of single queen bed for accessible travel or in double queen occupancy room 36" between beds. Provide 36" minimum clear space between and around beds and other fixed furniture where opening of passage is greater than 24" long and is essentially a passageway of travel.
- K. Bed bases shall be frame type which provides a minimum clearance from floor to bottom of boxsprings of 8". Overall height of bed shall not be greater than 23" from finished floor
- L. Finishes shall be the same as in a typical guestroom.
- M. Refer to **Microtel** prototypical drawings and specifications for additional requirements.

1502.01 Accessibility Requirements

- A. Closet shall have the clothes rod at a maximum of 64" above the floor. A second removable closet rod shall be installed 48" above finish floor. There are no closet doors in accessible rooms.
- B. Hardware for walls and ceilings shall be provided as required by local disabled traveler codes and ADAAG.
- C. Light switches and other electrical controls shall be mounted no higher than 48" above the finished floor. Wall mounted receptacles shall be mounted no lower than 16" above the finished floor.
- D. It is recommended that a wall mounted telephone be installed in the bathroom located adjacent to the water closet. A wall mounted phone jack shall be installed no higher than 48" above the finished floor.
- E. The HVAC unit shall have ADA approved controls or a remote thermostat located no higher than 48" above the finished floor.
- F. Curtain baton in accessible rooms shall be provided with a ring that has a minimal 4" diameter attached on the lower end of the baton. The total length shall be 48".
- G. All drape levers in accessible rooms shall not be blocked by furniture or other fixtures

- H. Counter cabinet unit top and desktops located in accessible suite rooms shall be mounted no higher than 34" above the finished floor.
- I. Accessible rooms shall have one electrical outlet immediately adjacent to the guestroom phone.
- J. Accessible guestrooms and hearing and visually impaired guestrooms shall contain visual smoke and fire detection devices.
- K. Garment bag hooks shall be mounted at 54" in height in accessible rooms as indicated on drawings. Garment bag hooks shall be Lodging Bath Ware Specialties (602)496- 0520. Taymor Item No 25-6999 AB.
- L. All handicap accessible bathroom towel bars shall be mounted at 48" above finished floor.
- M. Handicap accessible grab bars located behind the commode shall have a length of 3'0". A length of 3' 6" shall be required at side.
- N. Drains and hot and cold water lines shall be insulated to prevent the possibility of burns and scrapes.
- O. Bathroom mirror shall be installed at 40" above finished floor and sink shall be at 34" above finished floor.
- P. Bathroom shall have installed hand held shower unit mounted to wall mounted slide bar, and is to have anti scald device. (Kohler Persona or equal).
- Q. One transfer bench shall be provided for each accessible bathroom.
- R. Window shall have Handicap accessible style handle to enable guest to open window easily. All windows are to have a security lock which permits a maximum window opening of 6", unless local code does not allow lock outs.
- S. A handrail shall be provided in the stair ways across any open under stair area, thereby blocking access and preventing persons with visual impairment from entering the area and striking their head on a stair stringer.
- T. Public pay telephones and reservation telephone shall be installed at a height of 43" from finished floor to bottom of telephone device.

1503 GUESTROOM CARPET

- A. Guestrooms shall have wall-to-wall carpet installed over a 40-ounce synthetic fiber carpet cushion pad. **Glue down carpet is not allowed.** Guestroom wall base shall be hemmed carpet, color coordinated with the floor carpet. The carpet shall be installed to minimize the number of seams.

- B. Guestroom carpet shall be a minimum of 32 ounces cut pile yarn weight per square yard. 100% ECO Solution Q BCF dyed Nylon with Florsept Antimicrobial and S.S.P. manufactured by Shaw Industries. Carpet shall be treated with a permanent antistatic, antimicrobial protection and Shaw soil protection.
- C. Guestrooms shall have carpet pad installed under the carpet. Carpet pad will extend the usable life of the carpet and provides a significant reduction in sound and thermal transmission between floors. The pad shall be a minimum of 40 ounce per square yard, be manufactured from 100% synthetic fibers, reinforced with polypropylene innerliner, be non-allergenic, moisture proof and have a Class B rating, flame spread rating of 50 and a smoke density rating of 65. The pad shall be Hartex Super Carpet Cushion manufactured by Leggett & Platt, Inc. Villa Rica, Georgia or Endurance II comfort step G7020/7021 by Shaw Industries. Refer the National Accounts Manual for contacts.

1503.01 Specification Data

Style:	
Description:	Pattern Cut
Fiber Content:	100% ECO Solution Q BCF Nylon Industries with FLORSEPT, Antimicrobial S.S.P
Tufted Yarn Weight	32.0ozs/yd ²
Tufted Pile Weight	.250 inches
Finished Pile Thickness:	.173 inches
Total Thickness:	335 inches
Gauge:	1/10
Stitches Per Inch:	8.0
Primary Backing:	Polypropylene
Secondary Backing:	Polypropylene
Total Weight:	63.0ozs/yd ²
Density:	5827ozs/yd ³
Weight Density:	163,156
Coefficient of Friction:	.62
Stock Colors:	7 Solution Dyed – Guest House collection
Applications:	Contract
Basic End Use:	Hospitality Guestrooms
Special Features:	Solution Dyed for Permanent color retention, permanent anti-static, antimicrobial, shaw soil protection.

