



Design and Construction Standards

Revised July 2012



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201 Introduction

La Quinta Lodging Facilities are high quality, mid-priced, limited service lodging facilities, designed to appeal to both business and leisure travelers. Each and every aspect of the interior and exterior appearance, layout and design is important to La Quinta. The Design and Construction Standards apply to all hotels entering the La Quinta system through new construction or as a conversion. Should these standards be in conflict with Federal, State, or Local requirements, then the more stringent shall apply.

201.01 Project Design Process – New Construction

La Quinta has developed three prototypes that offer flexibility and efficiency of design. These prototype designs must be used for all newly constructed facilities, unless La Quinta approves otherwise. The number of rooms can be adjusted to meet specific planning or economic needs. We will consider modifications to public and back of house areas based on market demands or operational preferences. Guest Room layout and exterior building elevations can be adjusted to accommodate different room counts. Typical room counts range from approximately 64 to 106 rooms. As part of the review process La Quinta will be assuring brand consistency, design integrity, and high quality standards of the brand. La Quinta has established quality standards for furniture, fixtures and equipment. There are numerous Interior Design Schemes by approved vendors available to choose from. Our Design and Construction department at La Quinta is available to assist you with your design, planning and material procurement.

201.02 New Construction

201.02.1 Design of New Facilities

In order to assist you with preliminary site planning, La Quinta will provide prototype floor plans and sample site plans. After creating a preliminary site plan it should be forwarded to La Quinta for approval. Upon site plan approval and acceptance of the franchisee application, La Quinta will forward electronic CAD files or hard copy documents to your design team. The documents will consist of prototype drawings that best suit your project. The documents will include architectural drawings with interior and exterior detailing. Inclusive in the documents will be mechanical, electrical and plumbing (MEP) fixture layouts for typical Guest Rooms and public areas. Prototype interior finish and fixture schedules will be supplied.

We will provide the Franchisee with a prototypical set of our standard plans and specifications. Such prototypical plans will not necessarily contain the requirements of any federal, state or local law, code or regulation, including the ADA or similar rules governing accommodations for persons with disabilities, nor will such plans contain the requirements of, or be used for, construction drawings or other documentation necessary to obtain permits or authorizations to build a specific La Quinta lodging facility.

It is the responsibility of the Franchisee's Design Consultant to site adapt and complete the construction documents and to meet all building codes and other legal requirements and obtain governmental approvals. The Franchisee must obtain, at its sole cost and

expense, all governmental licenses and permits that are required for completion of the hotel facility in accordance with the final plans approved by La Quinta, including any required building, occupancy, sewer and utility permits. La Quinta is not responsible for, and shall have no liability for, the architecture, design, engineering or construction of a Franchisee's facility, for the facility's compliance with any federal, state or local law (including the ADA and any other federal, state or local law or ordinance regulating standards for access to, use of the, or modification of buildings for and by persons whose disabilities are protected by law), for any errors, omissions or discrepancies of any nature in any drawings or specifications with respect to the facility, or for any other matter relating to the development, use or operation of the facility.

201.02.2 Submittals

Submit Plans in three stages to ensure proper design and brand standards are incorporated. This will avoid any major changes that may cause delay to the overall development of Plans and project. When Plans are resubmitted to La Quinta, it is very important that the Architect makes all of the changes before Plans are returned to La Quinta for review/approval. Please provide a cover page with an explanation of any variances to La Quinta's standards or prototype design. This will alleviate any problems with prolonging the process and will help speed up the next review.

- **Stage I: Preliminary Plans** that are fully dimensional with all program areas identified should include:
 - Site Plan; First Floor and Typical Floor Plans; Exterior Elevations; and enlarged Guest Room Plans (i.e., room types, furniture layout, etc.). Any deviation from the La Quinta prototype Plans should be noted at this time.
 - As part of the standard approval process, an exterior signage submittal is required. Submit all code allowed signage clearly identifying size and locations on property site plan and elevations.
- **Stage II: 30-50% Plans** should include an introduction to and further development of the previously submitted Plans and:
 - Mechanical, Electrical and Plumbing (MEP); Civil; and Foundation
- **Stage III: 90-100% Plans** should include:
 - Architectural & Interior Design; Structural; Mechanical, Electrical and Plumbing (MEP); Civil; Landscape; Pool; and, interior and exterior signage plan.
 - Approved exterior signage package must be included in Stage III plans. Any deviation to standard sign plan will not be accepted unless previously approved. Neglect to provide this submittal may cause a delay in your construction commencement.

NOTE: Prior to any City design review submittal, Stage I must be completed.

NOTE: A 100% complete CD CAD Disk, which incorporates all of the La Quinta review comments, must be submitted to La Quinta for our records. Additionally,

re-submit only the sheets that have addressed the La Quinta 100% review comments.

NOTE: Only when the 100% set of Plans is approved by La Quinta, the Franchise Owner can then proceed with construction.

La Quinta will require a letter from the architect, engineer or licensed designer of record stating that the proposed construction:

- a. Complies with all Federal, State, and Local codes and regulation. Should the proposed construction be located in an area not regulated by a building code, it shall be designed to meet the current addition of the International Building Code and stated in the letter.
- b. Complies with the Americans with Disabilities Act
- c. Complies with La Quinta Design and Construction Standards

All review comments by La Quinta shall be incorporated into the construction documents prior to permit and start of construction. No construction may commence until final Plans have been approved by La Quinta, and the Franchisee has obtained building permits and otherwise complied with all applicable codes and regulations. The Franchisee must construct the hotel facility in full compliance with the approved final plans and no material changes may be made to the approved final plans without La Quinta's prior consent.

201.02.3 Construction Phase

During construction, La Quinta design and construction personnel may conduct periodic on-site inspections to ensure that architectural plans and quality standards are being met. Site visits may be conducted during construction and at the final building punch-out.

201.03 Project Design Process – Conversions

If the property is a conversion of an existing hotel to a La Quinta Inn® or a La Quinta Inns & Suites®, La Quinta will prepare a Property Improvement Plan (PIP). The PIP will identify items that must be changed to meet current La Quinta Design and Construction Standards. If changes are identified they must be remedied before opening as a La Quinta. Where changes are required to the building, La Quinta will attempt to incorporate existing building elements so that minimal adaptations are needed. When Furniture, Fixtures & Equipment (FF&E) needs to be changed, La Quinta will require the use of one of the La Quinta approved décor packages. Revisions to the existing facility may require the services of an architect, engineer or other licensed design professional. Review of the design documents by La Quinta is required. Additionally, any deviation from La Quinta Design and Construction Standards will require review by La Quinta prior to making revisions. Submit written request for review to:

LQ Management, LLC
Design and Construction Services
909 Hidden Ridge, Suite 600

Irving, Texas 75038
Attn: Ted Czyzewski, VP, Design Services
Phone: 214-492-6758 or ted.czyzewski@laquinta.com

201.04 Hotel Opening

Upon completion of construction, conversion, renovations or any expansion, the Franchisee must notify La Quinta that the facility is ready for a pre-opening inspection. La Quinta will then conduct a pre-opening inspection to determine if the facility is completed and ready to provide lodging services to guests on a fully operational basis. La Quinta will conduct one (1) inspection without additional charge. If La Quinta determines that additional inspections are required, the Franchisee will be required to reimburse La Quinta for all costs and expenses thereof, including wages, travel, lodging and meals. The Franchisee must take all measures necessary to promptly remedy any deficiencies indicated by such inspection. Any conditional approval may be rescinded if the Franchisee fails to satisfactorily remedy any identified deficiencies. La Quinta will issue an Opening Approval Notice, signifying that the facility may be opened for business as a La Quinta lodging facility if, upon completion of the pre-opening inspection, all of La Quinta's conditions have been met to La Quinta's satisfaction, including:

- 1) the facility (including all public areas, work areas and Guest Rooms) is completed (including the completion of work described in the Property Improvement Plan, if applicable); contains the number of required Guest Rooms and is ready to provide lodging services to guests on a fully operational basis;
- 2) the governmental authorities under whose jurisdiction the facility was constructed have issued a permanent certificate of occupancy, if required by applicable law;
- 3) all other licenses, permits and other consents required for the occupancy and operation of the facility have been obtained; and
- 4) all deficiencies revealed in the pre-opening inspection have been corrected and the facility complies with all of our Standards.

In no event shall the facility open for business as a La Quinta Lodging Facility prior to La Quinta's issuance of an Opening Approval Notice.

201.05 Assistance

La Quinta stands ready to assist you with your lodging facility needs. Please contact one of the following:

Design & Construction Services

Murry Cathlina	EVP, Design & Construction Services	214-492-6886
Ted Czyzewski	VP, Design Services	214-492-6758
Krishna Paliwal	Director, Design Services	469-417-7109

Franchising

Rajiv Trivedi	EVP Franchise & Chief Development Officer	214-492-6753
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Jeff Palla	SVP, Franchise Operations	214-492-6646
Steve Clinkenbeard	VP, Franchise Services, East	615-419-1377
Geoff Tucker	VP, Franchise Services, West	904-333-4717
Tamara Adkins	Director - Franchise Openings, East	972-898-8869
Rick Roessler	Director - Franchise Openings, West	361-563-2586
Armando Jimenez	Director - Franchise Openings, Mexico & Latin America	81-8253-9521

Franchise Service Directors

Alan Ames	Region 63	480-993-8121
Craig Brantl	Region 73	214-794-4934
Ziad Gharib	Region 72	512-944-4199
Rod Gorman	Region 81	832-515-5832
Armando Jimenez	Region 91	011-52-1-81-81-8253-95
David Morgan	Region 71	801-652-7354
Raj Pandya	Region 83	713-899-3117
Barry Sullivan	Region 62	901-483-249
Johanns Williams	Region 82	708-557-6752
Craig Wilson	Region 61	908-689-1462

202 General Design Criteria

202.01 Building Codes and Applicable Laws

All new Construction shall be constructed in accordance with a national model code, such as the Uniform Building Code, the Standard Building Code, the Basic/National Building, or the International Building Code. All conversions must comply with the current building code in the jurisdiction having authority. All properties must conform to the requirements of all laws, rules and building codes of all regulatory authorities having jurisdiction. In the event a requirement of these Standards and any law or code conflict, the more stringent requirement shall apply.

Notwithstanding anything to the contrary contained herein, La Quinta's exercise of its right to approve the site layout, to approve any plans, to inspect the construction of the facility and to issue the Opening Approval Notice shall be solely for the purpose of assuring compliance with La Quinta's standards and shall not be construed as any express or implied representation or warranty that the facility complies with any applicable laws, codes or regulations (including the ADA or any other federal, state, or local law or ordinance regulating standards for the access to, use of, or modification of buildings for and by persons whose disabilities are protected by law) or that the construction thereof is sound or free from defects. La Quinta's criteria for approval or disapproval do not encompass technical, architectural or engineering considerations. La Quinta shall have no liability or obligation with respect to the design or construction of the Facility.

202.02 Americans with Disabilities Act

Analysis of the impact of Title III of the Americans with Disabilities Act of 1990 (as amended, the "ADA") on a particular hotel is the **owner's** responsibility and is not contained within the scope of these standards; therefore, legal counsel, architects and/or other necessary advisors should be consulted.

In the case of new construction, the Franchisee's architect will be required to certify to La Quinta that the Franchisee's construction documents will be or have been prepared in accordance with the ADA. In addition, prior to opening, the Franchisee must certify to La Quinta that the Franchisee's hotel fully complies with all ADA requirements.

In the case of a conversion property, following the completion of all conversion renovations, the Franchisee must certify to La Quinta that the Franchisee's hotel fully complies with all ADA requirements.

202.03 Life Safety Requirements

All properties shall comply with the National Fire Protection Association (NFPA) Standards. Copies of NFPA Standards may be obtained from:

National Fire Protection Association
Battermarch Park
Quincy, MA 02269
Phone: 1-800-344-3555 or www.nfpa.org

202.04 Fire Detection, Alarm, and Suppression Systems

A general alarm system activated by smoke and/or fire shall be provided which meets or exceeds local codes and ordinances. Fire extinguishers are required according to the current code. In addition, fire suppression systems are recommended for all properties. If required by code, a fire suppression system shall be installed.

202.5 Wiring and Cabling

All wiring and cabling must be concealed in a wall cavity or in the space above a finished ceiling. Any variance from this standard requires a written submittal that includes a floor plan showing the location of a deviation along with an illustration of the proposed deviation and the resulting finished condition.

203 Site Design and Construction

203.01 General

Site must be attractive, with “curb appeal,” and well maintained. The new lodging facility should have good visibility with easy accessibility. It should be well positioned for business within the competitive market. A site may not be considered which would breach a predefined market radius of another La Quinta Lodging Facility. La Quinta will review information regarding each proposed site to determine whether to accept or reject the site. Factors that may be considered include, without limitation:

- General location and neighborhood
- Demographic information
- Traffic patterns
- Vehicular and pedestrian (if appropriate) access
- Visibility
- Location of other lodging facilities
- Size, configuration, topography, appearance and other physical characteristics of the site
- Local Covenants, Codes, and Restrictions (CCR), including zoning classification, setbacks, height restriction, and Floor Area Ratio (FAR)

It is recommended that the site be submitted for review prior to proceeding with the project design.

203.02 Entrance Drives

Entrance drives must be constructed of concrete or asphalt with continuous concrete curbs. Entrances must be easily recognizable and attractive in order to present a pleasant arrival point for the guest. Each main entrance should have a La Quinta internally illuminated sign and additional landscaping. All drives must be maintained in good condition.

203.03 Parking Areas

Parking lots must be constructed of concrete or asphalt with continuous concrete curbs. All parking spaces must be clearly marked. Parking spaces for the disabled must comply with ADA. All paving must be maintained in good condition. Drive aisle shall be a minimum of 22'-0" (24' is recommended) wide. Provide a minimum of one 9' x 18' parking space per Guest Room plus adequate employee parking as required by codes. At all locations adhere to local ordinances regarding off-street parking. Parking lots must be adequately sloped for proper drainage; however, slopes shall not be excessive.

203.04 Parking Garages and Covered Parking

Requirements for surface parking apply except as modified below:

1. Light level must be maintained at least 10 foot-candles, or as required by code.
2. A complete fire sprinkler system shall be provided to comply with all codes and authorities having jurisdiction.

3. Where multi-level garages are provided, exit stairwells must meet the same requirements as for the main hotel.
4. A fire alarm system is required with pull stations at all exit doors. Other devices must be provided to comply with NFPA codes.
5. Panic hardware (crash bar type) is required at exit doors

203.05 Sidewalks

Sidewalks shall be constructed of concrete and finished with a uniform non-slip texture. Provide walks from all areas of the parking lot and to the pool. Sidewalks shall be a minimum of 5' wide. Any walks that are cracked or displaced must be replaced.

203.06 Connections Between Buildings

Covered walkways are recommended between buildings, and must be a minimum of 5'-0" (1.52m) wide and be of non-slip design and texture. All floors must be sloped for positive draining.

203.07 Site and Building Lighting

Provide adequate lighting to ensure guest safety at all vehicular entrances to the site, pedestrian entrances to the building, parking lots, sidewalks, steps, porte-cochere and pool. Provide a minimum of 2-foot candles, or as required by codes, throughout all parking areas. Utilize pole mounted area light fixtures as appropriate. Wall pack type fixtures are not allowed.

Light the exterior of the building in order to provide visibility from adjacent thoroughfares. Mount building wash lights on parking lot light poles. Provide building wash lighting on all sides that are visible to local traffic. Lighting illumination strength will depend on how far back your poles are to the building. All exterior lighting is to be controlled by photocells to conserve energy.

203.08 Site Signage

Site signage should be maximized as allowed by local codes and ordinances. Required site signage should be professionally designed and fully coordinated. ONLY approved vendors are allowed to manufacture the La Quinta registered trademark. Please reference the signage vendor list. Provide a La Quinta internally illuminated pole sign manufactured by an approved vendor of appropriate size. Provide La Quinta internally illuminated building signs manufactured by an approved vendor of appropriate size located on the tower and building elevations as appropriate to the site location and visibility. The tower sign is to be recessed into the Tower wall and is to be accessed from the inside of the tower to accommodate servicing. See details in the exterior signs section of this manual. Provide a La Quinta internally illuminated entrance sign manufactured by an approved vendor at each main entrance. Primary exterior signs shall be lighted from sunset to sunrise and controlled by photocells to conserve energy. "No Vacancies" signs are not permitted.

203.09 Service Areas

Locate in inconspicuous areas. Provide visual screening of dumpsters and other similar equipment with an architectural enclosure that coordinates with the building design. Enclosures shall screen the equipment from the guest's view and have full height screening gates. The paved area in front of the dumpster shall be 5" thick concrete and be 20'-0" in length by the width of the dumpster enclosure opening.

203.10 Fences

Fences required by local codes or other reasons shall be of the ornamental type and constructed of metal, stained concrete block, stone, or a combination. Wood fences will be allowed only by special permission. Chain link fences are not allowed anywhere on the property.

