

**/DESIGN OF EXPOCENTRE HOTEL
TOPEKA, KANSAS/**

by

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1

INTRODUCTION

Hotels have always provided temporary housing to business and vacation travelers. Besides this traditional function, today hotels also serve as social centers for the community, hosting a variety of receptions and community meetings. They also act as recreation centers for hotel residents and occasionally for the surrounding neighborhoods. Hotels not only provide these services, but function as a magnets for nearby business and entertainment.

Typically, hotels are located in large towns or cities, close to activity centers or major routes of transportation. Thus, location always must be considered as a critical factor in developing a new hotel.

This thesis addresses the proposal of a new hotel in a developing activity center in Topeka, Kansas, the Expocentre.

Accessible by railroad, bus, airlines and automobiles, Topeka is a growing urban center in need of increased and improved lodging facilities. Automobile travelers are the primary users of hotels

in Topeka, however, travelers using other modes of transportation comprise a significant portion of hotel occupants, and their importance to the city's economic stability cannot be ignored. A new hotel, then, must be easily reached by all travelers.

2

BACKGROUND AND HISTORY

TOPEKA CITY

Founded as the capital of the state of Kansas in the mid 1800s, Topeka experienced a period of steady growth starting at the turn of this century and ending with the great economic depression of the 1930s. The city achieved national attention during the early 1950s when spring rains in 1951 brought flooding in the Kansas River Valley.

Topeka did not show much interest in planned development until a commission was founded following the 1951 flood to make a plan for maintaining and regulating both the existing urban fabric and the future physical development of the city. Credit goes to Topekans of 50's and 60's for successfully rebuilding their hometown. The increase of new building construction that began in the 1960s and 1970s subsided as 1980 approached, although significant additions continued to be made. New buildings constructed in the 1980's which support community activities include an air terminal, a convention center (Kansas Expocentre) on the site of the old Fair Grounds, and new facilities at Washburn

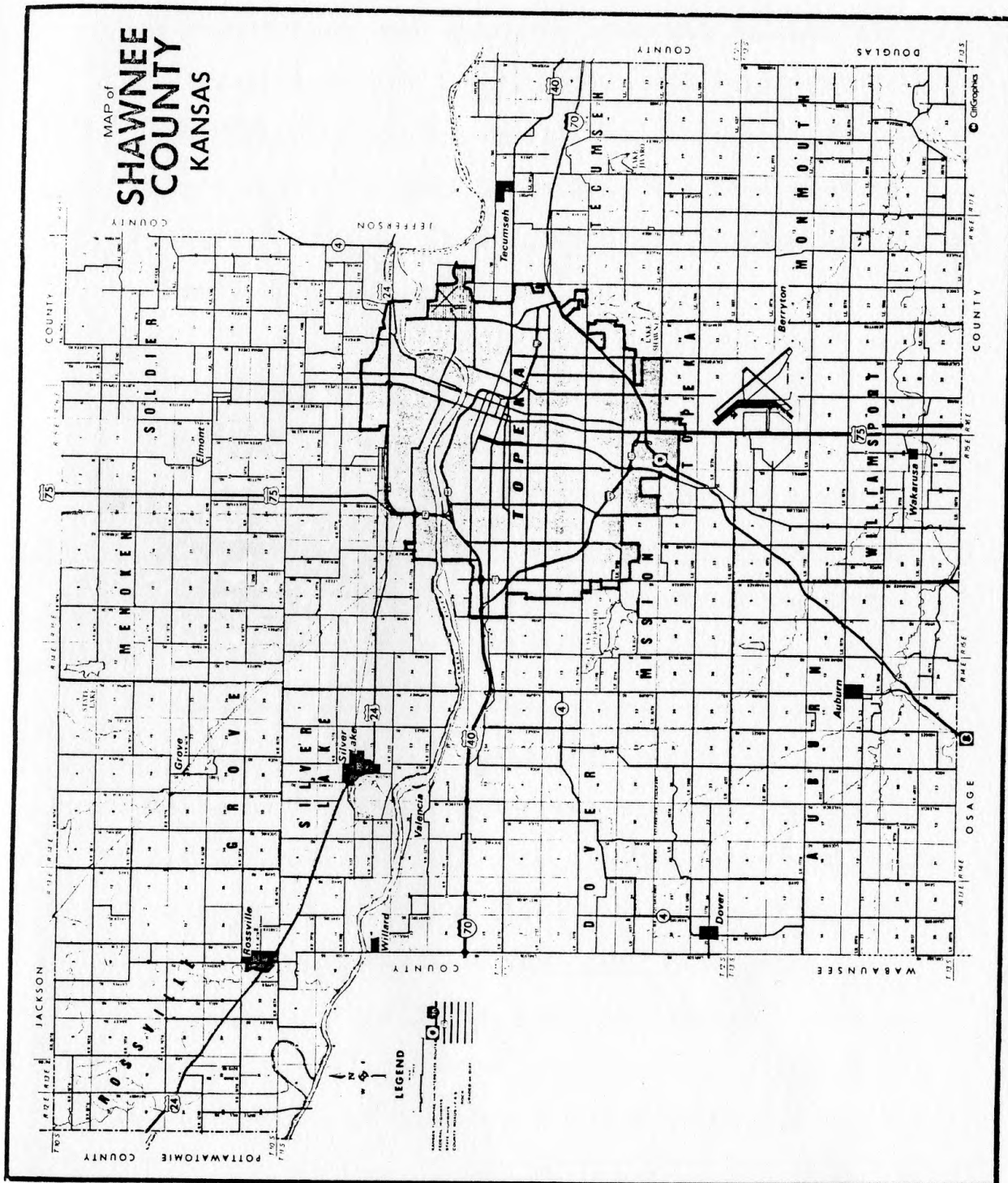


Fig: 1. MAP OF SHAWNEE COUNTY SHOWING TOPEKA

University.