1503.02 Product Data

Flammability:	
Pill Test	(DOC FF1-70) PASS
Radiant Panel (Direct Glue):	ASTM E-648: Class I
NBS Smoke Density	ASTM E 662
Flaming Mode\:	<450 At 4 Minutes: <300
Non-Flaming Mode	<450 At 4 Minutes: <300
Static:	AATCC – 134: <3.5KV
Type Static Control:	Permanent Conductive Fiber
Electrical Resistance:	(NFPA 99)
Burroughs Method:	N/A
IBM Method:	N/A
FHA Data:	UM44D MEA 77175
Type:	IF
Class:	1
Warranties:	10 Year Commercial Limited Warranty

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1504 GUESTROOM FURNISHINGS

All colors and patterns shall be in compliance with **Microtel** color boards & pattern selections.

- A. Single queen rooms and Suite rooms shall contain one 60" x 80" Sealy, Serta, or Simmons queen size sleep set. Double queen rooms shall contain two 60" x 80" Sealy, Serta, or Simmons queen size sleep sets. (A sleep set is defined as one mattress and one box spring.)
- B. Mattresses must either be plush top or pillow top
- C. The bed base shall provide a minimum of three 1 1/4" X 1 1/4" steel cross braces to provide a solid, stable support. Side and end panels shall be made of wood or industrial fiber board with base coat wood grain and lacquer topcoat. Extruded channel locks shall be attached on the end of the cross member rails to provide secure stability. The floor to box spring height shall be 6".
- D. Colors, fabrics and furniture shall be selected from the **Microtel** approved color boards.
 - All mattresses shall be constructed of fire-retardant material as required by the latest edition of Federal Flammability Standard 16CFR part 1632 (Regulation NO. FF-4-72). Renovated bedding will not be permitted.
- E. King, double, full or single beds are not permitted.
- F. **Microtel** standards for the Accessible sleep set requires, a heavy duty steel bed frame with a horizontal or vertical metal center support and leg support (minimum 5 legs).
- G. Rolling casters are not permitted on the bed frame.
- H. The height for the Accessible sleep set frame is 8". The overall height of the bed cannot be greater than 23" from the finished floor.
- I. The sleep set shall carry a 12 year limited warranty. The bed set shall bear the American Chiropractic Association Seal.
- J. One queen size sofa sleeper is required for all Suite type rooms.

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1504.01 Built-In Furniture (Casegoods)

All **Microtel** hotels shall have built-in furniture in the guestrooms with the exception of some items in the suite rooms. Refer to the **Microtel** prototypical drawings and specifications for specific requirements for built-in furniture.

An on site meeting shall be scheduled by the general contractor and conducted with the built-in furniture provider and the electrical contractor, CCTV and Telephone cable installers. Location of blocking shall be determined for each room type as well as the location of all device boxes and wiring systems and other wall mounted furnishings, equipment, and devices. Device boxes (electrical, CCTV and telephone) shall not be installed within the same stud cavity when installed in the guestroom party (demising) walls or in any wall separating interior spaces. Installation of additional studs may be required to accomplish this requirement. Coordination of all components shall be accomplished at this meeting.

Headboard, lighting valance, desk window seat, suit counter cabinet unit and closet shall be manufactured from $\frac{3}{4}$ " thick 5 ply hardwood faced type 11 plywood, grade BD or better complying with ASTM D-1 037, or $\frac{3}{4}$ " thick particle board complying with ANSI A-208.1 45lb. Density and shall be laminated with 1/16" thick plastic laminate complying with NEMA standard LP-2 and ANSIA 161.2 manufactured by Formica Corporation or Wilson Art. A matching 3 millimeter thickness PVC safety edge shall be factory applied to the exposed edge of all built-in furniture and cabinetry. The window seat and suite island shall have postformed rounded tops. The general contractor shall consult with the built-in furniture provider during the framing process and shall provide blocking for the mounting of all built-in furniture. Artone Manufacturing is the preferred vendor for the built-in furniture.

All case goods shall be built-in and shall consist of the following:

- A. **Window Seat Cabinet** – The PTAC (HVAC) through wall unit shall be installed in the window seat cabinet. The window seat cabinet shall also contain two drawers. The drawers shall be lined with white Melamine and shall have single extensions Euro drawer slides. Slides shall be epoxy powder coated, and equipped with nylon rollers. The drawers shall be captive profile for bottom mounting with a 100lb. load capacity. Each drawer shall have nylon molded color coordinated recessed pulls. The Euro drawer slide shall be tested and approved according to ANSI/BHMA standards grade 1 and shall be a full extension slide with hardened steel precision ball bearings. It shall also feature a positive stop for fully extended drawers with urethane bumper cushions mounted on all channels to provide smooth and silent operation. Levelers are required (metal or nylon) to ensure a level product for the adjustment of uneven floors. The window seat cabinet shall also be equipped with an upholstered cushion and pillar. The cushion shall have a zipper and shall extend the full length and depth of the window seat cabinet and both sides shall be upholstered with fabric matching the used on the sled base chair placed over a 3" thick 1.5# density foam pad. The fabric design shall match the **Microtel** approved color boards and shall have a soil and water resistant finish. All exposed surfaces shall be finished with 1/16" high pressure plastic laminate in colors selected from the **Microtel** approved color