203.11 Landscaping

A minimum of fifteen (15) percent of the site shall be landscaped. Planting shall be mature, abundant, that is appropriate to the location and professionally designed. Provide planting areas with seasonal color at the vehicular entrances, porte-cochere, and on either side of the front door. All planted areas shall be irrigated and include a "rain gauge" control system. Submit landscape plans for all new constructions and conversions to La Quinta for approval.

203.12 Flag Poles

Flag Poles for U.S. Flag, State Flag and La Quinta Flag are required and should be indicated on the site / landscape plans. Flag Poles should be 20' tall, white in color and well lit from the ground. Submit plans for all new constructions and conversions to La Quinta for approval.

204 Swimming Pool and Spa

204.01 Design

Locate the pool on south or southwest side of the building to take advantage of afternoon sun. Outdoor pools shall be a minimum of 720 square feet, and indoor pools must be a minimum of 415 square feet. Maximum depth of all pools must not be greater than five (5) feet. Spas separate from the pool are preferred. A spa is required for an Inn and Suite hotel. All spas shall be a minimum of 50 square feet in area. Pool and spas must comply with all current codes. Interior color of the pool should be light white.

204.02 Signage

Pool signage shall comply with all local codes and ordinances. All approved vendors are familiar with the local jurisdiction requirements. Please reference the signage vendor list. Refer to section on signage for detailed requirements.

The water depth must be marked by tiles permanently affixed to the top of the pool edge and at the pool rim at the water line. Tiles reading "No Diving" shall be installed between the depth markers.

204.03 Deck and Coping

A pool deck at least 5'-0" in width must surround all pools and spas and sized appropriately for the following minimum furnishings:

- 4 Tables with an Umbrella and 4 Chairs (exclude umbrella's at indoor pool)
- 8 Lounge Chairs

The deck and coping must have a non-slip finish with a coefficient of friction of 0.6 or greater when wet. Drainage for the deck must be provided.

The deck finish should be Kool-Deck, Sundeck, or equal.

Pool Surface should be tan.

204.04 Enclosure

As dictated by site design and visibility, the pool area shall be screened by landscaping and a screen wall. The pool and spa must be enclosed in a minimum 5'-0" high (or higher if required by code) decorative fence. Gates into the enclosure must be self-closing, self-latching and childproof.

204.05 Equipment

Filtration and pump must have the capacity to re-circulate the entire contents of the pool within a six- hour period, or as required by code. Water purification such as chlorination, bromination, or ozone treatment is required.

Diving boards and slides are prohibited. Steps with a stainless steel handrail are required at the shallow end. A stainless steel ladder with a handrail is required at the deep end.

An underwater light is required in the pool and in the spa. All electrical connections within the pool area must be of the ground fault (GFIC) type.

Only anti-vortex drains shall be installed in the pool and spa. Spas must be equipped with emergency shut-off devices.

The following safety equipment shall be provided:

- 2 U.S. Coast Guard approved life safety devices (i.e. ring buoy with rope)
- 1 Life Hook

A telephone directly accessible to guest shall be provided. When the receiver is lifted the phone must automatically dial the Front Desk or, if required by local code, the local emergency medical response personnel.

A pool heater must be provided. Pool supplies are not to be stored in the same room as dehumidification or filter equipment.

204.06 Carbon Monoxide Detection

If the pool or spa heater is gas fired and connected to or within the hotel building, a CO detection and alarm system must be provided that meets La Quinta specifications.

STANDARD INSTALLATION (1) CARBON MONOXIDE DETECTOR

QTY. DESCRIPTION

1	MA-CM15A CARBON MONOXIDE DETECTOR W/SOUNDER
1	IV-FA250 HIGH POWER TRANSMITTER
1	IV-FA416DR 16 ZONE RECEIVER W/DISPLAY
1	AC-SPX5760 ANNUCIATOR PLATE
1	SCN RB-5 AUXILLIARY RELAY MODULE
2	POWER SUPPLY DC, 12V 1-AMP
2	BATTERY 12V 7AH
2	TRANSFORMER

INSTALL HIGH POWER REPEATER FOR LONG RANGE SIGNAL OF CARBON MONOXIDE DETECTOR TO RECEIVER

QTY. DESCRIPTION

- 1 IV-FA575 HIGH POWER REPEATER
- 1 IV-BAT603 BACKUP BATTERY

INSTALL (1) ADDITIONAL CARBON MONOXIDE DETECTOR

QTY. DESCRIPTION

- 1 MA-CM15A CARBON MONOXIDE DETECTOR W/SOUNDER
- 1 IV-FA250 HIGH POWER TRANSMITTER
- 1 POWER SUPPLY DC, 12V 1-AMP
- 1 BATTERY 12V 7AH
- 1 TRANSFORMER

ANNUAL MAINTENANCE AND ANNUAL INSPECTION IS REQUIRED. LOCAL AND STATE CODES SHOULD BE RESEARCHED AND COMPLIED WITH.

204.07 Lighting

Provide adequate lighting at the pool deck.

204.08 Indoor Pools and Spas

Indoor pools and spas require a separate HVAC system that is capable of removing the excess moisture. Proper ventilation must be provided to prevent accumulations of odor and humidity. Chlorine is not recommended to treat the water due to its corrosive nature. The pool area shall be designed to have negative pressure to reduce odors in the hotel. A vestibule is recommended at the entry.

When an enclosed swimming pool is provided, its exterior design must be consistent with the exterior design of the main building. The pool area must be separated from the rest of the hotel with a vapor barrier.

Acceptable floor finish is Sundeck or equal and slip resistant ceramic tile. The floor must be non-slip with a minimum static coefficient of friction of 0.6 when wet per ASTM 1028.

The wall finish must be appropriate for an enclosed pool environment. Acceptable wall finishes include synthetic stucco, moisture resistant gypsum board with a knock-down textured finish and enamel paint and ceramic tile. If the textured gypsum board finish is used, it is recommended that a ceramic tile wainscot be used also.

A finished ceiling should be provided in the pool area. If an exposed structure is desired, finishes shall be submitted for approval. Exception: painted, exposed spiral ductwork is acceptable.

The finishes and materials in the pool area should provide an acceptable acoustical environment. The use of acoustical ceilings, banners, etc., should be considered. Sound ratings between pool and adjacent Guest Rooms shall be a minimum of 54 STC. Pool surface should be white.

Provide a remote card reader that is operated by Guest Room card keys at the indoor pool entrance door. Remote card readers are also required at doors from the indoor pool to the outdoor sun deck unless the sun deck is enclosed with a fence. The fence must be the same as required for outdoor pools.

Window frames must be aluminum. Door frames should be aluminum where possible.

Where used, exposed metal accessories are to be chrome-plated brass/bronze or stainless steel.

When providing rest rooms, follow the guides for public toilets

Any doors going into the pool area should be all glass or minimum a glass panel and as required by code.

205 Building Exterior

205.01 Porte-Cochere

The porte-cochere is the hotel's front door. As such it should identify the building as a La Quinta lodging facility, be visually welcoming and functional. Where space allows, the canopy should be large enough for two lanes of traffic - two cars deep, with a covered area approximately 24' x 32'. It must be well lit. Provide a minimum of four (4) decorative light fixtures at the porte-cochere / entry area. The recommended drive surface should have a decorative pavement of exposed aggregate concrete and pavers. The area immediately in front of the entrance door shall have a maximum slope of two (2) percent. All elements of the drive must be non-slip with a minimum static coefficient of friction of 0.6 (wet) per ASTM 1028 and without abrupt changes in elevation. The clear height over the driveway shall be a minimum of 13'-6". If the clear height is less than 13'-6", provide a warning sign.

205.02 Branding Elements

Elements that identify the property as a La Quinta lodging facility must be incorporated into all new construction and into conversions as required by the PIP. These elements may include:

- Signature tower with illuminated signage
- Ornamental railings and awnings
- Fascia and window trim
- Large windows with full width PTAC grilles
- Reddish Brown barrel tile roof (Traditional Design)
- Light French Grey EIFS Cornice at Pediments (Urban Design)
- Exterior finish and colors

These elements are important to establish brand identity and to establish consistency among properties. The prototype drawings contain construction details for all branding elements which, when required to be included in a property, must be followed closely. Other architectural features may be required.

205.03 Exterior Building Facade

All new construction shall adhere to La Quinta Inn or La Quinta Inns & Suites prototype drawings. If a conversion is required to be repainted, the following colors shall be used:

Sherwin Williams	SW 6387	Compatible Cream (Urban & Traditional Design)
Sherwin Williams	SW 6374	Torchlight (Urban & Traditional Design)
Sherwin Williams	SW 0055	Light French Grey (Urban Design Only)

Color Placement – See Color Placement drawings.

The hotel buildings should have sufficient details and architectural enhancements to provide appealing appearance and curb appeal.

205.04 Building Signage

Provide a La Quinta internally illuminated building sign manufactured by an approved vendor on all building facades that face a major thoroughfare. Signage should be maximized in accordance with local codes and ordinances. All building mounted signs must be semi-recessed per La Quinta "sleeved" sign details. See La Quinta Identification Program 210.05.

NOTE: It is highly recommended that prior to the start of construction, the semi-recessed sign sleeves be purchased in order to facilitate the tower construction.

205.05 Windows and Sliding Glass Doors

Each Guest Room must have a window with a minimum of 20 square feet of double glazed glass area, or per code requirements.

All Guest Room windows shall have a stop limiting the window opening to 4" unless prohibited by code. Stops shall not be able to be removed by guest.

Louvers for thru-wall units shall be architectural style with finish to match the window sections or the adjacent wall, as appropriate.

Sliding glass doors are not allowed in new construction except at beachfront property and only by special permission. Sliding glass doors are required to have an auxiliary locking device above the reach of children.

205.06 Railings

Railings must conform to local and state codes and shall be fabricated from electro statically finished aluminum or painted steel with a 6" high top rail. Horizontal style railing is not permitted at any location of the hotel, including interior or exterior balconies, stairs, or changes in grade.

205.07 Awnings

Provide awnings at locations shown in the architectural drawings.

206 Interior Public Spaces

206.01 General

La Quinta has developed Interior Decor Packages for Guest Rooms, guest baths, and all public spaces that should be used whenever updating an existing property or constructing a new one. These packages were developed by nationally recognized interior design firms and are suitable for any location. Decor Packages are available with selections for floors, walls, lighting, furnishings, countertops, artwork, soft goods, case goods, and many other interior items. Decor Package information for all packages can be obtained from:

LQ Management, LLC
909 Hidden Ridge, Suite 600
Irving, Texas 75038
Attn: Carol Manverse
Phone: 214-492-6999 or carol.manverse@laquinta.com

Any deviations to the following standards must be submitted to La Quinta for approval.

206.02 La Quinta Inns

The hotel shall be a two-story double loaded interior corridor facility with a minimum room count of 60. Provide a mix of Double Doubles and Single Kings as appropriate to the market. All La Quinta Inns shall include:

- Data Port phone with voice mail and high speed internet in all rooms and a second phone on the desk in single Guest Rooms and suites.
- A continental Breakfast Area
- A pool

Suites included in La Quinta Inns shall meet the requirements for suites as listed below.

206.03 La Quinta Inns & Suites

The hotel shall be a four-story double loaded interior comfort corridor facility with a minimum room count of 92-96. A minimum of twenty per cent (20%) of the total room count must be suites in order for the property to be signed as a La Quinta Inn and Suites. Guest Rooms must have at least 296 square feet in the bed and seating area, not including the bath and entry and have a separate soft seating area in order to be classified as a suite. In addition, La Quinta Inn and Suites must:

- Include:
 1. A microwave and refrigerator enclosed in a cabinet with doors in all Guest Rooms.
 2. A desk (minimum size of 24"x48") with Data Port phone and high speed internet.
 3. A second phone on the desk in all single Guest Rooms and suites.

- Provide a mix of Double Doubles or Double Queens and Single Kings and suites as appropriate to the market
- Include a Meeting Room facility (min. 650 S.F.) as appropriate to the market
- Include a well appointed Lobby soft seating for a minimum of 6
- Include a well appointed Continental Breakfast
- Include a Pool and Spa
- Include an Exercise Room
- Include a Business Center in the Lobby
- Include a Brightside Market
- Include a Guest Laundry
- Include public areas spacious enough to sufficiently accommodate the above stated requirements. Likewise, the physical facilities must convey a sense of value enhancement to contribute to the guest's experience.

206.04 Entrance Doors

Provide a pair of 3'-0" wide full glass doors with wide stiles and high quality commercial hardware. A vestibule with automatic doors should be used in all cases. Automatic entrance doors are required for all La Quinta "Inn & Suites" and any La Quinta "Inn" facilities over 120 rooms. At the second set of entry doors, an intercom and electronic card reader is required. Secondary entrances shall have electronic card readers.

206.05 Lobby

The Lobby is often the guest first impression. As such, it should be welcoming, attractive and functional. Finishes and furnishings must be stylish, well coordinated and in like new condition. Two-story lobbies are acceptable, but may require additional fire protection measures. Architectural features such as cove lighting, cove molding, and chair rails are required. A phone and wireless high speed internet are required.

206.06 Public Area Floors

Provide a combination of carpet and ceramic tile flooring in the Lobby with a coordinating wood, tile or stone base. A "Pedimat" style architectural entrance mat is required immediately in front of the entrance door. Concrete, vinyl composition tile, and glue down carpet are not acceptable in any public area. All floors shall have a minimum static coefficient of friction of 0.6 (wet).

Carpet must be a 36 oz. commercial grade broadloom custom printed nylon or broadloom enhanced loop graphics with at least three (3) yarn colors as per La Quinta Décor Packages and specifications. Carpet at stairs to be 36 oz. without pad. Carpet at Guest Rooms to be 30 oz. face weight.

206.07 Public Area Walls

Walls textured with a knocked down finish are preferred throughout the hotel. If vinyl wall covering is used, it shall be type II in all public areas. Painted concrete block and painted vinyl wall covering are not acceptable.

206.08 Public Area Ceilings

Gypsum board ceilings with an acoustic orange peel textured are required. If lay-in ceilings are existing, they shall be in combination with gypsum board accents and shall be 24" x 24' with a tegular or reveal edge and a fine fissured, non-directional pattern.

206.09 Public Area Lighting

Lighting in public spaces should be accomplished with cove lighting, recessed can lights, decorative wall sconces, decorative pendants and tabletop lighting. Light fixtures with prismatic lenses, egg crate diffusers or bare bulbs are not acceptable. Provide well-lit spaces using fixtures per La Quinta décor packages. Select lamps to provide a consistent warm light color (2700 Kelvin) throughout the facility, long lamp life, and low energy usage. Occupancy sensors are required in Public Restrooms, Fitness Center and Non-Mechanical Back of House spaces.

206.10 Public Area Artwork

Provide permanent artwork in decorative wood frames in the Lobby, continental Breakfast Area, and other areas as appropriate.

206.11 Public Area Furnishings

For Inn & Suite properties less than 100 rooms, provide one seating group for 5-6 guests in the Lobby. For Inn & Suite properties over 100 rooms, provide a minimum of 2 seating groups for 4-6 guests each.

For an Inn property provide one seating group with seating for a minimum of 4.

Provide seating in the continental Breakfast Area equal to twenty-five percent (25%) of the total number of Guest Rooms, in a combination of two-tops and four tops.

206.12 Public Area Window Treatment

Provide window treatment per La Quinta décor package at all windows in public spaces. All windows shall have a uniform appearance from the exterior.

206.13 Front Desk

The Front Desk must be convenient to the front door and, where possible, provide a view to the Breakfast Area. A minimum of two workstations must be provided and may be split into two freestanding modular desks.

The desks must be upscale and coordinated with the remainder of the Lobby. The top of the desks must be solid surfacing or granite. The front shall be tile, solid surfacing, or high quality millwork. The back work surfaces may be plastic laminate. Use La Quinta

Décor Package in all new construction and in conversions if the Front Desk is to be replaced or refaced.

The wall behind the desk must be free of work counters and equipment. See FF&E manual for appropriate artwork.

206.14 Breakfast Bar Area

Provide minimum seating for 25% of the Guest Room count, providing 50% of the seating at four tops and 50% of the seating at two top tables. Multiple types of seating such as soft lounge seating and seating around an internet bar or communal table may be acceptable alternatives depending on the design scheme.

A full service restaurant and / or bar may be acceptable based on location and market conditions. Submit plans for La Quinta Operations and D&C review and approval.

The breakfast bar must be of quality permanent construction. Portable bars are not allowed except as supplemental areas for service. The portable bar, if used, must be decorative and match the permanent bar. A minimum bar length of 20' is to be provided for an Inn and Suite with up to 90 rooms. A minimum bar length of 16' is required for an Inn hotel. Additional length as needed for facilities over 90 rooms. The maximum length of a portable bar is 6'.

The bar top must be constructed of granite or solid surfacing material, with plastic laminate cabinets. Upper cabinets are not allowed.