By the 1980's, the downtown area had become the focus of preservation and restoration efforts. Currently downtown activity is confined to Kansas Avenue, but plans are being made to include the area between Kansas Avenue and Topeka Boulevard, as well as the immediately adjacent areas.

TOPEKA BOULEVARD

Over the years, the changes on Topeka Boulevard have included the means of transportation, materials used for roads, and change of land use from residential to commercial. However, its importance to the city has remained constant.

On March 19, 1919 this street was named Topeka Avenue; not until 1924 was it officially designated as a boulevard by the mayor. Significantly Topeka Avenue was laid out as the legal "main street" of the city, and although its name has changed, its status has not. This street has always been considered a prestigious and important street of the city.

CLIMATE

Located close to the western edge of the prairie-lands corn-belt, on the southern edge of the glacial drift, and at about the middle of the temperature zone, Topeka varies widely in its weather.

The Kansas river flows in an easterly direction through northeastern Kansas, and in the Topeka reach the valley ranges from two to four miles wide, bordered by rolling prairie uplands of some 200 to 300 feet higher elevation on both sides. Thus the city is provided some protection by the topography.

Normally more than 70 percent of the annual precipitation falls during the six crop-growing months, April through September. The rains of this period are usually of short duration and occur more frequently during the nighttime and early morning hours than at other times of the day.

The hot summers are accompanied by low relative humidity and persistent southerly winds. Warm periods with high relative humidity usually last only a short while. Individual summers frequently deviate from average conditions, indeed the hottest summer of record was 1936 when temperatures of 100 degree or

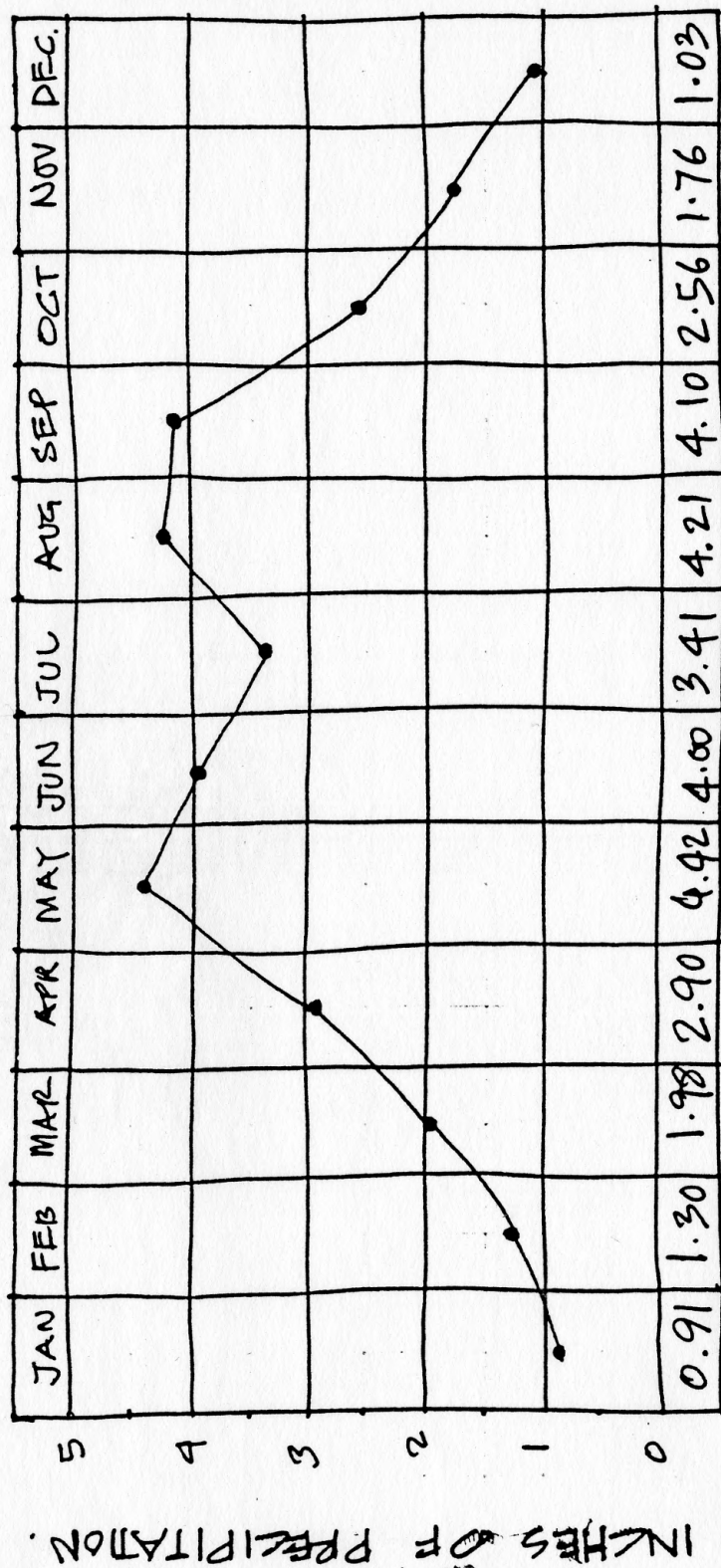
higher were recorded.

Winters average about 50 degrees cooler than summer, but are not unpleasant as long as the weather remains near normal. Typically, winter precipitation in the form of snow, sleet, or glaze amounts to only 4-5 inches (according to chart).

In spring and fall seasons, days of fair weather are interspersed with short intervals of stormy weather. Spring snows melt rapidly, reacting quickly to warmer weather. Strong, blustery winds are quite common in late winter and spring. Characteristically, a season of warm, dry, cool nights, autumn sees frequent precipitation, with cold air invasions.

Of the twelve tornadoes recorded within present city boundaries, the only major incident occurred on June 8, 1966. Unfortunately, it was one of the most damaging single tornadoes in nationwide records. Several overflows of the Kansas river have caused serious property damage.