- boards. The upholstery shall be 100% Marquesa Lana (Polyolefin) 16oz. Per linear yard with a 13 warp ends per inch and fillpicks per inch, 2400 denier solution dyed yarn with acrylic backing. The upholstery fabric shall meet fire resistance of California Technical Bulletin 117, Section E, CS-191-51 class 1, BIFMA-FFI-78, ASTM E84 class A, Tear resistance shall comply with ASTM-D-2262, surface abrasion with ASTM-D-1 175, resistance to seam spillage ASTM-D-4043-81, dimensional change per ASTM-D-35977.5. Color fastness to light per AATCC test method 16-1981.
1. Window Seat Cushion: (Field verify all dimensions prior to purchases)

Sizes:	74" Length
	23" Width
	4" Thickness
Bolster:	19" Length
	10" Height
	6-1/2" Deep at the bottom
	2" Deep at the top
- B. **Closet Unit** – Shall be constructed using materials specified above and shall be Attached to the wall and floor. Closet doors shall not be installed on closets in the accessible rooms. A 1" diameter chrome plated steel hanger rod with chrome plated flanges shall be installed 64" above finish floor. A second removable closet rod shall be installed at 48" above the finished floor in all accessible rooms.
1. Door and drawer hardware shall be ADA approved in accessible rooms.
 2. A swivel television mount shall be installed on the tip of closets.
- C. **Nightstand** – All single queen rooms including Suites shall have a night stand on each side of the bed; all double queen rooms shall have one nightstand between the beds. Blocking shall be installed per manufacturer's instructions to permit proper mounting to the wall. A 1" hole shall be provided in the nightstand top and shelf to accommodate the telephone and alarm clock cord. The hole shall be finished with a color coordinated vinyl grommet.
- D. **Guestroom Desk** – Shall be 54" wide along the top back side, 36" wide along the top front side, 18" deep, and 5 1/2" high with a bottom shelf. Wall blocking shall be installed per manufacturer's instructions to permit proper mounting to the wall. All exposed surfaces shall be finished with a 1/16" high pressure plastic laminate finish in a color that complies with the **Microtel** approved color boards.
- E. **Desk in Single Guestroom** – Shall be approximately 54" wide tapering to 36" wide along the front side and 18" deep. Wall blocking shall be installed per manufacturer's instructions to permit proper mounting to the wall.
- F. **Desk in Double Guestroom** – Shall be the same as above except shall be approximately 72" wide by 22" deep.
- G. **Desk in Suite Guestroom** – Shall be the same as above except shall be approximately 60" wide by 18" deep.
- H. **Coffee Table (Suite Guestroom Only)** shall be 46"w x 20"d x 16"h high.

- I. **Breakfast/Activity Table (Suite Guestroom Only)** shall be 30"w x 30"d x 29"h
- J. **Counter Cabinet Unit (Suite Guestroom Only)** – See prototype plans for sizes and dimensions. Cabinet shall have one section designed to accommodate a microwave as specified in section 1504.03B. The counter top shall be prepared to receive a hospitality sink and the base cabinets shall be arranged to accommodate a refrigerator as specified in section 1504.03B.

1504.02 Miscellaneous Furnishings

- A. **Mirror**
The mirror is optional if the commercial grade flat panel television is installed above the desk.
 - 1. A minimum 24"w by 38"h wood frame mirror shall be installed 38" above finished floor and centered over the guestroom desk. The mirror shall be 1/4" plate glass conforming to FS DD-M-0041 1 B with 15 year guarantee against silver spoilage
 - 2. Clear or Smoked plate glass mirrors shall be installed conforming to FS-DD-M-0041 1 B with 15 year guarantee against silver spoilage along the full length of the head board wall in the single and 2 bedded rooms. The smoked mirror shall be 3/16" thick by approximately 36" high and mounted with an adhesive setting compound produced specifically for setting mirrors by spot application, certified as compatible with glass coating by organic protective coating manufacturer and approved by the mirror manufacturer. Mirrors shall be set in a stainless or chrome plated steel "J" channel which shall be mounted to the structure of the building and rest on the top of the headboard. Concealed steel clips shall be installed to retain the top portion of the mirror to the structure.
- B. **Upholstered Chairs**
 - 1. One upholstered chair shall be provided at the guestroom desk. Two upholstered chairs shall be provided at the activity table in the suite guestroom.
 - 2. Chairs shall be 22" wide by 22" deep with a seat 17" above the floor with 14" high back. Chairs shall not have arms.
 - 3. The upholstery shall be 100% Marquesa Lana (Polyolefin) 16 oz. per linear yard with 13 warp ends per inch and 13 fillpicks per inch, 2400 denier solution dyed yarn with Acrylic backing. The upholstery fabric shall meet fire resistance of California Technical Bulletin 117, Section E, CS-191-51 class 1, BIFMA-FFI-78, ASTM E84 class A, Tear resistance shall comply with ASTM-D-2262, surface abrasion with ASTM-D-1 175, resistance to seam spillage ASTM-D-4043-81, dimensional change per ASTM-D-35977.5. Color fastness to light per AATCC test method 16-1981 and shall have a soil and water-resistant finish. The colors and the fabric shall be chosen from the **Microtel** approved color boards.