Provide space for the storage of all food out of the guest's view when not in use. An enclosed pantry with a refrigerator, dishwasher, sink and storage cabinets is preferred in conversions and is required in new construction. Breakfast bar pantry and associated areas must comply with all local health requirements. Provide electrical outlets below the countertop inside the cabinets. Provide a minimum 42" flat screen plasma or LCD TV, wall mounted.

206.15 Elevators

Elevators shall be a minimum of 3,500-pound capacity with a minimum 3'- 6" wide door. Minimum speed shall be 100 feet per minute for buildings four stories or less. Provide one (1) elevator for up to 90 rooms. Two elevators required for all four story hotels. Provide finishes in the guest elevators per La Quinta décor packages (plastic laminate walls, Resilient flooring, if carpet it shall match the corridors).

Elevators should be located in an area where guests do not walk through Lobby and Breakfast Area to go to the pool.

If a rear door opening into the laundry is provided, the door must be operable only by using a staff key to prevent guest access to the laundry.

206.16 Elevator Lobbies

Provide elevator lobbies with self-closing fire/smoke assemblies when required by code. Elevator lobbies shall be a minimum of 6'-0" wide and attractively furnished to coordinate with the remainder of the hotel.

206.17 Amenities

206.17.1 Meeting Rooms

Meeting rooms, if provided, shall be finished and furnished to coordinate with the remainder of the hotel. Provide an attractively decorated room with carpet, carpet base and textured and painted walls. Carpet must be a 36 oz. commercial grade broadloom custom printed nylon or broadloom enhanced loop graphics with at least three (3) yarn colors as per La Quinta Décor Packages and specifications.

If meeting rooms are subdivided with folding partitions, the folding partitions must have a minimum STC rating of 50, and an STC rating of 54 is recommended. Accordion type partitions are not permitted.

A 42" television set and videotape / DVD player are required. Each room must have a visual aid communications board with erasers and markers available. A speaker telephone with data port compatibility is required as well as high speed internet access.

206.17.2 Business Center

The Business Center must have at least two workstations, one that is accessible per ADA. Provide a computer that is connected to the internet and a printer. Carpet must be a 36 oz. commercial grade broadloom custom printed nylon or broadloom enhanced loop graphics with at least three (3) yarn colors as per La Quinta Décor Packages and specifications. Doors should have a glass panel and be controlled by card key access.

A freestanding millwork Business Center Desk is acceptable if located inconspicuously in the Lobby and visible to the Front Desk.

206.17.3 Exercise Room

If an exercise room is provided, provide an attractively decorated room with carpet, carpet base and textured painted walls. Carpet must be a 30-oz. commercial grade solution dyed nylon tufted loop as per La Quinta Décor Packages and specifications. The room must be well ventilated and large enough for the required equipment. One wall must be fully mirrored from a minimum of 12" above the floor to 12" below the ceiling. La Quinta's Signature wall vinyl must be installed on the wall opposite the mirrored wall. A telephone, mounted on the wall near the entry at 48" above the floor, is required. Telephone must ring the Front Desk when the handset is lifted. Provide the following minimum equipment:

- 1 high quality commercial grade treadmill
- 1 high quality elliptical machine
- 1 high quality commercial grade total body gym

- 1 set free weights and bench
- 1 set weight balls
- 2 yoga mats and hanger
- 1 sanitary wipe dispenser
- 1 drinking fountain or purified water dispenser
- 1 towel rack and 2 decorative robe hooks
- 1 soiled towel bin
- 1 wall or ceiling mounted 42" flat screen plasma or LCD TV with remote control
- 1 wall clock
- LQ poster (for mirrored wall)

The ceiling is recommended to be 9'-0" high to accommodate optional exercise equipment such as a stair stepper. The entry door must be protected by a lockset operable by the guest's card key. Additionally, it must be possible to see into the Exercise Room from the corridor. Doors should have a glass panel.

206.17.4 Public Area Telephones

A house phone and a card swipe phone shall be located on a table in the Lobby seating area.

206.17.5 Public Area Toilets

There shall be one restroom for men and one for women in the Lobby area. The restrooms shall be accessed from a secondary corridor. They shall not open directly onto the Lobby area. Direct line of visual sight into restrooms with multiple stalls is prohibited. The number of lavatories, stalls and urinals shall not be less than dictated by code. Water efficient toilet room fixtures with automatic motion sensitive faucets and flush valves are required in Public Area and Back of House toilet rooms.

In conversions, a unisex toilet is acceptable if only one toilet exists.

Finishes shall include ceramic tile floors and knock-down textured and painted walls per La Quinta décor package.

Toilet partitions and doors are to be plastic laminate or solid surface material and are recommended to be ceiling hung. Coat hooks are required on the back of the doors.

Provide a solid surface or granite vanity top with an under-counter mounted porcelain enamel lavatory and single lever faucet.

A full-width, full-height or decorative framed mirror is required.

Power exhaust fans, which comply with the local codes, must provide ventilation per local codes. If two or more toilet stalls are provided in the public restrooms, HVAC supply must also be provided in addition to continuous exhaust.

Men and women's restrooms must be clearly identified with international symbols. All restroom entrance doors must be a minimum of 3'-0" (.91m) wide. Door closures and kick plates are required on public restroom doors.

A smoke detector and emergency lighting must be provided.

The following accessories are required:

1. Reserve roll toilet tissue holder or surface-mounted dual dispenser.
2. Recessed combination paper towel dispenser and large waste receptacle.
3. Wall-mounted liquid soap dispenser.
4. Wall-mounted grab bars as required by ADA.

206.17.6 Vending

Vending with ice and soda is required on every floor. Provide 12" x 12" or larger ceramic tile at vending areas per La Quinta décor package.

206.17.7 Guest Laundry

When a guest laundry is provided, it must have 2 coin operated washers and 2 coin operated dryers, a plastic laminate wall mounted table for folding. Provide 12" x 12" or larger ceramic tile flooring, painted walls and an acoustical ceiling with appropriate lighting. The room is to be accessed by card key and the door to be glazed. Doors should also have a glass panel. The guest laundry is to be located on an upper floor.

206.17.8 Brightside Market

A Brightside Market is required in the Lobby. The market should be conveniently located and preferably adjacent to the Front Desk area. The market should be outfitted with attractive millwork display / storage fixtures and glass front merchandisers for cold and frozen items.

206.18 Guest Corridors

Primary corridors in the Guest Room areas must be a minimum of 5'-0" (1.5m) wide. Refer to Public Area Floors, Walls, Ceilings and Lighting above for general requirements.

In Inn and Suites, a corridor chair rail is required. The chair rail is wood painted the same color as the door frames. Trims are to be used as required by the design schemes.

Floors must be carpeted, and double stick padding is required. Carpet must be a 36 oz. commercial grade broadloom custom printed nylon or broadloom enhanced loop graphics with at least three (3) yarn colors as per La Quinta Décor Packages and specifications. Base shall be per the selected design scheme.

Color coordinated vinyl corner guards are recommended at wall direction changes. Clear corner guards are not approved.

Lighting shall be accomplished by a combination of recessed can lights and decorative wall sconces. Provide well-lit corridors, with emphasis at Guest Room entrances.

Doors are to be 2 panel solid wood or steel.

206.19 Interior Signage

Signage must be purchased from a La Quinta approved vendor. Room numbers must be mounted on the wall, on the latch side of the door. Mount all room signs 60" above the floor measured to the centerline of the sign. All signage shall be compliant with the ADA.

Required Directional Signs

Locations where directional signs are to be used:

- Transition of Lobby to corridors
- Each Elevator Lobby
- Each corridor intersection
- Each secondary building entrance

Directional signage shall indicate the location of Guest Rooms, Vending, Lobby and other guest amenities.

206.20 Environmental Controls

Heating, ventilation (fresh air) and air conditioning must be provided for all occupied areas and shall be thermostatically controlled. Where thru-wall air conditioning units (PTACs) are used:

1. Provisions must be made to allow positive drainage from the unit.
2. Thru-wall units must be complete with a metal sleeve.
3. Louvers for thru-wall units shall be architectural style with finish to match the window sections or the adjacent wall, as appropriate.
4. Thru-wall sleeves shall be properly sealed on the exterior and interior.

Central HVAC systems are required in Public Areas (Lobby, Breakfast, Meeting Room, Business Center, Fitness Center, Guestroom Corridors...) where PTACs are not allowed.

207 Guest Rooms

207.01 La Quinta Inns

Provide a mix of Double Doubles or Double Queens and single Kings as appropriate to the market. Suites included in La Quinta Inns shall meet the requirements for suites as listed below. Nominally the rooms shall be a minimum of 12' wide.

207.02 La Quinta Inns & Suites

A mix of extended suites (min. 12'x33') and appropriately sized two-room suites equal to a minimum of twenty percent (20%) of the total room count is required in order for the property to be signed as a La Quinta Inn and Suites. In addition, all rooms must include a microwave and refrigerator in Kings and Suites, a desk with Data Port phone, and a second phone in the bedroom.

Room Size Schedule

King / Double Double	12'-0" x 26'-0"	(312 SF)
Queen Queen	12'-0" x 27'-0"	(324 SF)
Extended King Suite	12'-0" x 33'-0"	(396 SF)
Two Room Suite	12'-0" x 26'-0" + 13'-5" x 18'-9"	(564 SF)

207.03 Closets

Closets are a requirement in all La Quinta lodging facilities. Provide a closet with minimum inside dimensions of 2'-6" wide and 2'-0" deep in each Guest Room. Closets shall have a pair of swinging two-panel doors with dummy hardware. Mount a hardwood or chrome plated hanging rod, shelf, iron and ironing board inside the closet. Closet floor shall be tile with tile base or Amtico vinyl flooring with rubber base, and walls are to be painted knockdown texture. A folding luggage rack is required in all closets.

In conversions, closets located behind the entry door as it opens may not be required to have a pair of swinging doors, but may have sliding doors.

207.04 Décor

La Quinta has developed Interior Décor Packages for Guest Rooms and guest baths. Use La Quinta Décor Packages in all new construction and conversions. Complete Decor Package information can be obtained from:

LQ Management, LLC
909 Hidden Ridge, Suite 600
Irving, Texas 75038
Attn: Carol Manverse, Franchise Administration
Phone: 214-492-6999 or carol.manverse@laquinta.com

207.05 Minimum Size and Configuration

All rooms are required to be adequately sized to accommodate the La Quinta furnishings packages.

207.06 Acoustics

Demising walls between Guest Rooms and walls between Guest Rooms and the corridor shall provide an STC 50 or better. Walls between Guest Rooms and noisy spaces such as elevators, maid's closets and vending areas must provide an STC 54 or better.

Guest Room floors/ceiling assemblies shall provide a minimum STC rating of 50.

207.07 Entrance Doors

Guest Room entry doors for interior corridor properties shall be 1 $\frac{3}{4}$ " (4.45cm) 20 ga. two panel steel or solid wood, tight fitting smoke and draft control assemblies having a fire protection rating of not less than 20 minutes or as otherwise required by code. Ratings shall be so indicated by Underwriters Laboratory labels attached permanently to the doors and frames. Doors are to be solid wood doors with two panels and to be painted or stained.

In conversions, existing Guest Room flush doors shall receive applied molding trim kit, refer to details.

Guest Room entry doors are to be a minimum of 3'-0" x 6'-8" (.81m x 2.03m). Doors are to have two spring-loaded hinges or commercial grade door closers with covers. Doors must be adjusted to be self-closing and self-latching.

Frames for interior corridor Guest Room entry doors shall be 18 gauge hollow metal or knockdown type. Framed, non-masonry walls shall be reinforced on both sides of the jamb to prevent prying and flexing for security control.

Provide the following door hardware:

1. 1 $\frac{1}{2}$ pair of butt hinges, 1 pair to be spring-loaded or a commercial grade door closer with cover.
2. Kick plate on the corridor side of the door.
3. Sound seals on interior doors and thresholds and weather-stripping on exterior doors.
4. U-bolt type security latch located no higher than 48" above finished floor.
5. Tamper-proof, one-way viewers located at 60" above finished floor.
6. An electronic lockset with automatic deadbolt and lever handle for hotel usage as manufactured by Onity (formerly TESA), VingCard, or Saflok or equal. Door hardware finish for all hotels shall be US26D Satin Chrome or US32D Satin Stainless Steel. The finish on all hardware must be the same.

In addition to the requirements above, exterior doors are to have thresholds and weather stripping in lieu of sound seals.

207.08 Connecting Room Doors

The use of connecting rooms is discouraged. If used, connecting rooms are to be connected by two solid core wood or steel doors rated as required by code. The two doors shall have a combined STC rating of not less than 50. Provide the following hardware for both connecting room doors:

1. Latch set equal to Sargent 10G15-3LL with operating lever on the room side only.
2. 1 1/2 pair of butt hinges
3. Thumb turn deadbolt with 1" throw with a blank plate installed on the opposite side of the door.
4. Sound seals.
5. The finish of all connecting room hardware must match the entry door finish.

207.09 Floor Covering

Guest Room floors are to be carpeted with pad and a carpet base. Carpet must be a 32-oz. commercial grade solution dyed nylon tufted cut pile with at least three (3) yarn colors. Refer to La Quinta Décor Packages for complete specifications. The entry and closet flooring are to be the same tile or Amtico vinyl flooring as described in the Guest Bath section.

207.10 Wall Finish

Walls are to be bright, appealing and well maintained. Painted smooth orange peel texture is preferred. Paint all four walls:

Refer to the design packages for wall colors

Contract quality, type I (15 oz.), Class A, vinyl wall covering is acceptable in conversions. Painted vinyl wall covering and painted concrete block are not acceptable.

207.11 Ceiling Finish

Ceilings shall be sound absorbent, light reflecting and a minimum of 8'-0" for "Inn" properties and 9'-0" high for all "Inn & Suites" properties. Paint ceilings:

Sherwin Williams – Luminous White – SW 1900 – Latex Flat

207.12 Electrical

Electrical outlets are to be placed to allow convenient connection of the individual fixtures/lamps. Electrical cords must be concealed from guest's view. Refer to drawings for placement and general furniture layouts.

1. Provisions must be made for electrical outlets to supply power to the television set, AM/FM clock radio, microwave, refrigerator, coffee maker and hair dryer.

2. At least one electrical outlet shall be conveniently located and accessible to guests for use with an iron.
3. A duplex outlet and telephone outlet mounted 15" above the floor are required at each desk.
4. A ceiling or wall mounted light fixture is required in the entry area. This light must be controlled by a switch mounted adjacent to the entry door.
5. Back-to-back power, telephone, television and other electrical outlets or junction boxes are not permitted between Guest Rooms. Device boxes in adjacent rooms must not be set in the same stud cavity.
6. Ground fault interrupter circuit (GFIC) receptacle shall be installed at any location within six feet (6') of a water source.

207.13 Environmental Controls

Heating, ventilation (fresh air) and air conditioning must be provided for all Guest Rooms and shall be thermostatically controlled. Where thru-wall air conditioning units (PTACs) are used in Guest Rooms:

1. The HVAC unit shall have a digital thermostat and be controlled by a guestroom Energy Management System (EMS).
2. Provisions must be made to allow positive drainage from the unit.
3. Thru-wall units must be complete with a metal sleeve.
4. Louvers for thru-wall units shall be architectural style with finish to match the window sections or the adjacent wall, as appropriate.
5. Thru-wall wall sleeves shall be properly sealed on the exterior and interior.

207.14 Drapery

Refer to La Quinta décor packages for complete details of draperies and drapery fabric.

207.15 Artwork

Refer to La Quinta décor package for artwork selections.

207.16 Lighting

Guest Room lighting must be provided by recessed can lights, decorative ceiling mounted fixtures, decorative wall-mounted bedside fixtures, table and floor lamps. Decorative lights shall be per La Quinta FF&E décor packages. Provide a well-lit room using appropriate fixtures. Fixtures must be contemporary, UL listed and powder coated. Provide matching cord covers for all wall mounted fixtures. Select lamps to provide a consistent warm light color (2700 kelvin), long lamp life, and low energy usage. Warm white fluorescent lamps are preferred, but incandescent lamps are acceptable. Light fixtures with prismatic lenses, egg crate diffusers or bare bulbs are not acceptable.

A ceiling fixture or decorative wall sconce is required at the entry area. This fixture and credenza light shall be three-way switched from the entrance door and the bedside.

Provide a wall-mounted or table mount bedside fixture over each night table. A matching fixture is to be installed beside the mirror over or on the dresser.

Provide appropriate task lighting at the desk. This fixture should be a, wall sconce or recessed can light. If a desk lamp is provided, it is recommended that a data jack be provide in the lamp base. Provide high speed internet at the desks and convenience outlets.

A table or floor lamp is to be provided adjacent to any soft seating for reading.

207.17 Microwave/Refrigerator

All Guest Rooms in La Quinta Inns & Suites must have a microwave and refrigerator. These must be installed in a cabinet with doors that matches the case goods or built into millwork.

All suites in an Inn must have a microwave and refrigerator. These must be installed in a cabinet that matches the case goods or built into millwork.