The climatological data of Topeka is presented on the following pages. (Source: Local Climatological Data, Topeka, Kansas., U.S.Department of Commerce-Weather Bureau).



NORMAL PRECIPITATION

Fig: 2. NORMAL PRECIPITATION

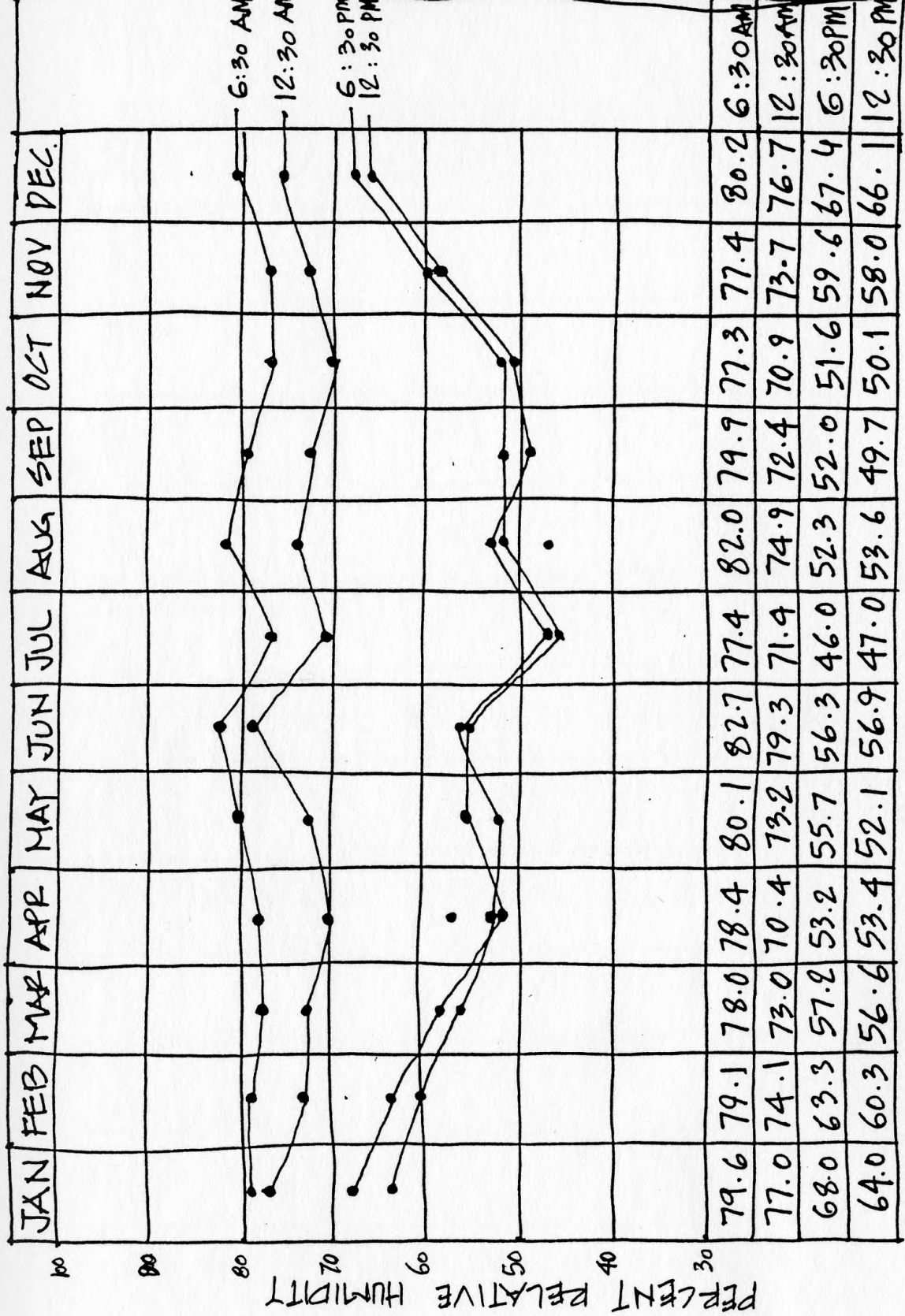
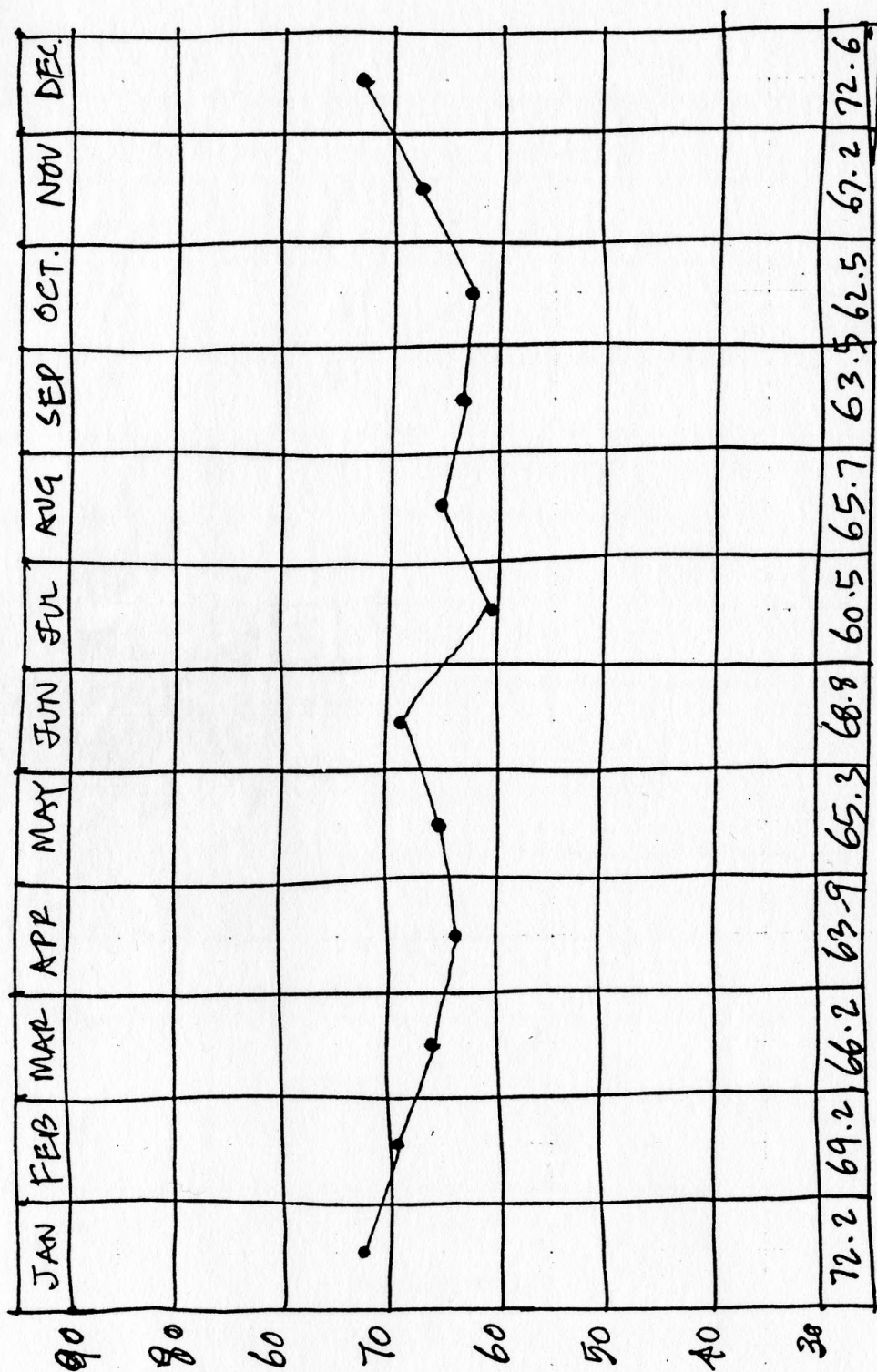