1504.03 Miscellaneous Suite Furnishings & Items

- A. Sleeper Sofa: (Suite Guestroom Only)
1. One 67" wide queen size sleeper sofa shall be installed in suites room. The height shall be 31", seat height 18", seat and mattress width 60", seat depth 21", arm height 25", depth closed 34", depth open 88", with a bed area of 60" x 80".
 2. The upholstery fabric shall meet the fire resistance of California Technical Bulletin 117, Section E, CS-191-51 class 1, BIFMAFFI-78, ASTM E84, class A. Tear resistance shall comply with ASTM-D-2262, surface abrasion with ASTM-D-1 175, Resistance to seam slippage ASTM-D-4034-81, Dimensional change per ASTM-D-3597-7.5. Color fastness to light per AATCC test method 16-1981 and shall have a soil and water resist finish. The colors and the fabric shall be chosen from the **Microtel** approved color boards.
- B. Suite Counter Cabinet Unit
1. One G.E. 8 cubic foot 800 watt microwave oven model #JEM25 shall be provided in each suite guestroom.
 2. One G.E. undercounter refrigerator model #GMR04AA, 4.3 cubic foot or approved equal, shall be provided in each suite guestroom.
 3. One G.E. undercounter refrigerator model #GMR02AAM, 1.8 cubic foot or approved equal, shall be provided in the **ADA suite guestroom**.
 4. One 15" X 15" Celebrity, single-compartment hospitality sink (stainless steel) by Kohler model #K-3290, bowl 12" X 10", faucet – K11933-U-CP, strainer LK-36 shall be provided in each suite guestroom.
 5. For suite guestrooms, provide on 4 cup coffee maker as by Mr. Coffee Model # Jr40.

1505 MISCELLANEOUS ITEMS

- A. One minimum size 26" LCD commercial grade flat panel television is required in all single and double guestrooms. One 32" LCD commercial grade flat panel television is required in all suite guestrooms. A master remote control is required for all televisions.
- B. Trashcans
1. Trashcans shall be commercial grade, fire resistant, and U.L. listed 8 quart.
 2. There shall be one trashcan per guestroom for single and double rooms, placed one convenient to the desk.

3. Two trashcans are required for the suite guestrooms. The additional trashcan shall be located convenient to the breakfast/activity table or near the counter cabinet unit.
4. Additionally, one commercial grade, fire resistant and U.L. listed trashcan shall be provided in the guestroom bath.

C. Drapery

The following drapery specification is the standard for all **Microtel** properties.

1. The window shall be covered by a center baton draw drapery, with two 44" x 56" panels. Guestroom windows shall have a decorative drape with 100% blackout capability.
2. The drapery fabric shall be Trevira – FR 9.6 oz per yard with a two pass lining. The drapes shall have a 4" single fold header and bottom with 4" permanent finish buckram. Pleats shall be standard 3 finger French pleats dot tack 1 ½" up from the bottom of the buckram. All drapes shall be seamless and shall have overlapped panels. The black out lining shall be French seamed. The seams shall be overlooked with the pattern matching. Face fabric as well as the blackout lining shall be seamless. Side hems shall be ½" single fold blind stitched. Thread shall be 100% polyester.
3. Vendor shall provide test results or certificate of flame resistance on drape fabric, drape face fabric, and bed face fabric.
4. Measurements must be taken to confirm the drapery size.
5. One inch covered lead weights shall be provided in the corners for stability.
6. Pin hooks shall be stainless steel Kirsh 101 2 or equivalent. The curtain rod shall be "Kirsch Architrac" baton center draw 74" width.
7. Drapery:

Drapery

French pleated with 4" heading
88" finished width x 56" finished length
4" bottom hem, overlap return one each side of each panel
3 ½".

Face Fabric

Fabric specifications identical to bedspread
Seamless (1-26" wide) fabric and construction
Inherently fire retardant Trevira.

Blackout lining

Two-pass blackout, ecru/gray
Seamless fabric and construction
Fire retardant
Serged bottom hem

Color

Color shall be per **Microtel** approved color boards.

Packaging Shipping

Preplanned for baton draw rod (ADA approved for accessible rooms)
Decorated folded

Warranty

Two year warranty against defects in materials and workmanship.

8. Drapery Hardware: The following drapery hardware specification is the standard for all **Microtel** properties. The drapery covering the window shall be hung on one of two approved drapery hardware system: Kirsch or Graber. Either of these systems can be installed meeting the following specifications. All dimensions shall be verified.

Kirsch or Graber Hardware

Drapery Rod

74" wide

Mounted using a minimum of three brackets and nine 1.25" #8 screws.

Powder coated white

Carriers

All ball bearing carriers

Snap-in brackets

Split draw design

Batons

Clear acrylic

Choice of two versions

Warranty-Extended Five year warranty against defects in materials and workmanship. One year warranty against defects in material and workmanship.

9. Drapery Rod Installation: The following drapery rod installation specification is the standard for all **Microtel** properties. All rooms will have a single window. The drapery shall be hung on the above approved hardware.

Hardware Installation

Kirsch or Graber Hardware

Powder coated white rods

Rods mounted using a minimum of three brackets and 1.25" #8 screws

Snap-in brackets

All ball bearing carriers

Clear acrylic batons

Drapery Installation

Complete rod and carrier installation

Drapery attachment to carrier and over laps

Dressing down of all draperies

Adjustment for smooth operation

Disposal of all packaging materials in on-site dumpsters provided by others

Warranty-Extended Ten year warranty against defects in materials and workmanship. One year warranty against defects in material and workmanship.