207.18 Telephones and Data Terminals

All Guest Rooms shall have a touch-tone phone. In an Inn property each single bed Guest Room or suite shall have two touchtone telephones, one at bedside and one at the desk. In new construction Inn and Suite two phones are required in all rooms one on the desk and one on a nightstand. One phone shall be a speaker phone. All telephones shall have push buttons, a message warning light and a Data Port. CAT5 Ethernet cabling must be installed to each guestroom.

207.19 Televisions

All Guest Rooms shall have a 32" minimum flat panel plasma or LCD television per La Quinta specifications.

Wall-mounted televisions can only be located on exterior walls and within the Extended King Suite TV wall niche.

208 Guest Baths

208.01 Layout

The La Quinta guest expects a well lit generous bath area with quality fixtures.

208.02 Floors

In a conversion or new build, floors must be a 6" x 36" vinyl strip product by Amtico Flooring – W731E Wild Cherry or minimum 12"x12" Ceramic Tile. The strips should be installed at a 45 degree angle with a starting point as shown in the drawings. This product **must** be used with Amtico glue or the warranty is voided. A resilient tub moulding (Johnsonite TM-50-A) at the junction between tub base and vinyl flooring is required. A resilient wall base (Johnsonite Millwork Reveal MW-130-F) at the junction between wall and vinyl flooring is required. A resilient transition strip (Johnsonite T-Moulding CE-47-B) at the junction between carpet and vinyl flooring is required. Contact information can be found in the approved vendors list found in this manual.

208.03 Walls

Walls shall be moisture resistant and light reflecting. Painted smooth orange peel texture is preferred.

Refer to interior décor packages for color.

Type I vinyl wall coverings are also acceptable, except in humid climates.

208.04 Ceilings

Ceilings shall be moisture resistant, light reflecting and a minimum of 7'-4" high. Cover ceilings uniformly with smooth orange peel texture.

Sherwin Williams - Luminous White - SW 1900 -Semi-Gloss Alkyd Enamel

208.05 Vanity and Vanity Cabinet

The vanity shall be a "stand alone furniture style" vanity (millwork apron, shelf and legs) with top, side and back splashes made of granite or solid surface material. Cultured marble is approved. Provide an under-counter mounted lavatory bowl. As an upgrade, a rectangular bowl will be acceptable.

Refer to individual décor packages for the specification.

208.06 Plumbing Fixtures

Provide a tub/shower combination. Cast iron or steel tubs with sound blankets and factory finished non-slip bottoms are required. The minimum tub length is 5'-0" (1.52m).

Shower only units, up to 90% may be provided in some markets as approved by La Quinta. A full-height glass fixed panel and a glass door is required if this option is selected.

Toilets must be white, tank type and have elongated bowls. Flush valve toilets are not permitted.

The toilet must have a white, open front plastic seat with lid. The seat and lid must remain in an upright position without being held. Padded seats are unacceptable.

All exposed plumbing fixtures (pipes, faucets, spouts, etc.) must be high quality, chrome-plated brass as manufactured by nationally known manufacturers. Single lever mixing valves must be installed for lavatory and bath/shower. All tubs shall have pop up drain stoppers. Rubber stoppers are not permitted.

Curved shower rods and hook less shower curtain shall be provided.

Each hot and cold water supply shall have an individual cut-off valve. Water supply for toilet must be mounted 10" above finished floor to avoid conflicting with base.

Bathtubs and lavatories must have overflow outlets.

ABS pipe is not permitted for use in La Quinta lodging facilities.

If PVC drainage piping is used above public spaces, the area must be insulated for sound control. As an option, the drainpipes may be insulated.

208.07 Tub Surrounds

Acceptable surrounds are granite, solid surfacing products equal to Corian and cultured marble. Finish and color of surrounds shall match Corian Cameo. The tub/shower surrounds must extend to the ceiling. Ceramic tile, acrylic and fiberglass units are unacceptable, except at existing properties, and only if in like new condition.

208.08 Lighting

General illumination for dressing and color- balanced illumination for grooming are required. Use contemporary decorative fluorescent fixtures with warm white lamps, a tube type over the vanity and a round fixture in the ceiling. Provide a minimum of 40 foot-candles at the vanity. When the vanity and tub/shower are in separate areas, switch each area independently.

208.09 Electrical

A GFCI duplex electrical outlet must be located at both ends of the vanity to allow convenient use of personal care appliances in front of the vanity mirror and for the required hair dryer (1500 watts) and coffee maker.

208.10 Exhaust System

The toilet area is to be mechanically exhausted by metal ducts and continuously operating fans. The exhaust system must contain baffles to prevent sight and sound transmissions between bathrooms. Baths shall not vent into the chase ways.

Combine exhaust ducts to minimize penetrations through the building exterior. Exhaust vents shall be placed no closer than ten feet from an operable window or air intake

louver. When possible, exhaust shall be routed through the roof on the rear of the building.

208.11 Bath Door

Provide two panel hollow core wood doors, minimum size of 3'-0" x 6'-8" x 1 3/8". If a full-length dressing mirror is used on the bath door, a solid-core door is to be provided.

A privacy set equal to Sargent 10 line is required on bathroom doors. The finish must be US26D satin chrome finish on the bath side and the finish on the room side must match the entry door hardware. One pair of butts with US26D finish is required. Lever type handles are required.

Lock operation: The latch bolt must operate by lever from either side, except when a push-button locks the outside lever. The push-button lock must release by turning the inside lever or by closing the door. The push-button lock must also be released by an emergency key. The backset must be 2 3/8" (6.03cm) minimum with a minimum latch projection of 1/2" (1.27cm).

208.12 Mirrors

Vanity Mirror. A wall-mounted framed mirror is required above the vanity. The light switch and outlet must be located so they do not conflict with the mirror. The mirror must be 1/4" distortion free, polished float plate glass, manufactured according to federal specifications DDM-411 for Grade 1 mirrors.

Dressing Mirror. A full-length mirror is required in all Guest Rooms, located in or immediately adjacent to the dressing area and mounted 18" above the finished floor. Minimum size is to be 18" x 60" (.46m x 1.52m). The mirror must have polished edges. If mounted on the bath door or closet door, it is to be mounted 12" above the finished floor with mirror clips. The door must be solid core.

208.13 Bath Accessories

All accessories shall be non-corrosive, stainless steel or chrome. The following accessories shall be provided:

1. **Toilet Tissue Dispenser.** The toilet tissue dispenser is to be Satria Model #51317SC by Franklin Brass / Liberty Hardware or equal.
2. **Robe Hook.** The double robe hook is to be Futura #F1402 by Franklin Brass / Liberty Hardware or equal.
3. **Shower Rod.** The shower rod is to be "The Crescent Rod", a 5'-0" curved stainless steel rod, as distributed by Shower Solutions, Inc. or equal. The shower rod must be permanently secured and located 6'-8" off the finished floor to the center line of the rod. A hook less shower curtain is required.
4. **Grab Bar.** A chrome or stainless steel grab bar, 36" in length, is to be installed horizontally on the tub side wall. Proper backing/blocking is to be provided for

secure installation. All grab bars must be securely anchored and capable of withstanding 250 lbs. of pull. Grab bars must have flange covers to conceal the mounting screws

5. **Towel Rack.** The towel rack is a millwork piece (24"Wx8"Dx12"H) with finish to match the vanity millwork. The unit has a top shelf, three (3) cubbies for rolled towels below the shelf and two (2) stainless steel rods for hanging towels below the cubbies. Proper backing/blocking is to be provided for secure installation over the toilet.
6. The **Towel Bar** is to be Futura #1418 by Franklin Brass / Liberty Hardware or equal. Proper backing/blocking is to be provided for secure installation and located adjacent to the vanity. Towel bar with towels shall not cover light switch/receptacles.

209 Support Areas and Systems

209.01 Electrical Panel Boxes/Circuits

All electrical panel boxes and circuits must be labeled and lockable. Unless prohibited by local authorities, all electrical panels and circuits accessible to the public must be kept locked. Exposed electrical panel boxes must be finished to coordinate/blend with the surrounding interior finish and color scheme.

209.02 Emergency Lighting

Emergency lighting is to be provided to comply with all codes and authorities having jurisdiction. Additionally, emergency lighting fixtures shall be provided in any area that may be occupied by a guest, except Guest Rooms and guest baths. Emergency lighting fixtures shall be arranged to maintain not less than one foot-candle measured at the floor at all points, including corners. Emergency lighting fixtures shall be automatic, not requiring any manual action to put them into operation after failure of normal lighting. Power for emergency lighting shall be supplied by approved reliable electric storage batteries with trickle charge system or equivalent.

209.03 Property Management System

Definition:

Cat 5e – This is defined as 24 awg, 4 pair unshielded utp cable, that is BASE 1000-T compliant.

209.03.1 Manager's Office

- General Manager's Office shall have 3 power outlets.
- Space must be made in the General Manager's office for one workstation, one monitor, and one printer.
- Category 5e cable must be run from the location of the manager's workstation and the manager's printer. These cables should terminate in the telephone room at the patch panel as discussed in 209.03.3. The cable ends in the manager's office should be terminated with RJ45 female connectors and contained in an internal or external outlet box or boxes, depending on location. The outlet box(s) should be clearly marked as to where they are on the patch panel.

209.03.2 Front Desk Requirements

- A total of 5 power outlets are required in front office area.
- Front Desk area will require a space for 2 workstations and monitors.
- If additional equipment is needed, contact La Quinta for assistance.
- Space for printer (2'W x 2'H x 2'H) must also be made in front office area.
- Cat 5e cable must be run from the location of each Frontdesk workstation and the Frontdesk printer. These cables should terminate in the telephone room at the patch panel as discussed in 209.03.3. The cable ends in the Frontdesk area should be terminated with RJ45 female connectors and contained in an internal or external outlet box or boxes, depending on location. The outlet box(s) should be clearly marked as to where they are on the patch panel.

209.03.3 Telephone Room Requirements

- In the Telco/Phone room, a floor or wall-mounted rack available to install the network switch, router(s) and Digi Port Server for interfaces. A power source must also be available for Uninterrupted Power Supply (UPS)
- A 12-port patch panel for CAT5 Ethernet cabling must be installed within the rack.
- Provide a room approximately eight feet (8') by eight feet (8'). Final size to be determined by equipment space requirements. The room must be independently air conditioned (cooling only required) to handle the following heat loads:
- **Telephone Switch:** Heat load – 600 BTU's/hr. Electrical power – Dedicated 120VAC 60Hz (NEMA 5-20R or –15R) standard grounded outlets.
- **Adtran Router:** Operating Temperature 32 to 122 degrees Fahrenheit. Electrical Power – Dedicated 90 -120 VAC standard grounded outlets.
- **Netgear Switch:** Operating Temperature 0 to 50 degrees Celsius. Electrical Power – Dedicated 100-240V;50-60 Hz standard grounded outlets.
Since location of T1 demarc will be near phone cabinet, an extended demarc may be placed within 6 feet of network router and switchbox. Category 5 cable may be run from T1 demarc near phone cabinet to a patch panel located within 6 feet of rack.
- PBX requirements: If the property is using a standard PBX, there will need to be adequate space in the phone room to work with the particular PBX cabinet that was purchased. If the property is using a centralized PBX provided by thing 5, there will need to be room in the rack for 1 adtran per every 24 lines needed in the hotel, this includes Back Office lines.

209.04 High Speed Internet Access

Wireless or wired high speed Internet access has become “the amenity” for today’s business and recreational traveler. The hotel industry has recognized that travelers expect access to Internet connections around the clock in order to handle work and personal matters while away from the office or home. To ensure customer’s expectations are met, the standard for every La Quinta branded hotel is to provide High-Speed Internet Access (HSIA) for guest usage 24 hours a day, seven days a week.

Definition

HSIA is defined as the hardware, software, and support services needed to deliver high speed Internet access to hotel guests and other users who will use their own computer or devices in Guest Rooms, meeting rooms or public areas. The HSIA solution includes the consistency of the guest experience, content, security, networking and support services to the end user. The intent of this standard is to ensure that providers of HSIA service comply with the technology standards for both wired and wireless systems. Hardwired or wired is defined as a physical RJ45 connection from the area in question, connected by Cat 5e cable to the High Speed Internet Switch.

NOTE: Military and government personnel will only use a guest room that is hardwired. Please verify with Market Analysis.

Meeting Rooms

- All hotels must install HSIA into all meeting rooms. The HSIA can be wired, wireless or a combination thereof.
- At least one meeting room must have a wired HSIA infrastructure.
- Hotels may charge for HSIA in meeting rooms in accordance with local market demand.

Guest Rooms

- All Guest Rooms must have Wireless access for HSIA. Guests must not be charged for use of HSIA in Guest Rooms.
- For new builds, in addition to wireless coverage, 100% of the Guest Rooms in the hotel should be hardwired.
- For conversions, in addition to wireless coverage, 10% of the Guest Rooms in the hotel should be hardwired.

Public Areas

- Public Areas at all hotels must provide HSIA wireless coverage. Public areas include the Lobby, Breakfast Areas, public gathering areas (e.g., gazebos), pool-side, restaurants, and bars. The Lobby WAP SSID shall be named LQ_Lobby_Only. Guests must not be charged for use of wireless HSIA in public areas.

La Quinta Approved Vendors

A listing of Approved HSIA Vendors for new or conversion hotels can be obtained from the La Quinta Property Openings Coordinator.

System Requirements

Basic Functionality:

The high-speed connection must include:

- Cat 5e Ethernet connection – no modem required – all cables provided.
- Connection is “always on”; just as a LAN connection would be in the user’s own Office.
- Connection enabled while the user is speaking on the phone, even without two-line phone capability in the room.
- Wireless modem power cords must not be visible to guests. If a wireless modem is in the guest room or public area, the power must be situated as such that it cannot be unplugged by a guest.

Guest Instructions:

Clear instructions must be provided within the room itself for how the service can be accessed.

Support:

24x7 troubleshooting support must be available to guests. The support must be provided at no charge. A support number must be clearly identified with professionally prepared signage in the Guest Room. Hotel staff must be offered clear procedures to follow, provided by supplier, if they are providing troubleshooting advice. It is not recommended for members of the hotel staff to handle the guest's personal computer equipment at any time.

Seamless Connectivity:

The System must provide guests with the ability to connect to the network and the Internet without any reconfiguration of the guest's laptop computer. The solution must be a "plug and play" application such that guests are not required to install any additional software or software drivers or make changes to the networking settings in their computers in order to use the high speed Internet service. There should be no page that requires terms and service agreements of any kind, nor a page requiring the user to state if they are using a VPN connection.

Wireless – Security:

It is the HSIA WLAN Access Provider's responsibility to make every effort to ensure that the privacy of the information that is transmitted over the WLAN interface is secure, and not susceptible to interception.

Ethernet/Wireless Bridge:

For those Guest Room users that are concerned about security in a public wireless network environment or who do not have wireless capability, the hotel must be able to provide an Ethernet/Wireless bridge. The minimum number of such devices should be equivalent to 5% of rooms with wireless access. The Ethernet/Wireless bridge must provide encryption to effectively secure guest traffic between the user device and the wireless access point and vice versa. The bridge must be seamless for the Guest Room user to install requiring no software or re-configuration to the user's PC.

A Start Page:

Once connected to the Internet, a branded Hotel Splash Page must be displayed as the gateway to the Internet. La Quinta Marketing must approve the Hotel Splash page.

Minimum Connection Speed – to the ISP:

The connection speed to the ISP must be at least 1.5MB for hotels with up to 68 guest rooms. For hotels with more than 68 rooms a 3.0MB or higher connection is required.

Network Monitoring:

The HSIA Service Provider must provide proactive 24/7/365 network monitoring to ensure the performance of the network at an acceptable level of service to the guest, maximize up-time and identify and address system performance issues before hotel intervention is required.

Wireless Coverage:

Provide Minimum Signal Strength at each meeting room and public gathering areas at the Site with a signal to noise ratio of not less than twenty (25). To the extent this can be provided via wireless access points installed within the interior of the physical hotel structure, provide Minimum Signal Strength to each chair, sofa, bed, lounge, stool or other arrangement where a guest can sit down within the site, in the immediate surrounding public areas provided by the hotel for use by its guests (excluding parking lots), and on the paved area surrounding the pool.

209.05 Employee Break Room

If an employee break room is included, include a minimum of six (6) lockers when the hotel has 75 Guest Rooms or less. Lockers should be a minimum of 2.5 cubic feet (.07m³).

Walls are to be textured and painted. Ceilings may be textured and painted or 2x2 layin acoustical tile.

Provide a minimum of one employee restroom separate from the public restrooms. A cooking surface is not allowed in employee break rooms.

Provide a central HVAC or a thru-wall unit in the break room, designed such that there is a negative air pressure differential in the break room. Provide continuous exhaust in the employee restroom.