Fig: 3.

AVERAGE RELATIVE HUMIDITY

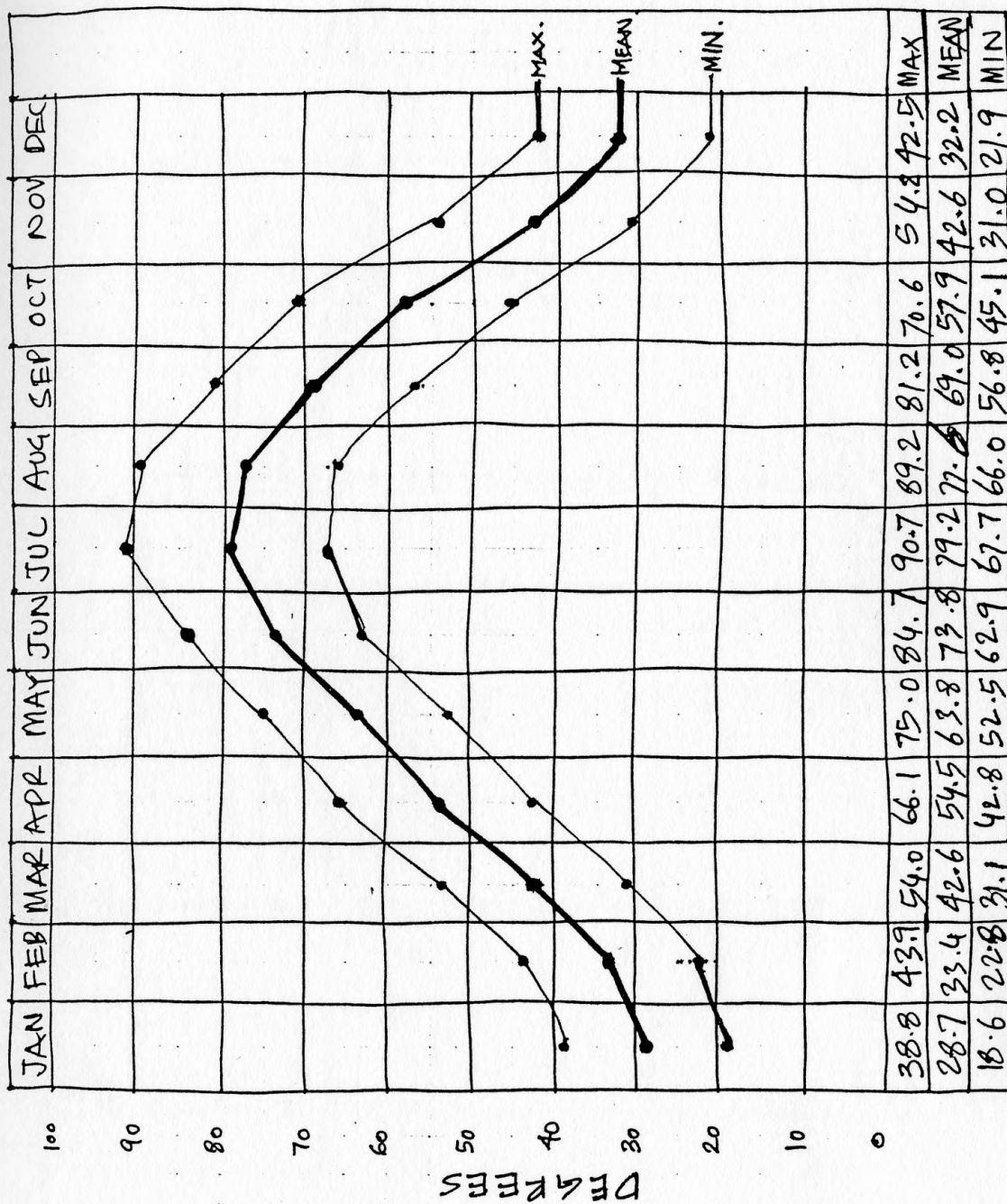
AVERAGE RELATIVE HUMIDITY.