D. **Bedsread**

The following bedsread specification is the standard for all **Microtel** properties. Bedsreads will be throw style, made to fit a queen size bed (approximately 60" x 80" x 21").

Bedsread

Queen Size, 102" x 117"

Throw Style

Face Fabric

Fabric specifications identical to drapery

Seamless (126" wide) fabric and construction

Inherently fire retardant Trevira

5.5 ounces per lineal yard weight

Choice of three designated patterns

(See vendor for samples)

Fill

Polyester fiberfill

Bonded

6 ounces per 57" linear yard

Backing Fabric

Woven or knitted

100% polyester

Other Provisions

Sewn-in-law and care labels

Lock-Stitched side hems

Wavy Diamond

No monofilament thread

Color

Color shall be per **Microtel** approved color boards.

Shipping and Packaging

Individually wrapped in polyethylene bags

Packed four bedsreads per box

Warranty-Two year warranty against defects in material and workmanship.

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1506 GUEST BATHROOM

- A. The vanities shall be a satin ivory finish cultured marble banjo top with intergral bowl. The top shall be continuous over the water closet. 6 6" skirt shall be provided around the bowl area. Refer to the **Microtel** Prototypical drawings.
- B. The combination tub and shower module shall be a non-skid Kohler Veradacruz 158 series or equal by Aquaglass or Lasco.
1. All Pro, 60" length with wall surrounding which complies with ANSI 2124.1 Standards HUD, UM Bulletin 73A, labeled by NAHB Research Foundation, Inc. for compliance
 2. Flame spread by less than 60 by ASTM E84-87 test method Class B rating
 3. Standard features are length 60"; width 32"; overall height (floor to top of fixture) 73 1/4
 4. Depth (bottom of tub to overflow) equals 12".
 5. Capacity to overflow equals 42 gallons.
 6. Grab bar, molded-in toiletry shelves in back wall and a 10-year limited customer warranty, 3 year limited commercial warranty.
 7. The color shall be white.
- C. Accessories for the bathroom shall be per prototype drawings and dimensions shown on drawings. All fixtures are to be polished chrome.
1. Mirrors: Flush mirror, non-banded, mounted with plastic clips screw anchored to wall, size and locations as shown on drawings. Accessible Unit mirrors: Bobrick Model B-165, size and locations as shown on drawings.
 2. Grab bars- (Accessible Units) Franklin Brass 5700 Series, size and locations as shown on drawings, with slip resistant surface at bath tubs only.
 3. Toilet Tissue Holder- Franklin Brass, Model 970 recessed extra roll paper holder
 4. Shower Curtain Rod, Heavy Duty- Franklin Brass Model 1"0.0 rods 161 CS polished chrome plated flanges, non-exposed fasteners.
 5. Double Robe Hook: Double prong hook, 1 5/8 projections, Franklin Brass, Model 402
 6. Towel Holder- Franklin Brass, 2770PC polished chrome - 18" length
 7. Stainless Steel Shelf- Franklin Brass towel shelf with bar Model #278OPC polished chrome
 8. One chrome double robe hook mounted on bathroom side of door. Franklin Brass Model 1302 and installed at 66" from floor.
 9. Wood blocking shall be installed for support to carry all loads from the individual accessory.
- D. Toilet seats in guest bathrooms shall have closed front seats and covers. Bolt caps are required on all guestroom toilets.
- E. Bathroom floor shall be non-slip ceramic tile with ceramic tile base. Refer to the **Microtel** Standard Color Boards for colors.

- F. Walls and ceiling shall be sprayed on knock down textured finish. Ceiling shall be a smooth painted finish using a mildew resistant paint. Any substitution wall or ceiling treatment must be approved by **Microtel**.
- G. A door stop shall be provided for the entry and bathroom door. Mount stop to structural blocking located in the wall. Wall Stop - Convex; No. 25-461 1 PC finish to match hardware.
- H. Guest bath lighting shall be a wall mounted, shall be Underwriter's Laboratories approved fixtures, and shall be as specified in the lighting fixture schedule on the drawings. Recessed incandescent fixtures shall have thermal cut out protection per manufacturer's specification. Plaster frames shall be furnished for each recessed fixture installed in drywall ceilings. Guest bathroom shall have 70 foot candles as required as a **Microtel** standard. All lighting shall be controlled by a wall switch. Exposed fluorescent tubes are not acceptable in any location. A ground fault duplex outlet shall be installed in a location convenient to the lavatory/vanity unit around and at all electrical receptacles near or at vanities.
- I. The facial tissue cabinet shall be Franklin Brass No. 926 chrome plated snap-on cover and mounted five inches above the surface of the vanity top.
- J. In non-accessible bathrooms, provide one each Sterling toilet 104435215/402215 white toilet.