209.06 Environmental Controls

Heating, ventilation (fresh air) and air conditioning must be provided for all areas of the hotel and shall be thermostatically controlled. Thru-wall air conditioning units (PTACs) are allowed in Guest Rooms, and employee break rooms. When PTACs are used:

- The unit shall have a digital thermostat and be controlled by an Energy Management System (EMS).
- Provisions must be made to allow positive drainage from the unit.
- Thru-wall units must be complete with a metal sleeve.
- Louvers for thru-wall units shall be architectural style with finish to match the window sections or the adjacent wall, as appropriate.
- Thru –wall sleeves shall be properly sealed on the exterior and interior.

209.07 Laundry / Housekeeping Area

A minimum of 2 Washers and 2 Dryers are required. More may be needed for bigger properties of 100 plus rooms.

Floors must be non-slip sealed concrete or better, with a minimum coefficient of friction of 0.6 per ASTM 1028 in the laundry area. Walls must be painted gypsum board, masonry or better.

Pre-manufactured linen chutes are required in each building with three or more floors and must comply with all codes and authorities having jurisdiction. Linen chutes must have lockable doors if accessible by guests.

Provide a separate central HVAC system for the laundry room that will maintain a comfortable temperature and humidity level.

Provide a non-combustible enclosure around the dryers.

Provide a wall-mounted telephone in the laundry area.

209.08 Hot Water Supply

Domestic hot water for Guest Rooms must have a circulating pump or other approved system installed in-line to provide instant hot water at all fixtures. The maximum water temperature delivered to the Guest Room shall be 110° - 120° F.

Hot water temperature for laundry shall meet local health codes. Temperature gauges shall be provided in all hot water supply and return lines.

209.09 Mechanical Rooms / Electrical Rooms / Elevator Equipment Rooms

Storage of any materials in these rooms is prohibited. The floor finish must be sealed concrete or better with vinyl base. The walls must be painted.

Fire safety detectors and alarms shall comply with all codes and authorities having Jurisdiction

209.10 Storage Rooms

Adequate storage shall be provided at all properties. All storage rooms shall be provided with a hard-wired smoke detector. Suggested minimum storage requirements are:

- Linen storage (including bedspreads, blankets, etc.).
- Replacement furniture (at least one set, including mattress and box springs).
- Stationery and miscellaneous supplies for rooms (including hand soap).
- Guest equipment (irons, ironing boards, hair dryers, etc.).
- Extra television sets and extra individual air conditioning units.
- Toilet tissue, facial tissue, coffee host supplies and glasses.
- Roll-away beds and baby cribs.
- Chemical and soap supplies.
- Maid carts, vacuums and related equipment.
- Electronic locksets are to be used at all linen storage rooms.

209.11 Trash Collection

Trash chutes and trash collection rooms are not permitted. Separate service elevators are recommended for buildings over five (5) stories high.

209.12 TV / Video Equipment Room

Final room size to be determined by space requirements of equipment specified. The room must be independently air conditioned (cooling only required) to handle the heat loads of equipment specified. The room temperature must be maintained between 65-75 degrees F (18-22 degrees C). Provide electrical power outlets for equipment specified (example: 3-15Amp standard grounded quad outlets).

210 Appendix

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- 210.01 Preferred Vendor, Contractor and Consultant List
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- 210.04 Free to Guest (FTG) TV – Technical Specification Guide

La Quinta Preferred Vendor and Contractor and Consultant Listing

La Quinta Inns, Inc. has compiled this list of preferred national Vendors and Consultants for your use.

National companies will tend to offer services across the USA. Regional companies are better suited in a given City or State or close surrounding areas.

La Quinta National Vendors Accounts

Product/Service	Company	Contact	National / Regional	Vendor / Contractor / Consultant	City	State	Phone
Awnings	Tri Vantage, LLC	Sergio Santoy	National	Contractor	Irving	TX	800-786-7610
Bathtub Surrounds & Vanity Tops	Ambath Corp.	David Sanders	National	Contractor	Phoenix	AZ	888-826-2284
Bathtub Surrounds & Vanity Tops	Hotel Vanities International	Chris Dolne	National	Vendor	Indianapolis	IN	317-831-2717 Ext. 104
Bathtub Surrounds & Vanity Tops	Vanity & Wet Wall Solutions	Virgil Crane	National	Vendor	San Antonio	TX	800-335-2284 210-828-6057
Bathtub Surrounds	Mincey Marble	Doug Westmoreland	National	Vendor	Gainesville	GA	800-533-1806 678-9972780
Doors & Hardware	National Account Doors	Robert J. Gustavsen	National	Vendor	Keller	TX	817-717-4931 817-846-5974
Door Panel Trim Kit	Boren Molding Co.			Vendor	Houston	TX	713-462-6154
Door Locks	Kaba Ilco Inc.	John Sarrouf	National	Vendor	Montreal	QC	514-735-5411 Ext. 231 514-240-7000
Door Locks	Onity, A UTC Fire & Security Company	Steven Silbar	National	Vendor	Duluth	GA	800-248-6189 509-990-4001
Elevator	Otis	Local office Rep. (see Yellow Pages)	Regional	Contractor	Farmington	CT	800-233-6847
Elevator	Schindler	Local Office Rep (see Yellow Pages)	Regional	Contractor	Morristown	NJ	973-397-6500
Energy Management Systems	INNCOM International	Bill Russell	National	Vendor	Dallas	TX	972-235-0299
FF&E – Artwork	Sigoloff Frame & Art	Bruce Sigoloff	National	Vendor	San Antonio	TX	210-824-7974
FF&E – Artwork	Paul Geller Enterprises, Inc.	Kristen Knapp-Webb	National	Vendor	Dallas	TX	214-634-9058
FF&E – Brightside Market	Tradavo, Incorporated	Tammy Williams Janine Roberts	National	Vendor	Denver	CO	303-484-1619 303-883-2335
FF&E - Carpet - Guest Rooms	Aqua Beaulieu	Steve Ladd	National	Vendor	Plano	TX	800-451-1250 Ext. 2425
FF&E - Carpet - Guest Rooms	Merit	Marcie Guidry	National	Vendor	Allen	TX	214-742-6080

Product/Service	Company	Contact	National / Regional	Vendor / Contractor / Consultant	City	State	Phone
FF&E – Carpet – Corridors	Durkan Hospitality	Marcie Guidry	National	Vendor	Dallas	TX	214-742-6080
FF&E – Furniture Refinishing & Repair	The Refinishing Touch	Ryan Riopko	National	Vendor	Alpharetta	GA	800-523-9448 770-642-4169
FF&E – Furniture Refinishing & Repair	Furniture Medic	Visit website Furnituremedic.com	National	Vendor	Memphis	TN	800-969-2071
FF&E – Case Goods	Dubois Wood Products	Paul Lueken	National	Vendor	Huntington	IN	812-661-7185
FF&E – Case Goods	Hospitality Furniture Collection	Kevin Norcross	National	Vendor	Burlingame	CA	650-697-0501 Ext. 28
FF&E – Case Goods	JTB Furniture	Reau Berry	National	Vendor	Columbus	MS	800-654-3876 Ext. 269
FF&E – Case Goods	Kimball	Bob Brown	National	Vendor	Dallas	TX	281-467-0923
FF&E – Case Goods	Klem Hospitality	Jay Boeglin	National	Vendor	St. Anthony	IN	812-326-2361 Ext 16362
FF&E – Drapery Fabricator	Eagle Contract Resources	Danny Glenn	National	Vendor	North Richland Hills	TX	817-427-4854
FF&E – Drapery Fabricator	Hunter Douglas Hospitality	Diane Hachtman	National	Vendor	Dallas	TX	214-434-1911
FF&E – Drapery Fabricator	Quiltcraft	David Pearson	National	Vendor	Dallas	TX	214-376-0065
FF&E - Mattresses	Simmons Bedding	Jeff Hill	National	Vendor	Dallas	TX	972-964-1030
FF&E – Purchasing	American Hotel Register Company FF&E Solutions	Kristen Blackshaw	National	Vendor	Aledo	TX	847-743-1454 224-213-2327
FF&E – Purchasing	Distinctive Hospitality Designs	Ralph Webb	National	Vendor	Richmond	VA	804-672-2121 919-868-3511
FF&E - Purchasing	Snowwhite Textile, Inc.	Dick Kapadia / Ken Qualtier	National	Vendor	Addison	IL	800-858-6565
FF&E - Purchasing	Supreme Hospitality	Ray Gandhi	National	Vendor	Atlanta	GA	404-564-1708
FF&E - Purchasing	HSI Design Group, Inc	Nic Carter	National	Vendor	San Antonio	TX	800-288-2391 210-308-8484 Ext. 205
FF&E – Vanities	Jordan-Young	Ernie Quinque	National	Vendor	Hilliard	OH	614-306-6030 614-529-8642 Ext. 101
FF&E – Warehousing, Delivery, Installation	Focused Logistics	Tom Swidorski	National	Contractor	Saginaw	MI	888-206-2328 989-482-7453
FF&E – Televisions	Guest-tek	Suneil Aggarwal	National	Vendor	Alpharetta	GA	403-444-8442 678-602-8295
Fire Alarm Systems	Grinnell	National Account	National	Contractor	Houston	TX	800-299-4377
Flooring Accessories	Burke	Larry Guess	National	Vendor	Dallas	TX	817-528-7420

Product/Service	Company	Contact	National / Regional	Vendor / Contractor / Consultant	City	State	Phone
Flooring Accessories	Johnsonite	Millicent McLane	National	Vendor	Dallas	TX	817-497-0090 800-899-8916 Ext. 727
Flooring – Resilient Flooring	Amtico International	Kendra Mahen	National	Vendor	Atlanta	GA	469-258-6336
Fitness Equipment	Hotel Fitness	Lisa Parker	National	Vendor	Indianapolis	IN	800-291-0403
Fitness Equipment	True Fitness Hospitality	Don Mullen	National	Vendor	St. Louis	MO	877-404-4675 704-207-9490
Fitness Equipment	Precor	Virginia Armstrong	National	Vendor	Woodinville	WA	949-698-8361
Ice Machines	Manitowoc Foodservice	Ty Jones	National	Vendor	Orange	CA	800-545-5720 Ext. 7614
Laundry Equipment	Scott Equipment	John Martin	National	Vendor	Houston	TX	800-321-7268
Laundry Equipment	Skyline Equipment	Tom Searl	National	Vendor	Houston	TX	800-444-1227 281-445-9907
Lighting	E. Sam Jones Distributor, Inc.	Nan Wheatley	National	Vendor	Nashville	TN	800-289-2148
Background Music	Ambiance Radio	Bradley A. Newburger	National	Vendor	Camarillo	CA	888-717-5550
Paint	Sherwin Williams	Richard Reynolds	National	Vendor	Houston	TX	713-688-5111 713-703-1868
Pool Decking & Concrete Surfacing	"Keystone Kool Deck" By: Mortex Manufacturing Company		National	Vendor			800-338-3225
Pool Decking & Concrete Surfacing	"Sundeck" By: Sundeck Products Inc.	Danny Blanton	National	Vendor	Arlington	TX	888-390-305 817-319-2581
PTAC	Amana	Brandon Langston	National	Vendor	Houston	TX	713-263-5734
PTAC Grills	Reliable	James Drake	National	Vendor	Geneva	AL	334-684-3621
PTAC Grills	WinTech	Adam Verstraete	National	Vendor	Monett	MO	417-235-7821
Roofing	Decra-Tile	Paul Sadosky	National	Vendor	Arlington	TX	817-695-1090
Roofing	Met-Tile	National Account	National	Vendor			800-899-0311
Roofing	Metro Roofing Products	National Account	National	Vendor			866-638-7648
Roofing	Duro-Last Roofing Inc.	Anna Hernan.dez	National	Vendor	Saginaw	MI	800-248-0280 989-213-4587
Roofing	Gerard & Allmet	Jeff Garlick	National	Vendor			972-216-5380 214-263-6955
Telephone Equipment	Thing5		National	Vendor			877-241-2516
Tile	DalTile	Jamie Ruffing	National	Vendor	Dallas	TX	214-394-9498
Tile	American Tile	Azi Soltani	National	Vendor	Dallas	TX	972-280-0176
Tub Liners	Ambath Corp.	David Sanders	National	Contractor	Phoenix	AZ	602-844-2596 888-826-2284

Product/Service	Company	Contact	National / Regional	Vendor / Contractor / Consultant	City	State	Phone
Signage Exterior	Dualite Sales & Service	Vern Wooten	National	Contractor	Williamsburg	OH	513-536-3193
Signage Exterior	Persona, Inc.	Melanie Morrow Stephanie Damm	National	Contractor	Waterton	SD	800-843-9888 Ext. 288 Ext. 235
Signage Interior	American Image	Janine Stuart John Paragian	National	Contractor			800-385-9223 Ext. 811 Ext. 810
Signage Interior	Franchise Sign Supply	John Patel	National	Contractor	Torrance	CA	800-624-0374 310-214-5410
Signage Interior	HOTELSIGNS.com	Sandy Dalton	National	Contractor	Madison	MS	888-317-9515
Windows (or Equal)	Alenco	Contact Local Rep	National	Vendor	Bryan	TX	979 779-1051
Windows (or Equal)	Quaker Window Products, Inc	Andre Dickneite	National	Vendor	Freeburg	MO	800-347-0438 Ext. 185
Vans & Shuttle Buses	Comm-Trans	Maya Winterherd	National	Vendor	Memphis	TN	800-737-9394 Ext. 156

Professional Consultants

Products / Service	Company	Contact	National / Regional	Vendor / Contractor / Consultant	City	State	Phone
Architect	BMA Architectural Group	Rolf Biggers	National	Architect	Amherst	NH	603-673-1991
Architect	DYAMI Architecture	Kevin Molnar	National	Architect	Chestnut Ridge	NY	845-426-5300
Architect	Peter Fillat Architects / Baltimore	Peter Fillat	National	Architect	Baltimore	MD	410-576-9310 410-336-8191
Architect	Gallin Design Studio	Michael Gallin	National	Architect	Tarrytown	NY	914-693-3993
Architect	GH2 Architects	Cara Hall	National	Architect	Tulsa	OK	918-587-6158
Architect	Huitt-Zollars	Scott L. Graves	National	Architect	Dallas	TX	214-871-3311
Architect	Lindsay Pope Brayfield & Associates	Buck Lindsay	National	Architect	Lawrenceville	GA	770 963-8989
Architect	LTZ Arcitects, Inc.	Herman Thun	Regional	Architect	Austin	TX	512-343-6088
Architect	Mayse & Associates	David Goldston	National	Architect	Dallas	TX	972-386-0338
Architect	Jonathan C. Nehmer Associates, Inc.	Jonathan C. Nehmer	National	Architect	Rockville	MD	301-670-1635
Architect	Pahl Architecture	Joe Pahl	Regional	Architect	Denver	CO	303-861-7147
Architect	G.M. Rembowski, Architect, Inc.	G.M. Rembowski	National	Architect	Fairlawn	OH	330-867-0679
Architect	Richard F. Steldt & Associates, LTD	Richard Steldt	National	Architect	Menomonee Falls,	WI	262-502-4500
Architect	RSS Architects	Shane Sigrist	National	Architect	Arlington	TX	817-640-9003
Architect	Todd & Associates	Doug Sexton	National	Architect	Phoenix	AZ	602-952-8280
Consultant	Horn Chandler Thomas Inc.	Diane Coulson	National	Due Diligence		TX	940-382-8992
Fire Protection	Schirmer Engineering	Warren Bonisch	National	Fire Protect Engineer	Richardson	TX	972-234-1617
Indoor Air Quality	Assured Indoor Air Quality	Bill Holder	National	Specialist	Blanco	TX	830-833-1003
Security Cameras	Westec	Pat Driver	National	Vendor	New Smyrna Beach	FL	386-424-1328
Emergency Restoration Services (fire, water, mold, carpet cleaning)	Rainbow International Restoration & Cleaning	Frank Aucoin	National	Vendor	Waco	TX	254-745-2428 832-451-0278

Renovation General Contractors	Company	Contact	National / Regional	Vendor / Contractor / Consultant	City	State	Phone
	American Renovations, Inc.	Philip Burks	Regional	Renovation Contractor	Selmer	TN	901-645-9000
	American Building Interiors, Inc.	Jim Brennan	Regional	Renovation Contractor	Cape Coral	FL	239-542-5717
	Color Connection, The	Charles Heckman	Regional	Renovation Contractor	Kansas City	MO	816-932-4004
	F.T. James Construction, Inc.	Frank T. James	Regional	Renovation Contractor	EL Paso	TX	915-779-8355
	InterServ Group	Glenn Carter	Regional	Renovation Contractor	Beverly Hills	CA	310-556-6800
	M.L. Deer Construction	Mark Deer	Regional	Renovation Contractor	Houston	TX	713-681-1100
	March Construction, Inc.	James Martinson	Regional	Renovation Contractor	San Antonio	TX	210-490-8198
	Pioneer Painting & Construction	Adi Nir	Regional	Painting Contractor	Dallas	TX	888-693-8389 972-991-1087
	Rose Paving	C. B. Kuzlink	Regional	Paving Contractor	South Holland	IL	708-333-3000
	Schoenfelder Painting	John Schoenfelder	Regional	Painting Contractor	Minnetonka	MN	952-345-2900 651-387-3507
	Star Development, Inc.	Harry Berzak	Regional	Contractor	San Diego	CA	619-558-7827
	Staker Paving	Burke Staker	Regional	Paving Contractor	N. Salt Lake City	UT	801-298-7500
	TLC Painting	Tom Chambers	Regional	Painting Contractor	Dallas	TX	214-441-0335 972-998-6186
	Titus General Contractors	Mike Marsalis	Regional	Renovation Contractor	San Antonio	TX	210-699-0636
	Universal Contracting	Eddie McDaniels	Regional	Renovation Contractor	Wildersville	TN	901-968-7053
	Voorhees International, Inc.	Gregory Witt	Regional	Renovation Contractor	Fenton	MO	314-349-1555
	Winchester Construction	David Condello	Regional	Renovation Contractor	Carnegie	PA	412-429-5900
	Wood Contracting	Richard Jondron	Regional	Renovation Contractor	Mesquite	TX	800-698-8727

Exterior Signage



LA QUINTA[®] Identification Program



Artwork courtesy of



Dualite Sales & Service, Inc.