MEAN RELATIVE HUMIDITY (FOR 24 HRS).

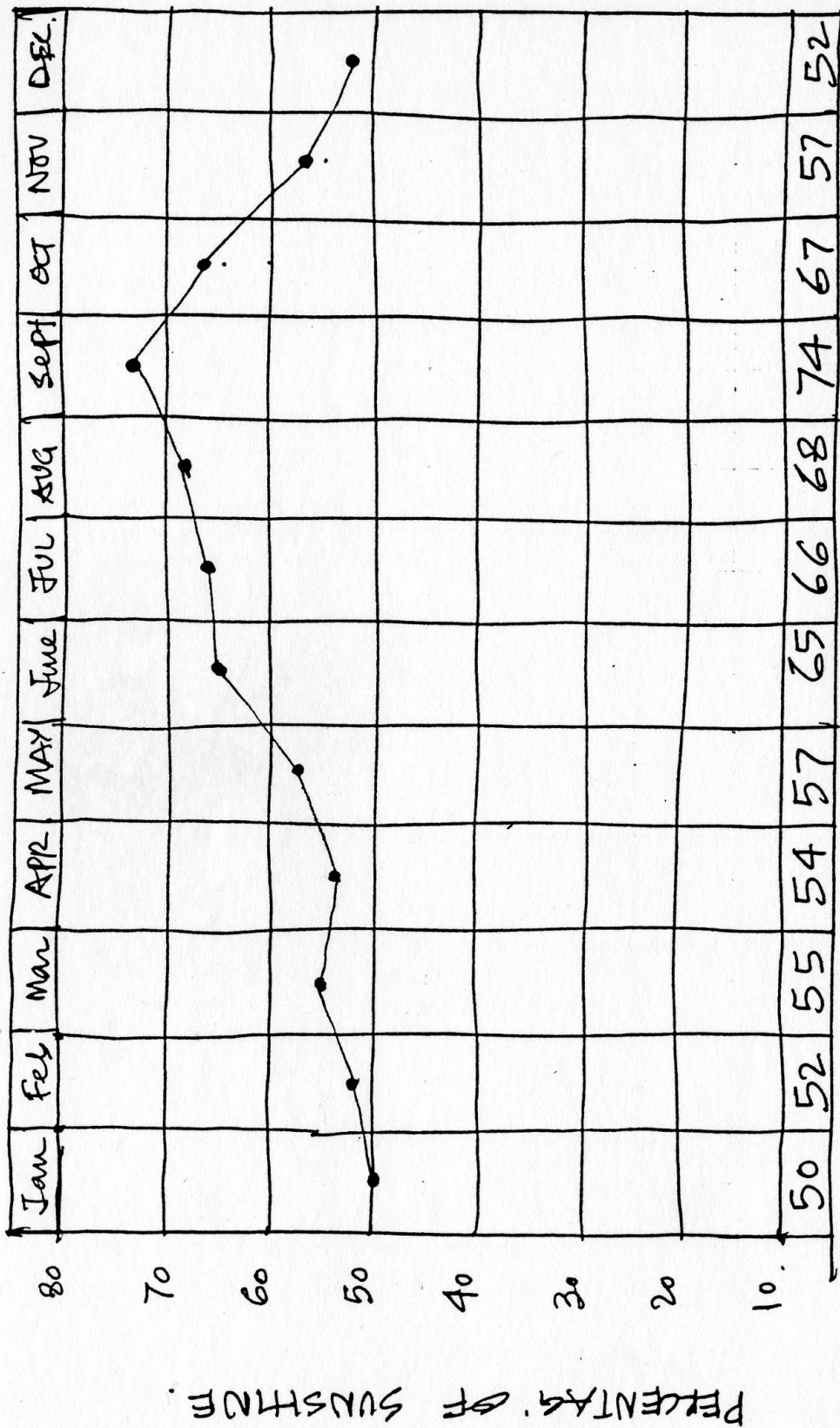
Fig: 4.

MEAN RELATIVE HUMIDITY (for 24 hours)