1506.01 Accessible Guest Bathroom

- A. The Roll-in Shower for disabled traveler accessible rooms shall be AQARIUS S6436 BF white shower unit. In addition to the above accessible shower unit, provide in each accessible shower on Model #AL661 padded tub transfer bench provided by INVACARE (800) 333-6900.
 - Shall be equipped with hand shower and slide bar kit Kohler Master Shower K-9500-CP, polished chrome which conforms to codes and standards ASME/ANSI A12.18.1M, conforms to California Energy Commission, conforms to Energy Policy Act of 1992, conforms to NSF 104 or Symbols equal
- B. All disabled traveler accessible bathrooms shall have adequate clear floor space to maneuver around the toilet lavatory and bathtub.
- C. In accessible bathrooms provide Kohler toilets, color white. An accessible toilet shall be provided. The seat height shall be 17" to 19" above the finished floor. Standard toilets with raised seats are not permitted.
- D. On lavatories that are required to wall mount, provide Kohler Greenwich wall-mount lavatory, color white, K2036 4" centers with soap dispenser drilling on right. Conforms to ASME/ANSI A112.19.2M. IAPMO/UPC listed, Canadian Standard Association (CSA) certified, conforms to ADA when installed with K-13885 offset drain, conforms to CABO/ANSI A117.1 & Kohler 15182 faucet.

- E. Lavatories shall allow for 29" clear height below the apron. All exposed edges of the counter top shall be rounded. All exposed water supply pipes and drains shall be insulated with white custom pipe coverings.
- F. Accessible bathroom grab bars located behind the toilet shall have a length of 36". Grab bars shall be mounted on wall adjacent to the toilet shall be 54" long and mounted 33" above finished floor. A continuous grab bar with these dimensions may be used in lieu of two bars.
- H. A 30" by 18" fixed or tilt mirror shall be located over the lavatory. Mirror shall be 1/4" plate glass with a satin finished chrome plated frame. The mirror shall be mounted to the wall, centered on the lavatory and the mirror bottom located no higher than 40" above the finished floor. American Specialties, Inc. 0600 fixed and 0535 fixed tilt.
- I. One transfer bench as manufactured by Frohock Stewart, Inc. Model #998 shall be provided for each accessible guest bathroom with a tub. Seat shall be mounted securely so that it will not slip during use.
- J. Bathtubs shall have an in tub seat, grab bars and a shower curtain. Door enclosures are not permitted. Controls shall be mounted as required by ADA.
- J. Roll-in showers shall have grab bars, a shower spray unit with a slide bar and flexible hose that can be used as a fixed head and hand held shower, a permanently mounted seat and a full height weighted shower curtain. Door enclosures are not permitted. Controls shall be mounted as required by ADA.
- K. Bathroom doors shall be minimum of 36" wide and shall swing out and provide a minimum of 32" clear space width.

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SECTION 1600 – STAFF COMMON AREAS

1601 LINEN ROOM

- A. Each guestroom floor shall be provided with a service area and the guestroom floor service area shall be accessible directly from the elevator lobby.
- B. The service area will contain:
 - 1. Locked linen area
 - 2. Cart standing area
 - 3. A janitorial closet
 - 4. A house phone extension
 - 5. Roll away beds
 - 6. Baby cribs
- C. The access door to the service area will be a minimum of 3'6" wide. The door shall have a one-hour rating and shall be self closing. The service corridor side of the door will be provided with stainless steel kick plates.
- D. Lighting for all service areas may be accomplished by means of fluorescent light fixtures surface mounted which provide a minimum of 60 foot candles of light.
- E. The service area shall contain smoke detectors and sprinklers in accordance with local code.
- F. The linen area shall be large enough for the storage of guestroom linen on fixed shelves or movable linen racks, guestroom supplies and materials, rollaway beds and cribs, and room cleaning cart. The number of carts to be stored will depend upon the number of guestrooms per floor. For planning purposes, cart storage shall be provided for one cart for every 20 guestrooms.
- G. Enclosing construction shall be designed to provide on-site value of 52 STC or better.
- H. The floor shall be finished with vinyl composition tile (VCT) or other water-resistant surfaces with 4" vinyl cover base. The walls shall be painted with high gloss epoxy enamel. The ceiling shall be 8' and painted with epoxy enamel

1602 LAUNDRY/HOUSEKEEPING AREA

- A. A full in-house self-sufficient laundry operation is required. The laundry and housekeeping storage and service area shall be combined with exception of the housekeeping storage areas provided on each floor. Laundry/housekeeping shall be convenient to the elevator (when an elevator is provided) and shall be adjacent to and provided in-line visibility to the front desk area to accommodate laundry management by night front desk personnel.
- B. The size and layout of the laundry area is indicated on the **Microtel** prototypical drawings.
- C. General housekeeping storage-It is required that a 3-turn inventory of linen be provided. General equipment to be used includes:
1. 18" shelving
 2. 12" shelving for supply storage
 3. Space for room cleaning carts: 1 per 20 rooms
 4. Locked storage for lost and found
 5. Space for cribs and roll-away beds
 - a. 1 crib shall be provided per 50 guestrooms
 - b. 1 roll-away shall be provided per 50 guestrooms
- D. A UL listed pre-manufactured linen chute shall empty directly into the sorting area.
- E. Washer
1. Washer extractors vary in size from 4'W x 4'D x 4'H and up. Structural systems shall be designed to accommodate their full operating weight plus dynamic action.
 2. Capacity requirements shall not be satisfied by one large machine, but divided into smaller units. Provide at least one 50-75 lb. capacity on all properties.
 3. Each machine shall contain all control systems and a detergent dispenser as integral parts of the unit. For machines with automatic soap dispensers, hot and cold water at 40 PSI shall be provided to the dispenser.
 4. Washer extractors shall be mounted on raised concrete pad. Access shall be provided to accommodate delivery and future replacement of equipment without major dismantling or demolition. Provide a trough drain at least 12" wide and 18" deep. The trough shall be pitched toward the drain 1/4" per foot of length. A lint trap shall be incorporated in the trough.
- F. Dryer process 30% to 40% of the wash load and are selected according to requirements.
1. Provide dryers in incremental units as opposed to one large dryer. Dryers fall into the following groups:

Light duty	35 to 65 lb. capacity
Medium duty	100 to 110 lb. capacity
Heavy duty	200 to 400 lb. capacity

2. Locate dryers in the same area immediately adjacent to the washer/extractors to facilitate the minimizing of staff labor. Dryers shall be mounted on a 4" high housekeeping concrete pad.
- G. Provide ventilation per equipment combustion and make up air requirements. Provide sufficient heating and cooling.
 - H. Folding - Provide 2' w x 6' l X 3'h folding table. This shall be positioned immediately adjacent to the dryers.
 - I. Provide a minimum of one ten-pound hand held ABC fire extinguisher on wall bracket.
 - K. Floor finish shall be water resistant vinyl flooring.
 - K. Walls shall be painted high gloss epoxy enamel.
 - L. Ceiling height shall be a minimum of 8' and painted with epoxy enamel.
 - M. Provide attic access in at least one top floor storage room in order to work on equipment in attic space.

1603 ASSOCIATE BREAKROOM/RESTROOM

- A. A separate associate break-room is required for all **Microtel** properties and serves as the lunchroom, coffee break-room, and area to store personal items using the lockable lockers. The break-room is to contain the following:
 1. Electronic card key lock.
 2. Employee lockers.
 3. 42" diameter dining table.
 4. Minimum of 6 stack chairs.
 5. Minimum of one bulletin board.
 6. 14.4 cubic foot refrigerator with icemaker.
 7. .9 cubic foot microwave, 800 watts.
 8. 18" spacesaver dishwasher.
 9. 21" stainless steel sink with faucet.
 10. 1/3 hp garbage disposal.
 11. Wall mounted dressing mirror. 24" W x 60" H mounted 1' above finished floor.
 12. Walls are to have knock-down finish same as suites.
 13. Ceiling is to be textured the same as the suites.
 14. Ceiling mounted fluorescent lighting is to be used with a minimum of 70-foot candles.
 15. Floor is to have 12" x 12" vinyl tile.
 16. Employee restroom must be ADA compliant.

SECTION 1700 - TELEPHONE SYSTEM REQUIREMENTS

The following are minimum guidelines for telephone systems to be installed in your **Microtel**. Prior to the installation of any system, it is recommended that a survey be conducted to determine the actual demand for your specific property.

A minimum of (12) trunks will be required for a 60-room property and 16 trunks for a hotel larger than 60 rooms.

Microtel has negotiated rates for long distance and Internet service. Please refer to the National Accounts Manual for the vender names and phone numbers.

1701 DEDICATED TELEPHONE LINE REQUIREMENTS

1. A phone line for the main number going into a switchboard. Call the local Phone Company at the start of construction to find out how soon before opening you can get phone numbers assigned. You will want to reserve numbers for the directory listing and other printed literature to be complete prior to opening.
2. A phone line and number dedicated solely for connecting to the **reservations center via the internet**. Reservations made for your hotel will be sent over this line. Once you have the phone number you can call a local Internet Service Provider or establish service with a national network such as MCI. On-line services such as AOL, Compuserve, and Prodigy will not work with this system and can not be used.
3. A phone line dedicated solely for the "**MICROPHONE**" direct access line to reservations. Purchase a white trimline wall hanging phone
4. A **dedicated fax line** shall be placed directly onto a wall jack and bypass the PBX equipment.
5. A **PMS Line** will be needed for your PMS vender support desk to dial in and make adjustments to your computer when you need assistance.
6. Credit Card Approval-depending on the type of system you use, a dedicated line shall be installed. Please check with your vendor or Franchise Resources Manager before installing your phone lines to see if this is required.
7. Some other needs for phone lines may include Security or Fire Protection Systems, and any special movie/satellite equipment you select.

1702 COMMON EQUIPMENT

The design of the **Microtel** telephone systems shall include, but not be limited to, the following:

1. Stored program microprocessor common control
2. Digital switching techniques using time division switching and pulse code modulation
3. Dual tone multi-frequency dialing (Touch-tone)
4. Support the following trunk types:
 - a. Central office trunks
 - b. WATS type trunks
 - c. 4 wire private lines
 - d. Foreign exchange trunks (FX)
5. Support growth capacity of a minimum of 10% each for trunks and stations. Additional capacity shall be configured if expansion of the hotel is planned for a later date. Additional capacity should be considered if data ports are to be considered in the guestrooms.
6. Engineered for a capacity of 7 CCS per station and a P.01 grade of service.
7. An auxiliary power system shall be included in the system for emergency service in case of power failure. This auxiliary power system can be a back-up battery. The capacity of these power supplies shall be sufficient to keep the entire telephone system functioning for a period of one hour in case of power outage.
8. Provide capability to interface with auxiliary systems such as Property Management Systems, Call Accounting Systems and stand-alone Automatic Wake-up systems.
9. All **Microtel** properties are required to have a Call Accounting System and a voice mail system, both must interface with the PMS.
10. All **Microtel** properties are required to have an integrated Wake-Up System.