WILLIAMSBURG, OHIO • CEDAR HILL, TEXAS

Contact: Vern Wooten 513-536-3193

La Quinta Approved Exterior Signage Vendors

When you're ready to begin your signage project, use any of the following approved vendors.

Dualite Sales & Service

One Dualite Lane
Williamsburg, OH 45176

Vern Wooten vwooten@dualite.com
Phone: 513-536-3193
Fax: 513-536-3100

Persona, Inc.

700 21st St. SW
Watertown, SD 57201

Melanie Morrow mmorrow@personasigns.com
Phone: 800-843-9888 ext. 288
Fax: 800-843-9890

La Quinta Program Standards

When you're working with your signage vendor, it's helpful to keep in mind some of the rules that have been created for the La Quinta signage program. These rules are designed to help La Quinta get the most marketing mileage from its signage by ensuring consistency in image details, and establishing high standards for manufacturing, shipping, and installation.

General rules

1. All flexible face signs must have the faces installed at the factory before the signs are shipped.
2. If a sign is too large to be shipped assembled, the face retainer extrusion must be removed with the face installed, and "folded" for crating and shipment. The face crate must be enclosed in plywood for protection. Jigs are not permitted.
3. Hinged face cabinets must have prop rods.
4. Signs shipping to coastal wind load areas must meet the higher wind load requirements.
5. Signs shipping to California must meet Title XXIV specifications.
6. Signs being shipped to states that have adopted IBC 2006 engineering requirements must comply with those regulations.

La Quinta Inn & Suites (with gold cabinets)

1. The extrusion for all plastic-faced signs is to be painted gold. Anodized aluminum skin is to be wrapped over the cabinets.
2. The U-molding retainer for all plastic-faced signs is to be mirror-polished and gold-anodized.
3. All exterior fasteners are to be gold-anodized. Painting is not permitted.
4. All exterior hinges (for face hinges and service doors) are to be gold-anodized. Painting is not permitted.
5. Flex-faced cabinet vents are to be gold-anodized. Painting is not permitted.
6. All signs are to be illuminated with HO Daylight fluorescent bulbs.

La Quinta Inn (with green cabinets)

1. Cabinets are to be painted with either Mathews or Spraylat acrylic polyurethane paint.
2. All signs are to be illuminated with Daylight fluorescent lamps.

Installation

1. Installations have to meet all local, state, and federal building codes.
2. Support poles and covers are to be primed and painted with Sherwin Williams Frosty White.
3. Depth of sign to sign sleeve – Refer to Architectural Drawings (Construction Documents).

LaQuinta Inn & Suites "S" Series

Ground Signs



Center Pole



Center Pole Monument



S-42 directional

	SIGN	SIZE	Net Sq. Ft.
	S-400 DF/CP	15' 9" X 25' 4"	338.87
	S-350 DF/CP	14' 9 3/8" X 23' 8"	297.42
	S-300 DF/CP	13' 8 1/2" X 21' 10 1/2"	255.23
	S-250 DF/CP	12' 6" X 20' 0"	212.62
	S-200 DF/CP	11' 2" X 17' 11"	170.12
	S-150 DF/CP	9' 8" X 15' 6"	127.47
	S-100 DF/CP	7' 10 1/2" X 12' 8"	84.86
	S-75 DF/CP	6' 10 1/4" X 10' 11"	63.97
	S-50 DF/CP	5' 7" X 8' 11 3/8"	42.82
	S-42 Enter DF/CP	5' 10" X 7' 2"	36.46
	S-33 DF/CP	4' 7 1/4" X 7' 2"	28.16

Building Signs



Recessed Building Signs require custom installation during building construction. Template sleeves are available for sign sizes S-33 through S-100.

	SIGN	SIZE	Net Sq. Ft.
	S-200 SF/WM	11' 2" X 17' 11"	170.12
	S-150 SF/WM	9' 8" X 15' 6"	127.47
	S-100 SF/WM	7' 10 1/2" X 12' 8"	84.86
	S-75 SF/WM	6' 10 1/4" X 10' 11"	63.97
	S-50 SF/WM	5' 7" X 8' 11 3/8"	42.82
	S-33 SF/WM	4' 7 1/4" X 7' 2"	28.16
	S-8 SF/WM	2' 2 3/4" X 3' 7"	6.86

LaQuinta Inn "Q" Series

Ground Signs



Center Pole



Center Pole Monument



Q-42 directional

	SIGN	SIZE	Net Sq. Ft.
	Q-400 DF/CP	18' 11 3/8" X 21' 1 3/4"	334.97
	Q-350 DF/CP	17' 8 3/8" X 19' 9 1/8"	294.48
	Q-300 DF/CP	16' 4 3/4" X 18' 3 3/8"	251.67
	Q-250 DF/CP	15' 0" X 16' 8 1/4"	211.23
	Q-200 DF/CP	13' 4 3/8" X 14' 11"	168.70
	Q-150 DF/CP	11' 7" X 12' 11 1/8"	126.78
	Q-100 DF/CP	9' 5 7/8" X 10' 6 3/4"	85.20
	Q-75 DF/CP	8' 2 1/8" X 9' 1"	62.78
	Q-50 DF/CP	6' 9" X 7' 5 7/8"	42.85
	Q-42 Enter DF/CP	7' 0 43/64" X 6' 0 5/8"	37.37
	Q-33 DF/CP	5' 6 43/64" X 6' 0 5/8"	27.98

Building Signs



Recessed Building Signs require custom installation during building construction. Template sleeves are available for sign sizes Q-33 through Q-100.

	SIGN	SIZE	Net Sq. Ft.
	Q-200 SF/WM	13' 4 3/8" X 14' 11"	168.70
	Q-150 SF/WM	11' 7" X 12' 11 1/8"	126.78
	Q-100 SF/WM	9' 5 7/8" X 10' 6 3/4"	85.20
	Q-75 SF/WM	8' 2 1/8" X 9' 1"	62.78
	Q-50 SF/WM	6' 9" X 7' 5 7/8"	42.85
	Q-33 SF/WM	5' 6 43/64" X 6' 0 5/8"	27.98
	Q-8 SF/WM	2' 9 3/8" X 3' 1"	8.57

Directionals - These versatile signs provide directional assistance.



Artwork courtesy of



Dualite Sales & Service, Inc.

WILLIAMSBURG, OHIO • CEDAR HILL, TEXAS

Contact: Vern Wooten 513-536-3193

LaQuinta Identification Requirements

Consistent identification, coast to coast, is the key to the success of your property. Extensive marketing efforts are undertaken in your behalf and to fully realize their benefits, the correct display of our logo is imperative. To assist you in this process, we have compiled this handbook.

LOGO REQUIREMENTS

1. All properties are required to display the trademarked logo.
2. No copy alterations are permitted.
3. To insure the accurate reproduction of the logo, only approved vendors may be used.
4. Trademarked logos cannot be used without written authorization from La Quinta corporate office.

SIGN CABINETS

The correct display of the logo requires a properly sized cabinet. A non-standard cabinet can only be used with the prior approval of the Corporate Sign Department.

All accessory signs on the same structure must have the same cabinet color as the logo sign.

SUPPORT POLE/CLADDING

All support poles and pole cladding must be painted Sherwin-Williams Frosty White.

READERBOARDS

Readerboards may be used in conjunction with the logo provided the cabinets are painted to match the accompanying logo sign. We recommend at least three (3) lines of 8" copy at minimum.

TIMELINES

- Sign Package Determination: 1 to 2 weeks
- Installation Quotes: 2 to 3 weeks
- Permits (without a variance): 2 to 3 weeks
- Sign Delivery: 4 to 5 weeks

Ideally, you should allow 4 months from beginning to completion for your sign package. Some of these items are flexible ... you may know your sign package in 2 days ... you may only use one installer ... permits may become available in 2 days. Conversely, a variance may be needed or a Design Review Board hearing may be required ... add 30 to 90 days ... you may need special engineering or pole structures ... add 1 to 2 weeks. No one can tell you exactly how long it will take to complete the project from beginning to end.

There are too many variables to establish a completion date without the above information, however, there are two important items to keep in mind:

1. High rise pole structures should have a foundation that has been cured for 28 days before installing the sign.
2. It takes time to assemble and deliver the sign package. As you will find when checking the local sign codes, allowable sign sizes will vary from location to location. For that reason signs are not built in advance and held for shipping. In addition, the warranty on electrical components begins on the date the signs are finally assembled. However, Dualite stocks components and sign faces in order to maximize our ability to provide quick delivery.

CUSTOM FACES/SIGNS

Consistent signage is an important element of successful marketing. In those instances where restrictive codes will not allow the installation of a new sign without loss of either size or height, face replacements to cabinets may be allowed with prior approval of the Corporate Sign Department.

NON-APPROVED VENDORS

Our approved vendors are familiar with our programs and use stringent quality controls to insure the accurate reproduction of our logo.

Artwork courtesy of



Dualite Sales & Service, Inc.

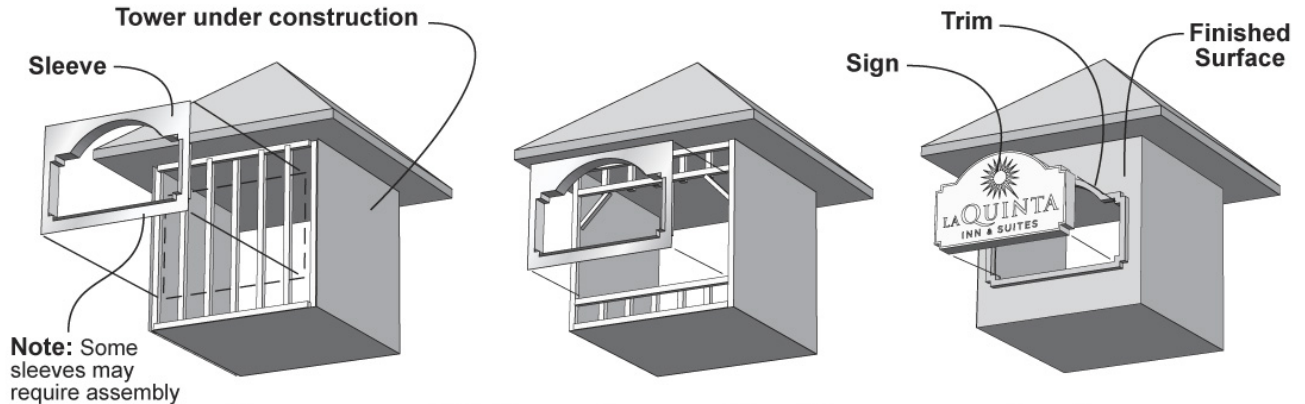
WILLIAMSBURG, OHIO • CEDAR HILL, TEXAS

Contact: Vern Wooten 513-536-3193

IMPORTANT information about recessed tower Signs.

It is very important that you order the correct Sign Install Sleeve for your building type!

The "Traditional" building design with pitched roof.



Sleeves are NOT interchangeable. You must order the correct sleeve based on your building type, Traditional or Urban.

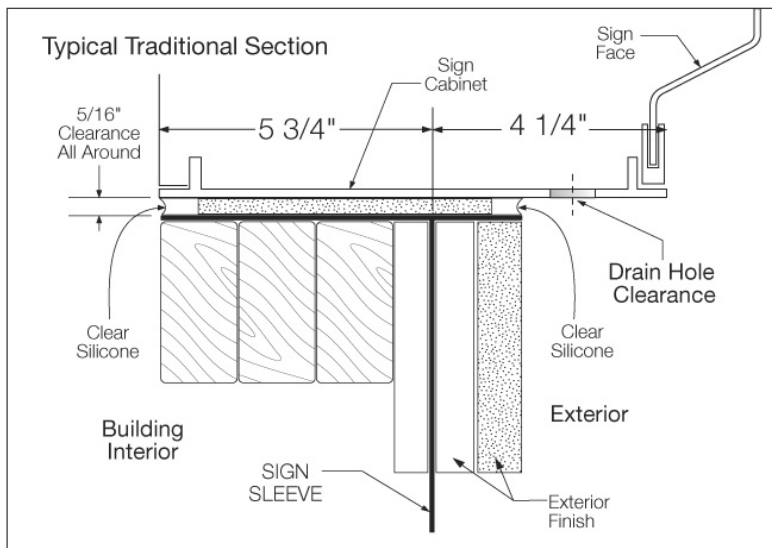
Installation Notes

The sleeve is intended to serve as a template to provide a secure fit for the installation of the sign at a later date. Adequate support and side bracing must be added during installation to accommodate the weight of the sign and to facilitate sign installation.

When installing the sign, it is critical that the drain holes be left unobstructed to prevent water damage to the building.

Any gaps between the perimeter of the cabinet and the sleeve must be thoroughly caulked with clear silicone, from both the outside and the inside. Failure to properly seal around the cabinet may result in building damage.

The sign cabinet portion installed in the Traditional tower should extend outward four and one quarter inch (4 1/4") from the face of the sleeve. **This information ONLY applies to Dualite Signs.**



If these Instructions are not followed the EIFS trim will obstruct the sign and the install will be rejected.

NOTE: All installations must comply with all local applicable codes & requirements and the National Electric Code. Verify requirements before ordering. All metallic components must be properly grounded. Note: this drawing contains exclusive elements and illustrations created at Dualite that may not be utilized or reproduced without consent of Dualite Sales & Service, Inc. Williamsburg, OH. ©2009 Dualite Sales & Service, Inc. • All Rights Reserved.

Artwork courtesy of



Dualite Sales & Service, Inc.

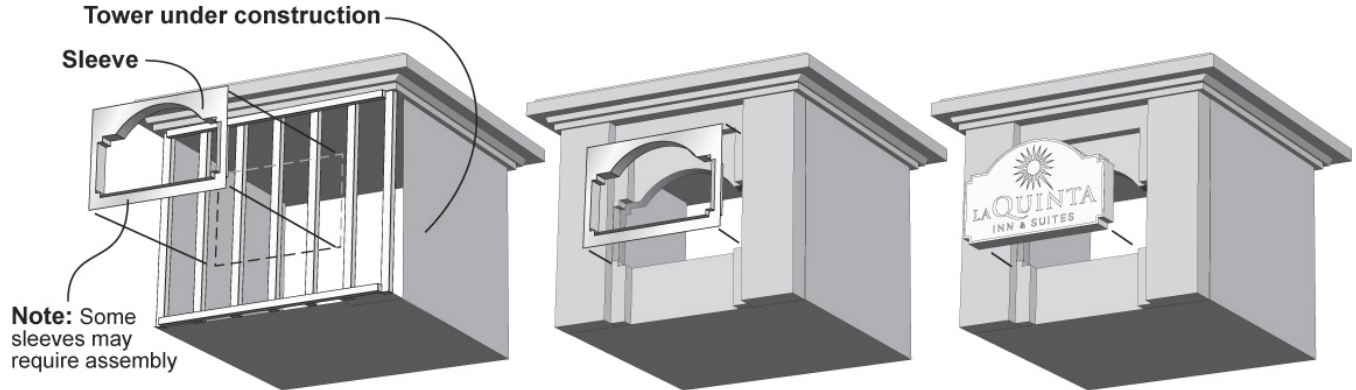
WILLIAMSBURG, OHIO • CEDAR HILL, TEXAS

Contact: Vern Wooten 513-536-3193

IMPORTANT information about recessed tower Signs.

It is very important that you order the correct Sign Install Sleeve for your building type!

The "Urban" building design with a flat roof.



Sleeves are NOT interchangeable. You must order the correct sleeve based on your building type, Traditional or Urban.