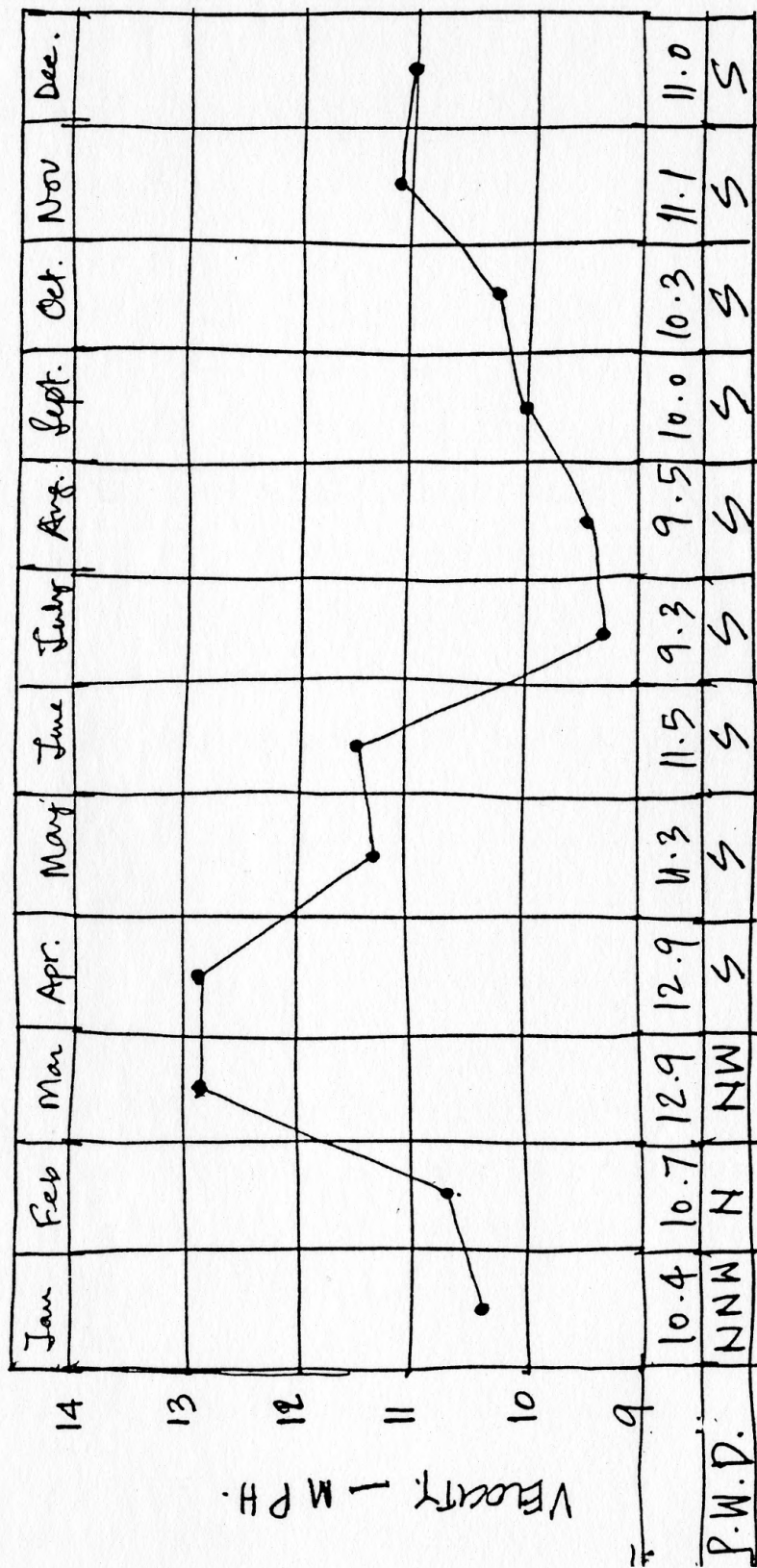
TEMPERATURE

Fig: 5. TEMPERATURE



POSSIBLE SUNSHINE (% age).

Fig: 6. POSSIBLE SUNSHINE



MEAN HOURLY VELOCITY & PREVAILING WIND DIRECTION

Fig: 7. MEAN HOURLY VELOCITY AND PREVAILING DIRECTION

3

NEED AND PROBLEM IDENTIFICATION

The 1346 hotel rooms available throughout the Topeka area are located in seven different hotels.

Additional lodging facilities on the west side of the Interstate 470 and Wanamaker road interchange have recently been opened. Demand in the commercial segment is generated by individual business travelers, including visiting salespersons, as well as executives and other employees of Topeka area companies. Such demand is evident primarily from Monday through Thursday evenings and represents the majority of the current Topeka lodging market.

Persons attending conventions in Topeka and those who are on group tours form a significant part of the hotel market. Some of these travelers are placed in lodging facilities by the Topeka Convention and Visitors Bureau, although a number of hotel/motel organizations have marketing staffs to provide this service. Groups usually receive discounted lodging rates for guaranteeing a large amount of business. Weekend occupancy is comprised of individual tourists and travelers who are either going to their vacation destinations or staying in Topeka for a limited time to attend a special event, including those held at

the new Expocentre and at Expocentre's Agriculture Hall and Heritage Hall. Trade shows, civic and cultural events, and state government related activities also generate demand for the lodging industry.

The demands for lodging are expected to be affected by the proposed racetrack and by the major shopping facilities which have been recently opened on the extreme west side of the city.

FACTORS IN PROPOSING A HOTEL IN TOPEKA

Factors involved in developing a new hotel at the Expocentre include:

1. Expansion of government and quasi-governmental organizations creating an increasing need for meetings within and between the public and private sector.
2. Growth of national corporations and national agencies necessitating more interdepartmental and interregional meetings.
3. Specific promotion of conventions at the Kansas Expocentre adjacent to the proposed hotel site.
4. Provision of a wide range of services and assistance for tourists, convention organizers, and the local market.
5. Introduction of new, bigger, and more sophisticated specialized facilities for social events.
6. Improvement of cultural and social activities on the local level by providing a prestigious hotel.

PROJECT GOALS AND OBJECTIVES

Project goals and objectives include:

1. To create a center of lodging facilities as well as social and cultural activity.
2. To give strength to the area by providing a temporary residence for travelers and tourists.
3. To preserve and enhance the value of existing places and objects of historical, cultural, and architectural value to the community, such as Heritage Hall, Agriculture Hall, and the fire station.
4. To create a place which could encourage and help social interaction.
5. To encourage a twenty-four hour activity cycle.
6. To create and maintain an active atmosphere to attract visitors as well as residents.
7. To integrate the project with its surroundings.
8. To provide easy access for both vehicles and pedestrians.
9. To provide adequate parking without unsightly and intrusive spaces.
10. To create a strong visual image when viewed from Topeka Boulevard.
11. To develop a project which will generate a strong impetus for new investment in the

Expocentre area.

SITE AND URBAN SETTING

The city of Topeka is located on the edge of the Kansas River and is the capital, as well as the leading governmental, banking, merchandising, transportation, and administrative center of the State of Kansas. The third largest city of the state, its metropolitan area is home to approximately 115,266 persons. Three major highways converge on Topeka: Interstate-70 from east to west; U.S.75 from north to south; and the Kansas Turnpike which follows I-70 from Kansas City to east Topeka, connecting Topeka to Wichita in Southern-Kansas. Railroads and major airlines also serve the city.