1703 TELEPHONE SYSTEM FEATURES

Many telephone systems and products designed for installation in inns and hotels to specifically address the need of the hotel environment. The following features shall be provided by the telephone system that you select.

1. Message Waiting Service - to provide activation of a light in the guestroom to indicate that a message has been taken.
2. Automatic Route Selection (also referred to as least cost routing) - provides the capability to utilize lower cost long distance facilities (such as WATS lines) for guest calls without requiring dial codes other than "8" or "9". This is required at all newly constructed **Microtel** properties and is recommended at existing properties.
3. Call Detail Recording (also called Station Message Detail Recording) - provides the input to a call accounting system to track guest usage of long distance.

4. Single Digit Dialing- provides access to guest services such as the front desk with a single digit code.
5. Controlled Restrictions- allows the console operator or PMS to deny access to long distance services for specific rooms when required for cash-only customers or if room is unoccupied.
6. Rooms/Extension Number Correlation- allows you to match the telephone extension number to the room number.
7. Automatic Wake-Up Service- provides the capability to pre-program. Response to answering of a wake-up call shall be in the form of a recorded announcement.
8. Provide data port on phone.

1704 TELEPHONE EQUIPMENT ROOM

Space for the telephone system shall be provided along the following guidelines:

1. Lighting- level shall be a 40-foot candle per square foot measured at the floor.
2. Floor loading- the floor structure shall be designed to handle the weight of the system, combined with all other associated systems.
3. Environment- the area shall be clean and quiet, and free from contaminants such as excess dust. PBX shall have a minimum clearance of 24" on all sides.
4. Temperature- ambient temperatures between 65 degrees and 85 degrees Fahrenheit shall be maintained.
5. Power- provide adequate AC power supply for the telephone system as well as all auxiliary systems. Also provide adequate surge protection for the AC lines and adequate surge protection for the central office lines. Also provide a #6 connection. Cable termination blocks – Contractor to provide plywood backboard for telephone termination. Vendor will specify size.
6. Access and roof clearance- entrances and exits to the telephone equipment room shall be sufficient for equipment delivery. If equipment room is located on floors other than the first floor, service elevators shall be large enough to handle the equipment cabinets.

7. Electromagnetic interference- modern PBX systems are computer based and can be sensitive to static electricity and other electromagnetic interference. Steps shall be taken in the design phase to minimize these problems. You shall maintain a maximum of 8' from a copier, air handler, generator, or other devices that generate electromagnetic interference.
8. Fire protection- fire protection system is required in the telephone room. Telephone room walls shall be floor to ceiling type and non-combustible.

1705 CALL ACCOUNTING SYSTEM

The following features shall be available in either an integrated or separate unit for the equipment that you select.

1. Capability to interface to a property management system.
2. The ability to modify surcharges and rates without a service call from the vendor.
3. The call accounting unit shall be capable of producing a bill, which can be attached to the guest folio through the PMS.
4. The call accounting unit installed shall be capable of tracking, pricing, and surcharging all domestic long distance bills to the room. Additionally, it shall be capable of tracking international calls that are billed to the guestroom.
5. Some type of alarm indication shall be installed to indicate system failures of the call accounting unit and shall be displayed in such a manner as to allow 24-hour monitoring.
6. Call accounting system shall be able to provide an indication that a 911 call has been generated. Information shall include the room number that placed the call.

1706 EQUIPMENT SUPPLIERS

It is recommended that the telephone system and property management system be purchased or leased through one of **Microtel's** approved vendors. Note: please refer to the National Accounts Manual for further information on vendors. accounting and voice mail together as one package.

1707 TELEPHONE CABLE

The telephone-cabling requirement shall be designed with the assumption that no cabling or wiring changes will be made after the completion of installation, unless significant additions to the existing property are planned. A minimum of 4 pair PVC-CAT-5 beige cable provided to each room from the distribution frame. Two locations are required in each guestroom, one at the nightstand beside the bed and one at the desk. Careful consideration shall be given to any future plans for expansion of the hotel. Conduit of sufficient size to support any proposed expansion shall be installed at the time of construction and/or refurbishment of the existing property. An earth ground shall be provided convenient to telephone panel for grounding.

All new **Microtel** properties shall provide cabling along the following guidelines:

1. Conduit of sufficient size shall be used from the common hallway to each telephone jack location that will accommodate any planned expansion of the property.
2. Each guestroom shall be wired for a minimum of two telephone jacks.
3. A distribution board shall be provided on each floor of the property to service the telephones located on that floor.
4. Sufficient cable to support multi-line telephone instruments in the administrative areas.
5. Sufficient cable to support any planned expansion of the property between main distribution frame and the individual distribution frames.
6. Local ordinances shall be met in all common areas.
7. Any station cabling that leaves the building shall have lightning surge protection, including central office lines, external station cabling, etc.
8. Provide telephone or intercom in area of rescue.
9. Install wall phone jack in accessible bathroom.
10. Provide elevator phone.
11. One 4 pair wire shall be provided to the elevator control room panel.
12. Two 4 pair wires shall be provided between the telephone panel and the PMS system.