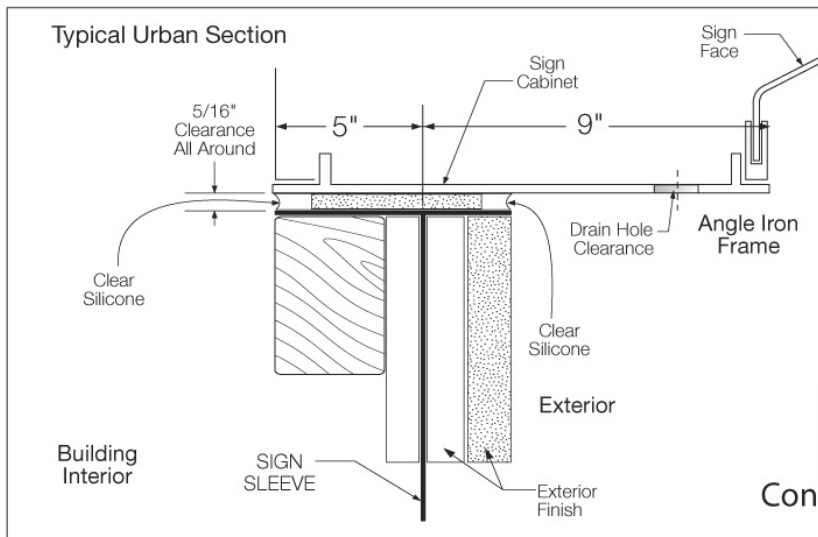
Installation Notes

The sleeve is intended to serve as a template to provide a secure fit for the installation of the sign at a later date. Adequate support and side bracing must be added during installation to accommodate the weight of the sign and to facilitate sign installation.

When installing the sign, it is critical that the drain holes be left unobstructed to prevent water damage to the building.

Any gaps between the perimeter of the cabinet and the sleeve must be thoroughly caulked with clear silicone, from both the outside and the inside. Failure to properly seal around the cabinet may result in building damage.

The sign cabinet portion installed in the **Urban** tower should extend outward from the face of the sleeve nine inches (9"). **This information ONLY applies to Dualite Signs.**



If these Instructions are not followed the EIFS trim will obstruct the sign and the install will be rejected.

NOTE: All installations must comply with all local applicable codes & requirements and the National Electric Code. Verify requirements before ordering. All metallic components must be properly grounded. Note: this drawing contains exclusive elements and illustrations created at Dualite that may not be utilized or reproduced without consent of Dualite Sales & Service, Inc. Williamsburg, OH. ©2009 Dualite Sales & Service, Inc. • All Rights Reserved.

Artwork courtesy of



Dualite Sales & Service, Inc.

WILLIAMSBURG, OHIO • CEDAR HILL, TEXAS

Contact: Vern Wooten 513-536-3193

Interior Signage



AMERICAN IMAGE
HOSPITALITY SIGN DIVISION

Lightning Service
Makes The Difference

LAQUINTA®

**LA QUINTA
PREFERRED &
APPROVED
SUPPLIER**

**LIFETIME
GUARANTEE
ON ALL SIGNS**

**PROPERTY
QUOTATIONS
PROVIDED AT
NO CHARGE**

**EASY
ON-LINE
ORDERING
SYSTEM**

**COMPLETE
PROJECT
MANAGEMENT**

**ALL SIGNS
ARE ADA
APPROVED**



**NEW
LOW PRICES!**

Contact Us Today!

800.385.9223

visit **www.ahsign.com**

Click Hospitality, Click The La Quinta Logo



October 2009

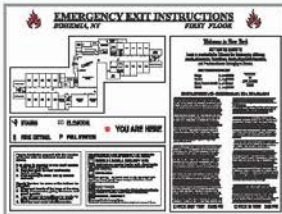


AMERICAN IMAGE
HOSPITALITY SIGN DIVISION

Lightning Service
Makes The Difference

LAQUINTA.

interior signs



Contact Us Today! 800.385.9223

visit www.ahsign.com
Click Hospitality, Click The La Quinta Logo



October 2009



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LaQuinta Sign Standards

Room Number Signs

Area Identification Signs

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- Parking
- Rules

Regulatory Signs

Sign Spec Planning Service

LaQuinta has established firm standards for all interior/exterior signage products contained in company owned and franchised properties. Consistent, well executed signage programs strengthen the brand while increasing levels of awareness for guests. Contained herein is the newest interior sign design specifications, decided on by LaQuinta, for standardization.

Full property interior sign quotes will be provided at no charge to a corporate property or franchisee. Simply fax or email your facility's floor plan or blue prints to one of the signage vendors. Replacement sign purchases can be done easily with online ordering through Guest Supply at ezorder.com. (choose: links - Other Suppliers / sign vendor name - LaQuinta Standards.)

The sign vendors will replace any sign at any time during the life of your building due to defect in material or workmanship. The vendors will also provide a compliance guarantee to ensure your facility maintains a sign system within the wayfinding guidelines of the Americans with Disabilities Act (ADA).



GUEST LAUNDRY

BRaille

SWIMMING POOL & EXERCISE ROOM

BRaille

MOUNTAIN VIEW RESTAURANT & COFFEE SHOP

1438103 21112 570128132 2 10214 103

**DIRECTOR OF
GUEST SERVICES**

**DIRECTOR OF
SALES/MARKETING**

**SPECIAL EVENTS
COORDINATOR**

#1000 2014 2015 2016 2017 2018 2019 2020 2021 2022





← 201 - 214

→ 215 - 230

← FITNESS CENTER

→ MEETING ROOMS

← FRONT DESK

→ ICE & VENDING

↑ ROOMS 108 - 125

- ← BEVERAGE AREA**
- LAUNDRY**
- ↑ POOL & SAUNA**
- ↓ ROOMS 102 - 137**

- ↑ ELEVATORS
GAME ROOM**
- RESTROOMS
ROOMS 128 - 145
TELEPHONES**
- ← EXERCISE ROOM
ROOMS 146 - 159**
- ↓ WHIRLPOOL**

**CHECK IN
3:00 PM
CHECK OUT
11:00 AM**

**Doors
Locked
24 Hours.**

**Please use your
room key to
re-enter this door.**

**Gate
Locked
24 Hours.**

**Please use your
room key to
re-enter this door.**

**TODAY'S
EVENTS**

**CLEAR
ACRYLIC**

**MANAGER
ON DUTY**

THOMAS BANKS



CLEARANCE 00' 00"

LA QUINTA[®]
Courtesy
Van
Parking
Only



•
Courtesy Parking
For LAQUINTA®
Guest Only.

LAQUINTA® is not
responsible for loss
of vehicle or
property.

Please remove your
valuables and lock
your vehicle.

•



Fitness Center Safety Rules

1. This facility is not supervised. Use of the equipment is the responsibility of the guest.
2. Guest is responsible for knowing his/her own physical limitations.
3. Please, no wet bathing suits or bare feet.
4. Please keep breakable objects out of Fitness Center.
5. No alcoholic beverages.
6. Unsupervised use of this facility by children is prohibited.

In case of
Emergency
Dial 9 then 911

Guest Laundry

For guest use only.
Not responsible for lost or damaged articles.
Use at your own risk.
Management does not provide an attendant
for the operation of laundry equipment.
Read all operating instructions.
Do not leave personal property unattended.
No glass containers permitted.





POOL AREA USE

POOL HOURS:

9:00 AM - 10:00 PM

- WARNING! No lifeguard on duty.
- Swim at your own risk.
- Pool for use by registered guests only.
- Children under 12 must be accompanied by a responsible adult.
- No diving or jumping.
- No running or horseplay in or around pool area.
- No glass containers in pool area.
- No pets in pool area.
- Report any unsafe conditions to management immediately.

**IN CASE OF EMERGENCY
CALL 911**



Pool Towels
Available at
Front Desk

SPA RULES

FOR YOUR SAFETY, PLEASE OBSERVE

Pregnant women and persons with heart disease, diabetes, high or low blood pressure, or other medical conditions should not enter the Spa/Hot Tub without prior medical consultation with and permission of their doctor.

DO NOT use the Spa/Hot Tub while under the influence of alcohol, narcotics, or other drugs.

Use of the Spa/Hot Tub by yourself is not recommended.

Enter or exit slowly and watch your step.

Observe reasonable time limits to avoid nausea or dizziness.

Keep glass or breakable objects out of the Spa/Hot Tub area.

Unsupervised use of the Spa/Hot Tub by children is prohibited.

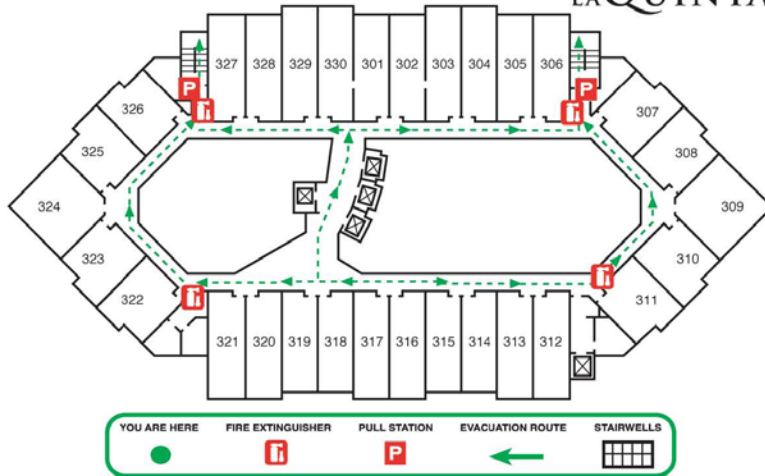
No Pets.

Please do not leave valuables unattended.
LAQUINTA® is not responsible for lost or missing items.

EMERGENCY EVACUATION PLAN

LAQUINTA®

TEXAS



Hotel Laws of Texas

Rules and Regulations LIMITED LIABILITY LAW

A BILL TO BE ENTITLED
An Act relating to hotels, apartment hotels and boarding houses protecting them from fraud, limiting their liability and declaring an emergency

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

Article 4592 - Liability for valuables. Any hotel, apartment hotel or boarding house keeper, who constantly has in his hotel, apartment hotel or boarding house a metal safe or vault in good order and fit for the custody of money, jewelry, articles of gold or silver manufacture, precious stones, personal ornaments, or documents of any kind, and who keeps on the doors of the sleeping rooms used by the guests suitable locks or bolts and proper fastening on the transom and window of said room, shall not be liable for the loss or injury suffered by any guest on account of the loss of said valuables in excess of the sum of fifty dollars, which could reasonably be kept in the safe or vault of the hotel, unless said guest has offered to deliver such valuables to said hotel, apartment hotel or boarding house keeper for custody in such metal safe or vault, and said hotel, apartment hotel, or boarding hotel or boarding house keeper has omitted or refused to deposit said valuables in such safe or vault and issue a receipt therefore; provided, such loss or injury does not occur through the neglect or wrong doing of said hotel, apartment hotel or boarding house keeper, his servants, or employees, and that a printed copy of this law is posted on the door of the sleeping room of such guest.

Article 4539 - Gratuitous Bailee. Whenever any person shall allow his baggage or other property to remain in any hotel, apartment hotel, or boarding house after the relation of innkeeper and guest has ceased without checking same or shall leave his baggage or other property in the lobby of any hotel, apartment hotel or boarding house prior to checking it or becoming a guest or shall forward any baggage to such hotel, apartment hotel or boarding house before becoming a guest, said hotel, apartment hotel, or boarding house and leave it there free of charge for a period of one week without being a guest, said hotel, apartment hotel, or boarding housekeeper may, after the expiration of such time in the absence of any special agreement, hold such baggage or other property at the risk of the owner.

Article 1551 Penal code - Obtaining Board or Lodging by Trick, etc. Every person who shall obtain board or lodging in any hotel or boarding house by means of any trick or deception or false or fraudulent representations or statements or pretense, and shall fail or refuse to pay therefor, shall be held to have obtained the same with the intent to cheat and defraud such hotel or boarding housekeeper, and shall be deemed not exceeding \$100, or be imprisoned in jail not exceeding one month or both.

**MAXIMUM ROOM RATE: \$325.00 ALL ROOMS EXCEPT THE
PRESIDENTIAL SUITE: \$2,000.00**

CHECK IN: 3:00 PM CHECK OUT: 12:00 NOON

FOR FIRE INSIDE YOUR ROOM:

- A. CALL THE FIRE DEPARTMENT.
 1. Tell them your exact location.
 2. Explain what is burning.
- B. CALL THE HOTEL OPERATOR "0"
- C. ALERT OTHERS in the area and ACTIVATE FIRE ALARMS.
- D. WALK (do not run) TO NEAREST STAIRWELL EXIT



**IN CASE OF FIRE,
USE STAIRWELLS
FOR EXIT**

FOR FIRE OUTSIDE YOUR ROOM:

- A. FEEL THE DOOR, IF HOT, DO NOT OPEN.
 1. CALL FIRE DEPARTMENT and hotel operator.
 2. Wedge damp towel along bottom of door.
 3. Stay near window until help arrives.
- B. IF DOOR IS NOT HOT: Open door cautiously (be ready to close door fast).
- C. WALK (do not run) TO NEAREST STAIRWELL EXIT
- D. TAKE YOUR ROOM KEY/CARD



**STAIR 3
NO ROOF ACCESS**

2

**EXIT LEVEL 1
B2 THRU 12**

STAIR 3 NO ROOF ACCESS 2 EXIT LEVEL 1 B2 THRU 12



STAIRWAY

A

LEVEL 4

**FIRE DOOR
KEEP CLOSED**







**IN CASE
OF FIRE
USE
STAIRS
DO NOT USE
ELEVATOR**

Braille text: IN CASE OF FIRE USE STAIRS DO NOT USE ELEVATOR

EMERGENCY EVACUATION PLAN

YOUR FACILITY HERE



FOR FIRE INSIDE YOUR ROOM:

- A. CALL THE FIRE DEPARTMENT. **9-911**
- 1. Tell them your exact location.
- 2. Explain what is burning.
- B. CALL THE HOTEL OPERATOR **"0"**
- C. ALERT OTHERS in the area and ACTIVATE FIRE ALARMS.
- D. WALK (do not run) TO NEAREST STAIRWELL EXIT



**IN CASE OF FIRE,
USE STAIRWELLS
FOR EXIT**

FOR FIRE OUTSIDE YOUR ROOM:

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- D. TAKE YOUR ROOM KEY/CARD



Technical Specification Guide – Free to Guest Television Service

1. Introduction

Free to Guest Television in High-Definition is no longer an option but rather a requirement for guests and visitors to our properties. In this day and age of technological advancement, our Guests require the highest standard for their viewing pleasure. La Quinta recognizes that being able to provide the highest standard in Free to Guest TV (FTG) easily influences overall guest satisfaction.

Guests expect:

- Flat Panel LCD or LED Televisions
- Multi-channel lineup with extensive HD channels available
- Interactive Program Guide to pick and choose programming
- Play own content on TV
- Availability in common area rooms
- Consistent uninterrupted service

1.1 How to Use This Document

The **LQ Technical Specification Guide for Free to Guest Television Service** applies to U.S. and Canadian hotels. This document defines the minimum requirements and recommendations for the implementation of Free To Guest Television Services (FTG) across the La Quinta brands. Unless reference is made to a recommendation, all specifications are requirements. It is designed to:

- Ensure that providers of FTG service comply with the standards of technology and programming

Note: *This document does not anticipate every contingency for use.*

This document contains the following sections:

1. Introduction – Provides an overview of the FTG service.
2. Technical Requirements – Lists the requirements for vendors related to the LQ FTG Brand standards.
3. Security – Defines adequate security measures to prevent the theft of flat panel televisions and head end equipment.
4. Vendor Qualification and Agreement – Highlights the qualifications and what is expected of the FTG Vendor.
5. Vendor Requirements for Service Level Agreement (SLA) – Describes La Quinta's recommendations for the types of issues to be addressed with your vendor in your service level agreement (SLA).

1.2 Basic Functionality

FTG system must not cause interference or degradation of service when used simultaneously with other services such as VoIP, VoD, or cause RF interferences (e.g., to cordless phones) within the hotel.

1.3 Compatibility of FTG Vendor

FTG Vendor must be fully compatible and certified for use on hospitality approved flat panel television using any provider that utilizes High-Definition broadcast programming.

FTG vendor must fully support High-Definition programming.

1.4 Collateral

The FTG vendor must provide the property with access to appropriate literature, including:

- User manuals
- Standard Operating Procedures for Support

Such materials must:

- Be professionally prepared
- Clearly describe the service, service features, instructions, and support information for FTG including the toll-free support number

1.5 Interface to PMS

The FTG vendor does not need to provide an interface to the PMS as this is a free service to the guest.

1.6 Billing Options

This is a Free to Guest System which does not require the guest to have additional billing for use.

1.10 Interference with Hotel Services and Devices

FTG must not cause interference or degradation of service when used simultaneously with other hotel: Services, which include:

- Voice over Internet Protocol (VoIP)
- Guest High Speed Internet
- Video-on-Demand (VoD)
- Radio frequency (RF)
- Devices, which include:
- Cordless phones

The property's FTG equipment must not interfere with external systems.

2. Technical Requirements

The following sections describe the technical requirements for Free to Guest Television System. Because the trends in connectivity and applications have changed over time, the FTG infrastructure should be reviewed every three years to verify it can support these new demands.