The city of Topeka exhibits the urban form of a grid street pattern. The original grid is related to the river while the newer grid follows a north-south orientation. The city is surrounded in all directions by spreading suburbs. With the rapid suburban growth, the central city area was left to wither. However, during the 1980's, efforts have been made to revitalize the downtown area, although downtown and central city vitality has not yet been restored.

The site for the proposed hotel is situated on a



Fig: 8.

LOCATION PLAN OF KANSAS EXPOCENTRE

spine of commercial and office buildings with surrounding residential areas. Buildings near the site are generally two and three stories high whether residential or commercial. Because the site is close to the downtown, it has potential for further development. Existing facilities will also influence the placement of a new building on the site.

a commercial structure, the Expocentre building provides facilities for social, cultural and business gatherings. A new hotel will add to the development of this major activity area in the city.

SITE ANALYSIS

The location of the site for the proposed Expocentre hotel is at the southwest corner of the intersection of Topeka Boulevard and 17th street, approximately one mile south of the central business district and approximately five miles north of Forbes Field Airport. Topeka Boulevard, the main access to the site, intersects with I-470 and I-70/ Kansas turnpike on the north/south axis, while the other access is from 17th Street, an east/west passage.

The Kansas Expocentre was developed on the site of an eighty (80) acre former fairground. Two existing fairground exhibit buildings were restored and modernized along with the construction of a new paved parking lot to create a community activities center. Outdoor areas between these buildings are being developed with paving, landscaping and miscellaneous structures to create outdoor activity and display areas. The community activities center is intended for events such as ethnic dinners, dances and fairs, wedding dances, dinners, consumer shows, sales, arts and crafts fairs, and bingo games. Another existing fairground building, a Livestock Exhibit Building, was remodeled to provide stalls for

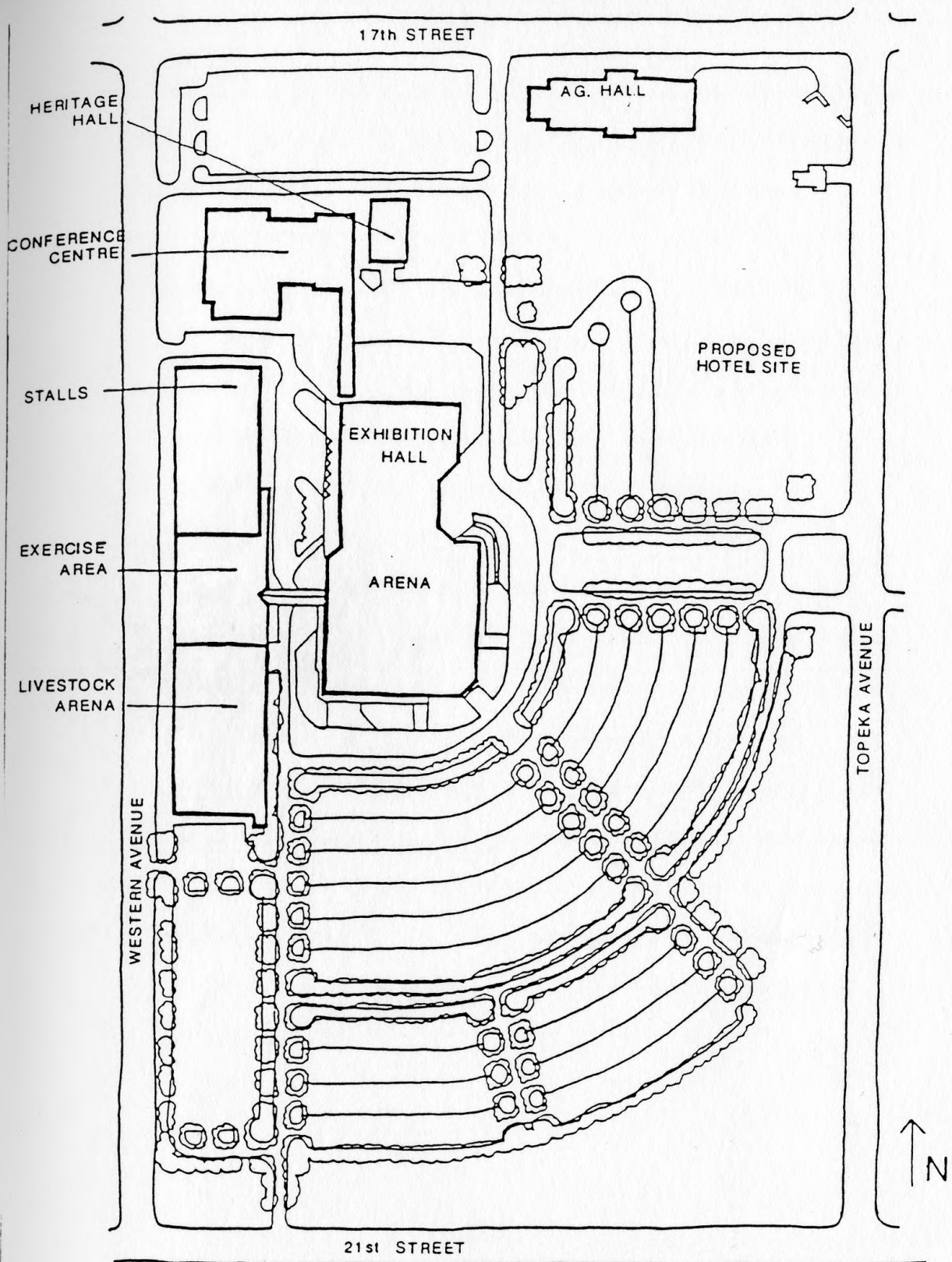


Fig: 9. SITE PLAN

animals. A building of equal size, the Agricultural center, is used as an indoor horse arena and exhibit building. The buildings are located 200 feet apart.

The largest element of the complex is the new Arena/Exhibition Hall facility. The Arena's primary objective is to provide a high quality space capable of accommodating sports, musical, family and community events in an arena atmosphere.

