

**Hotel Site Check Multi Agency Form**

**Date:** \_\_\_\_\_

**Hotel:** \_\_\_\_\_

**Form Submitted By:** \_\_\_\_\_

**MIQ Representative(s):** \_\_\_\_\_

Tick/Answer	Considerations
	If all agency needs are met, this will satisfy the needs of the Site Manager
	Number of live in rooms required (Total) NZDF MOH AVSEC Other
	Number of carparks required (Total) NZDF MOH AVSEC Other

**Ministry of Health Representative(s):** \_\_\_\_\_

Tick/Answer	Considerations
	Arrival/check-in space assessed for suitability
	Easy access for bus arrivals and exits
	Single point of entry able to be secured/physically monitored
	Various Options for flow- -in and out of area from bus to lifts
	In-house laundry capability – mass capability and cost (or outsourced to commercial provider)
	Food provision. Large numbers – capable of full PAX 3 meals per day and dietary requirements
	Large areas – Conference rooms, suitable for exercise
	Extra space for break out / fresh air /smoking area all areas secure
	Essential shopping capability / room service
	Provision of 'No Pax' area for multi-agency team in/near lobby
	Separate nurse station suitable for health checks
	Rooms with kitchen facilities (optional but not the norm)

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**AVSEC Representative(s):** \_\_\_\_\_

Tick/Answer	Considerations
	A room sufficient in size for a maximum of 4 interviews tables. MoH health guidelines re:2m spacing etc. between interviewer and pax
	Hotel check staff able to assist with completion of the Site Interview form
	Staff parking availability for 405 AVSEC personnel
	Staff admin / Break room
	Guest List generated as an when required
	Smoking area / area suitability
	Entry/egress management i.e.: access control / CCTV

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Police Representative(s):** \_\_\_\_\_

Tick/Answer	Considerations
	Sufficient lobby space in a 'no Pax' area
	Only hotel access point door secure, controlled access in and out
	General forecourt / lobby and environs provide sufficient security
	One secure hotel room police staff only sufficient for SRBA / BAS storage, Taser and portable security an charging
	Two secure carparks to enable shift change
	Sufficient PPE supplies on site
	Private security companies known. Vetted staff only

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Fire Representative(s):** \_\_\_\_\_

Tick/Answer	Considerations
	Fire Site Compliance checks
	All alarms in place / monitoring
	Evacuation scheme procedures approved and in place
	Sprinkler system
	Well managed assembly points

Notes: \_\_\_\_\_

Tick/Answer	Essential
	24/7 on-site liaison / reception
	Capacity of around 80 rooms (60 pax for teams and 20 pax for AoG staff)
	Units, suites or internally accessed rooms available for family groups (bubbles)
	Private space and private bathroom facilities in each room
	Availability of cots for infants
	Rooms with adequate space to keep children contained, a child safe and friendly environment
	Guests ideally have secure outside space and can exercise within the isolation facility while maintain appropriate social distancing. If this is not available on site there must be provision for alternative, secure options and a facility to access these.
	Room cleaning service – linen and towel change every 3 days – delivered to the door.
	Room stocked with 4 days' worth of provisions (shampoo, soap, toilet paper, tea and coffee etc.) prior to arrival, replenished on request throughout the stay. Cleaning kit for guest to service own room also available on request
	A laundry service (internal or contracted)
	Working waste management facilities
	Appropriate space for health professional to see guests – conference room
	3 meals per day for all guests via room service
	24/7 infant feeding resources (hot water, infant formula)
	24/7 availability of snacks
	Options for delivery of supplementary food and essential items – under appropriate security conditions
	Guest privacy is secured
	Hotel provided security personnel and systems with surge capacity able to work with enhanced external security capacity
	Emergency services are briefed on the facility and have contact details
	A complaints management process is in place
	Hotel can provide WIFI to all guests.

RELEASED UNDER THE  
OFFICIAL INFORMATION ACT