2.1 FTG TV Cable Requirements

FTG provider shall provide details on non-compliance of Head end to Room cabling via site survey with recommendations for remediation

- All Trunk cable runs should be CATVR RG-11 cable or equivalent. This cable should be swept by FTG Vendor from 5 MHz to 1GHz during Site Survey.
- All Riser cable runs should be CATVR RG-6 or RG-11 or equivalent. A portion of the riser cables will be swept by the FTG Vendor from 5 MHz to 1GHz during Site Survey.
- Use of .500 hard line cable is also acceptable
 - Suggested Cable types of Cable runs:
 - Greater than 500' - .500 hard line or larger
 - Up to 500' – RG-11 or hard line
 - Less than 300' – RG-6 (or RG-11 for trunk lines)
- Fitting Types :
 - Compression or radial type fittings can be used for RG-6 cable.
 - Compression type or hex-crimp connectors with a crimped center conductor can be used for RG-11 cable.
 - FTG Vendor will suggest acceptable use of hard-line connectors
 - FTG Vendor will provide a report on compliance during Site Survey.
- Splicing of cable runs is NOT suggested
- Plenum-rated cable must be used when installing cable in air return spaces and NOT placed in conduit. Local electrical code must be followed.
- Any weather exposed cable runs should use flooded-type cable
- To meet fire code, all coax cable installations are required to meet NEC and local electrical codes.
- There should be no visible exposed conduit to route cables in any area of the property that is accessible by any guest. LQ Design and Construction will need to provide any waivers to this in writing.

Signal Requirements

- The in house MATV/CATV cable plant should be able to distribute a frequency response of 5 MHz to 860 MHz and maintain a dBmV signal level of (+3_ - (+10) dB at every TV drop on every channel.

- The MATV/CATV distribution system should maintain a room to room isolation greater than 22 dB.
- If amplifiers are required in distribution closets (IDF) to maintain signal strength, a non-switched 20 amp, 120VAC is required. Distribution closet may also require a backboard for mounting active and /or passive MATV/CATV devices.

Cable Specification – MATV/CATV

Cable Type	Conductor Size (Diameter)	Dielectric Type Diameter	Shielding Type and Coverage (Minimum)	Jacket Type Thickness	Outside Diameter
RG-6 Riser Rated	18 AWG 0.0403" Nom.	Foam Polyethylene OD 0.180" Nom	Foil: Aluminum/Poly Tap 100% Coverage Braid: 34 AWG Aluminum 60% Coverage	Flame Retardant PVC 0.030" Nom	0.272" OD Nom
RG-6 Plenum Rated	18 AWG 0.0403" Nom.	Foam FEP OD 0.170" Nom	Foil: Aluminum/Poly Tap 100% Coverage Braid: 34 AWG Aluminum 60% Coverage	Plenum PVC or Kynar (PVDF) 0.015" Nom	0.239" OD Nom
RG-11 Riser Rated	14 AWG 0.0641" Nom.	Foam Polyethylene OD 0.280" Nom	Foil: Aluminum/Poly Tap 100% Coverage Braid: 34 AWG Aluminum 60% Coverage	Flame Retardant PVC 0.045" Nom	0.405" OD Nom
RG-11 Plenum Rated	14 AWG 0.0641" Nom.	Foam FEP OD 0.280" Nom	Foil: Aluminum/Poly Tap 100% Coverage Braid: 34 AWG Aluminum 60% Coverage	Plenum PVC or Kynar (PVDF) 0.020" Nom	0.351" OD Nom

2.1.1 Electrical Circuit Requirements

- Dedicated electrical power should be provided as needed by the provider in compliance with local electricity codes
- All FTG RG-11 cabling must be grounded according to local grounding codes (NEC).
- All FTG racks must be grounded to the ground bar according to local grounding codes (NEC).

Note: For Satellite installs, Hotel must provide separate dedicated electrical power for heated dishes.

2.1.2 FTG Vendor Dish Responsibility Requirements

Note: This section applies only to Satellite dish based installations

- FTG Vendor may install more than 1 dish for FTG programming depending on the hotel location. Dish quantity is contingent on program packaging contract.
- FTG satellite dish location(s) will need an unobstructed view of satellites at various orbital positions for Western Arc solutions and Eastern Arc solutions.
- Dish mounts to be determined at time of Site Survey.
- All dish locations must adhere to local grounding codes (NEC).
- All dish locations should be in a reasonably accessible location.
- Dish location must not be placed where it will negatively impact the guest or the appearance of the hotel layout.

2.1.3 FTG Vendor Satellite Dish and Off –Air Mount Requirements

Note: This section applies only to Satellite dish based installations

- FTG Vendor will install Satellite Dish or Off-Air antenna mounts and ballast.
- Note: Hotel and FTG Vendor will determine dish mounts following a site survey and verification of the dish location.
- Note: The amount of ballast required will vary depending on the local conditions: type of dish used, average wind speeds, and height of building. For example, each dish would need a minimum of (16) 8"x8"x16" hollow core blocks. For areas with high winds, larger mounts may be required.
 - 1.2m satellite dish mounts can be typed as:
 - Non-penetrating mounts, 34"x40" print (suggested) with the required ballast. (Non-penetrating mounts require the roof to withstand 45lbs. per sq. ft.)
 - Pole mounts – 3' to 6', 3" OD pole cemented to a depth that meets local code.
 - Wall mounts
 - 1.0m satellite dish mounts can be typed as:

- Non-penetrating mounts, 34"x40" footprint (suggested) with the required ballast. (Non-penetrating mounts require the roof to withstand 45lbs. per sq. ft.)
- Pole mounts – 3' to 6', 3" OD pole cemented to a depth that meets local code.
- Wall mounts

HVAC Requirements

- The FTG room temperature must be maintained between 65°F and 72°F (18°C and 22°C) while equipment is powered on.

2.2 Property Management System (PMS) Support

FTG is provided free of charge for all Guests. Any system that requires an interface with PMS for additional features needs to be certified by La Quinta IT prior to installation. If approved, franchisee may have to bear costs for any custom development done by LQ to provide the interface.

2.3 Hardware Requirements

FTG System must be accessible in the following property locations:

Guest Rooms – Minimum 32" Flat Panel Hospitality Grade 720p LCD or LED High-Definition Televisions must be installed in all guest rooms. Connections must be wired. System should allow guests to connect devices to TV using either a) HDMI & Composite side ports or b) an external port replicator that provides HDMI and composite ports and connects to the TV to playback their own content.

Public Areas – When required by applicable brand standards, the property must provide Minimum 42" Flat Panel Hospitality Grade 720p LCD or LED High-Definition Televisions to all public areas (lobby, fitness, and other public spaces).

- Public area televisions must be the maximum size available in the allotted area it will be placed.

Meeting Space – The property will provide FTG system in meeting areas if the property deems it necessary.

Equipment in Main Distribution Frame (MDF) or Intermediate Distribution Frame (IDF) or rooms must be rack-mounted.

2.4 Guest Room Television Specification & Functionality

Larger than 32" up to 40" screen size is permitted for Guest Rooms. Screen size larger than 40" for Guest Room requires approval from La Quinta Design and Construction department.

32" Flat Panel Hospitality Grade 720p High-Definition must include but not limited to:

- HD 1366 x 768 resolution, 50,000:1 Dynamic Contrast Ratio, Wide Color Enhancer

- Integrated NTSC & ATSC/Clear QAM Cable digital tuners
- Fast 6ms pixel response time
- Dolby Digital Plus
- PORTS: One of the following is required. In both cases, the guests should be able to select the required input source for playback via a remote provided or the system should auto-detect the connected source and tune between sources automatically.

A) Ports for Plug and Play on TV that can be enabled for guests to play their own content

- Minimum 1 HDMI 1.3 CEC port on side or front of TV
- Minimum 1 Component & 1 Composite Video Input (at least 1 Composite port on side or front of TV)
- PC Input: 15-pin D Sub. Can be behind TV

OR

B) Ports for Plug and Play on external box connected to TV that can be enabled for guests to play their own content.

- Minimum 1 HDMI 1.3 CEC
- Minimum 1 Component & Composite Video Input
- PC Input: 15-pin D Sub.

- The remote control may include an Option to change aspect ratio

2.5 Channel Lineup

Free to Guest Vendor shall provide a minimum 37 Channels Lineup to include 30 High-Definition Channels and 7 Standard Definition Channels. Vendor shall also provide a minimum of 3 Premium Service channels in High-Definition. These can be from either Showtime or HBO. All local and major network channels must be in High-Definition and at the beginning of lineup (ABC, NBC, CBS, FOX, CW). All High-Definition channels must be included in the beginning of the channel lineup.

Standard Channel Lineup (Channels in bold need to be in HD)

Channel Number	Channel Name
2	ABC HD
3	NBC HD
4	CBS HD
5	FOX HD
6	CW HD
7	Showtime HD or HBO HD
8	Showtime Showcase HD or HBO HD (2nd HBO channel)
9	Showtime To HD of HBO HD (3rd HBO channel)
10	ESPN HD
11	ESPN 2 HD
12	NFL Network HD
13	TNT HD
14	TBS HD

15	USA HD
16	A&E HD
17	VH-1 HD
18	MTV-HD
19	Cartoon Network-HD
20	Nickelodeon-HD
21	Comedy Central HD
22	Discovery Channel HD
23	History Channel HD
24	Weather Channel HD
25	Food Network HD
26	The Learning Channel HD
27	HGTV HD
28	Fox News HD
29	CNN HD
30	CNN Headline HD
31	CNBC HD
32	ABC Family
33	ESPN News
34	ESPN Classic
35	ESPN U
36	PBS
37	E! Entertainment TV
38	Univision (Spanish) or TV Land

2.6 Other Optional Requirements

Though this is not a requirement, it is preferable if the FTG System also includes the following:

1. Branded Welcome Page consisting of the following:

Landing Page – When the TV is turned on the guest will see a menu screen that includes

- Hotel Logo Placement
- Customized Welcome Page with area to display La Quinta Brand specified static advertising image and text
- Customized background to match the brand – provided by LQ Marketing
- Icons graphics and placement order that appear UI
- Fonts used included color and size – specified by LQ Marketing

2. Interactive Program Guide (IPG) – From the landing page the guest can select the TV Guide feature to bring up a grid based IPG with picture in picture showing the current channel. The guest can navigate the IPG, find a program they want to watch and jump to the channel. The remote should have an “Information” button to display detailed program information on selected channels.
3. Hotel Customization – Features that can be customized at the property level. All customizations need to be pre-approved by La Quinta Marketing department.

2.7 Control of Content of Branded UI

La Quinta shall have the right to exercise control over any content displayed or otherwise made available to Users via the FTG Welcome Page through any remote implementation, including but not limited to the authority to require the removal of any content that promotes non-La Quinta branded hotels outside LQ. This includes but is not limited to:

- Inappropriate use of logos
- Registered trademarks
- Illegal activities

For Users to have a consistent user experience, properties are required to employ the content and order (designated by the brand) of the following pages:

- Welcome Screen
- Interactive Program Guide Screen
- Help Instructions

2.8 Content Management

The FTG vendor must be capable of providing restricted channel content in all common room areas. Premium Channels (HBO or ShowTime) should be disabled on all Common Area TVs.

2.9 Vendor Responsibilities

The FTG vendor must:

- Detail all proposed equipment (hardware, software, operating system and firmware versions).
- Provide an estimate of physical space required for each MDF and IDF
- Propose uninterruptible power supplies (UPS) for all included equipment.
- Provide documentation describing all equipment, wired and wireless, used in the system, including:
 - Network diagram
 - Port mapping
 - Connection guides
 - Equipment labeling

3. Security

3.1 Television Security

The FTG Vendor must provide adequate security providing the following protections:

In Room

- Television in guest room should be bolted down and mounted securely to appropriate in room furniture.
- Television in extended suite rooms should be mounted to the wall on the arch with security hardware

Public-Areas

- All televisions in public or common area rooms must be securely mounted using appropriate mounting hardware.

3.2 Protecting Equipment

All FTG Head end hardware must be located in secured locations and not visible to the public and be secured against user tampering or reconfiguration

4. Vendor Qualification and Agreement

4.1 Appointment of Contact Person

The Free to Guest vendor must appoint a representative to be the primary contact to facilitate communication and coordination with the property.

4.2 Vendor Compliance

The FTG vendor must comply with the FTG standards as well as the specifications set forth in this document.

4.3 Agreement

The FTG vendor must enter into a written agreement with the hotel that covers:

- Description of the FTG services
- Compliance to the standards outlined in this document

5. Vendor Requirements for Service Level Agreement (SLA)

The following sections contain La Quinta's recommendations for the types of issues to be addressed with your vendor in your service level agreement (SLA).

5.1 Support Recommendations

5.1.1 Equipment Maintenance

The FTG vendor should provide on-going equipment maintenance and service.

5.1.2 FTG Availability and Guest Support

FTG System must be available 24 x 7, or "always on."

The FTG vendor must provide:

- Network Operations Center (NOC) support, including 24 x 7 troubleshooting of FTG specific equipment and accessibility to the service.
- 7 x 24 x 365 end-user support for hotel staff via a toll-free number. Support must be at no charge to hotel guests and staff. All features and intended uses of the system shall be supported, including but not limited to system access.
- Monthly report on Call Center statistics on first call response and resolution times.
- A single point of contact to address hotel issues.
- Multilingual support.

In addition, the vendor should:

- Be able to provide Initial response to all calls for Severity 1 issues in 30 minutes

5.1.3 On-Site Support

The FTG vendor should:

- Provide on-site maintenance and repair for emergencies (50% or greater loss of FTG programming) within 24 hours.
- 24 to 72 hour on-site response time for non-emergencies (less than 50% loss of FTG programming)
- Resolve all hardware failures within 24 hours Monday to Saturday and by Tuesday on failures occurring on weekends.

5.2 Response Requirements for Vendors

5.2.1 Rack-Mounted Equipment

All proposed equipment to be located in IDF or MDF rooms should be rack mountable in industry standard 19" open frame racks, which also are to be provided and installed by the vendor. If there are any conflicting equipment requirements, they should be detailed by the vendor.

5.2.2 Equipment Detail

Vendor should detail all proposed equipment (hardware, software, and operating system) including:

- Network diagram
- Manufacturer
- Model
- Version
- Revisions

For modular equipment, each proposed module should be similarly detailed. This information should be confirmed and a final list provided prior to system turn up and client acceptance.

5.2.3 Uninterruptible Power Supplies (UPS)

The vendor should propose Uninterruptible Power Supplies (UPS) for all included equipment, sufficient to provide power conditioning, surge protection, and no less than four hours of battery time for all attached equipment.

5.2.4 Space Requirements

For each IDF and MDF, the vendor should provide an estimate of physical space required, including rack space for all equipment and UPS. The vendor also should specify:

- Electrical requirements
- BTUs produced
- Operating temperature
- Humidity requirements
- Wall space and mounting back-board area
- Height of Equipment
- Enough space for Rack
- Changes needed to accommodate

5.2.5 Spares Inventory

To expedite repairs and provide service to guests, the vendor will propose a recommended inventory of on-site spares of FTG components (if applicable). Costs for on-site spares and rentals, if any, should be listed separately but included in any total costs.

5.2.6 Regulatory Compliance

All equipment installation will be in accordance with the current regulations of the local electrical inspection department and any relevant municipal ordinances, or, at a minimum, the US National Electric Code, or equivalent in the country in which the equipment is installed. All proposed equipment will conform to the applicable UL, FCC (Part 68 for network connectivity and Part 15 for unlicensed RF devices), RFI, EMI, or equivalent standards in the country in which it is installed.

5.3 Terms and Conditions for Vendors

5.3.1 Warranty

The vendor should state the length of the initial included warranty period, including terms and conditions. If the proposed equipment is not uniform as to initial warranty period and terms, then this should be itemized for all proposed equipment.

5.3.2 Maintenance

The vendor should be prepared to document and describe, upon request, their ability to certify, troubleshoot, and manage, both remotely and on-site, the proposed solution(s), including descriptions of:

- Personnel
- Training and certification
- Test and diagnostic equipment
- Management utilities
- Hours of operation
- Trouble ticket system (features and capability)
- Escalation policy

The vendor should provide complete documentation of the proposed Network Architecture, including all Core FTG Equipment.

5.3.3 SLA Documents

The vendor should provide any applicable SLA documents detailing:

- Acceptable and expected downtime, including scheduled maintenance windows
- "Guaranteed" uptime
- Mean-Time-to-Repair (MTTR) to fully restore the system
- Schedule of credits for levels of downtime exceeding the stated guarantee

5.3.4 Support

The vendor should be prepared to document and describe, upon request, their ability to provide:

- Toll-free 24 x 7 end-user support
- Remote troubleshooting and management, including support scope
- Support information for all hardware, software, and services included in a proposed system should be submitted to the property before system turn up and acceptance.

5.3.5 Escalation

In the event that normal maintenance and support fails to resolve a problem in a timely fashion, the vendor should provide an escalation procedure and guidelines, including contact persons and methods. This information should be submitted to the property before system turn up and acceptance.