All activities that occur on the site are related to Kansas Expocentre, Agriculture Hall, Heritage Hall, and Livestock facilities. The site is almost flat and without much trees. Most of the existing buildings lie on the north and the west side of the site, which is also the proposed site for the hotel. The entire south end of the site is left for parking, creating a huge void. The parking for almost 2500 cars is already developed for the Expocentre and adjacent activities.

VISUAL ANALYSIS

The purpose of this study is to analyze the image and elements of the area within the site and nearby. The major elements to be discussed consist of:

- Paths
- Edges
- Nodes
- Building Forms and Massing
- Landmarks
- Parking and Circulation
- Open Spaces and Amenities

PATHS (see fig. 10)

Paths could be fallen into two categories.

i. Major Paths

Major vehicular circulation surrounding the site and major streets in the Topeka circulation system.

ii. Minor Paths

Minor vehicular access circulation in the area.

Topeka Boulevard, 17th street, and 21st streets are the major paths around the Kansas Expocentre site. Western Boulevard is a minor path which borders the area. Paths on the North and East sides of newly

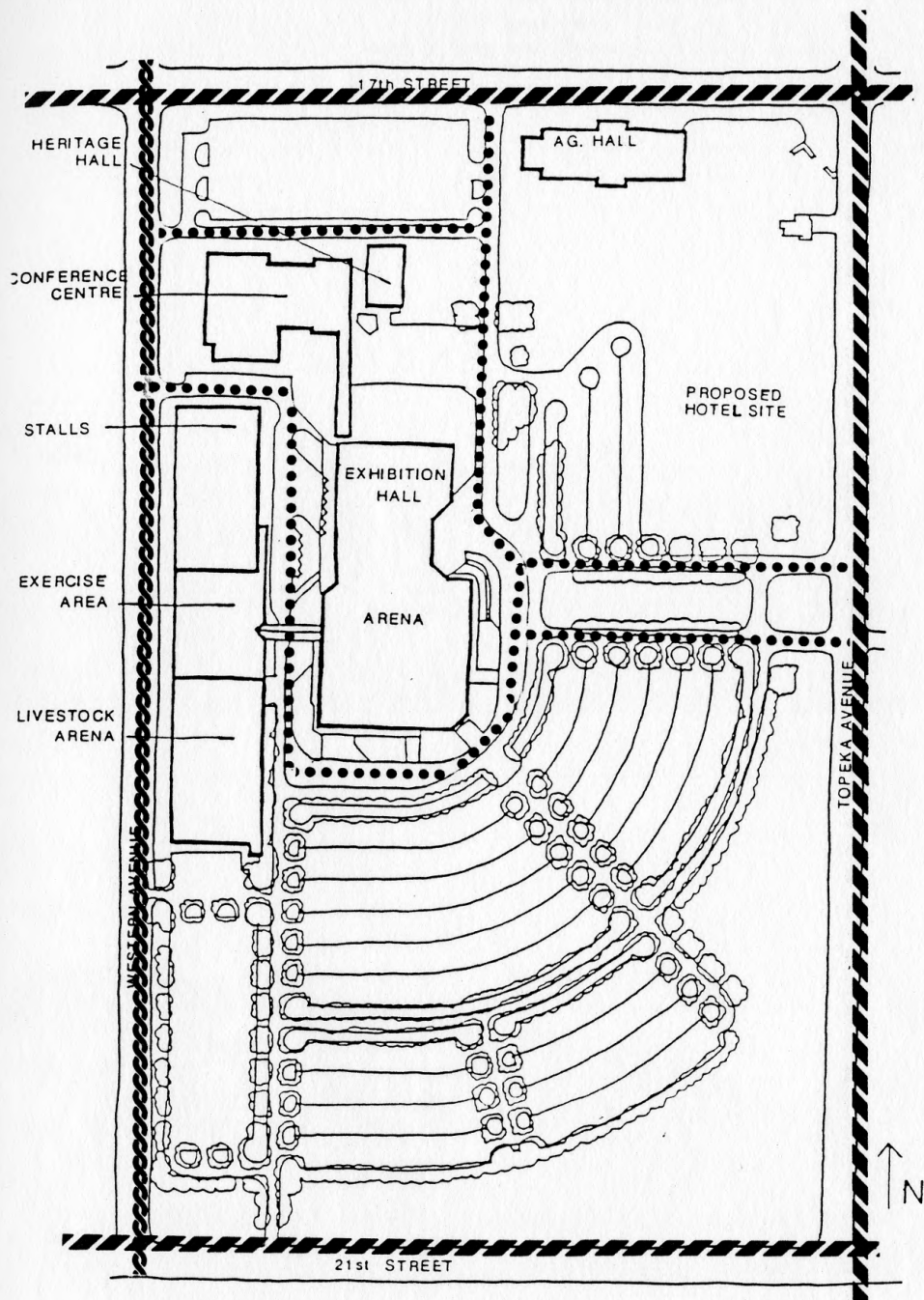


Fig: 10.

PATHS



MAJOR PATH



MINOR PATH



PATH (INSIDE)



Fig: 11. VIEWS OF TOPEKA BOULEVARD - A MAJOR PATH

built Kansas Expocentre are considered as major inside paths within the site area.

The other observations include:

- There are insufficient trees along the paths for providing summer shade or for softening the harsh image of the commercial and semi-commercial paths surrounding the site.
- When there is no performance or exhibition in the Expocentre the pedestrian traffic is very light. There are sidewalks along Topeka Avenue, Seventeenth Street, and Western Avenue. All activity in the area is automobile oriented.

EDGES (see fig. 12)

Buildings are making edges on North and West ends but East side is open towards Topeka Boulevard while a stream is providing a clear edge for the South side.

Green areas and paths inside the site area create a landscape definition for the parking areas. However, from Topeka Boulevard (East side), there is no particular visual edge; the view in front of Kansas Expocentre building is essentially an undefined open area. The main entrance is on Topeka Boulevard, But we can enter the site from every side.

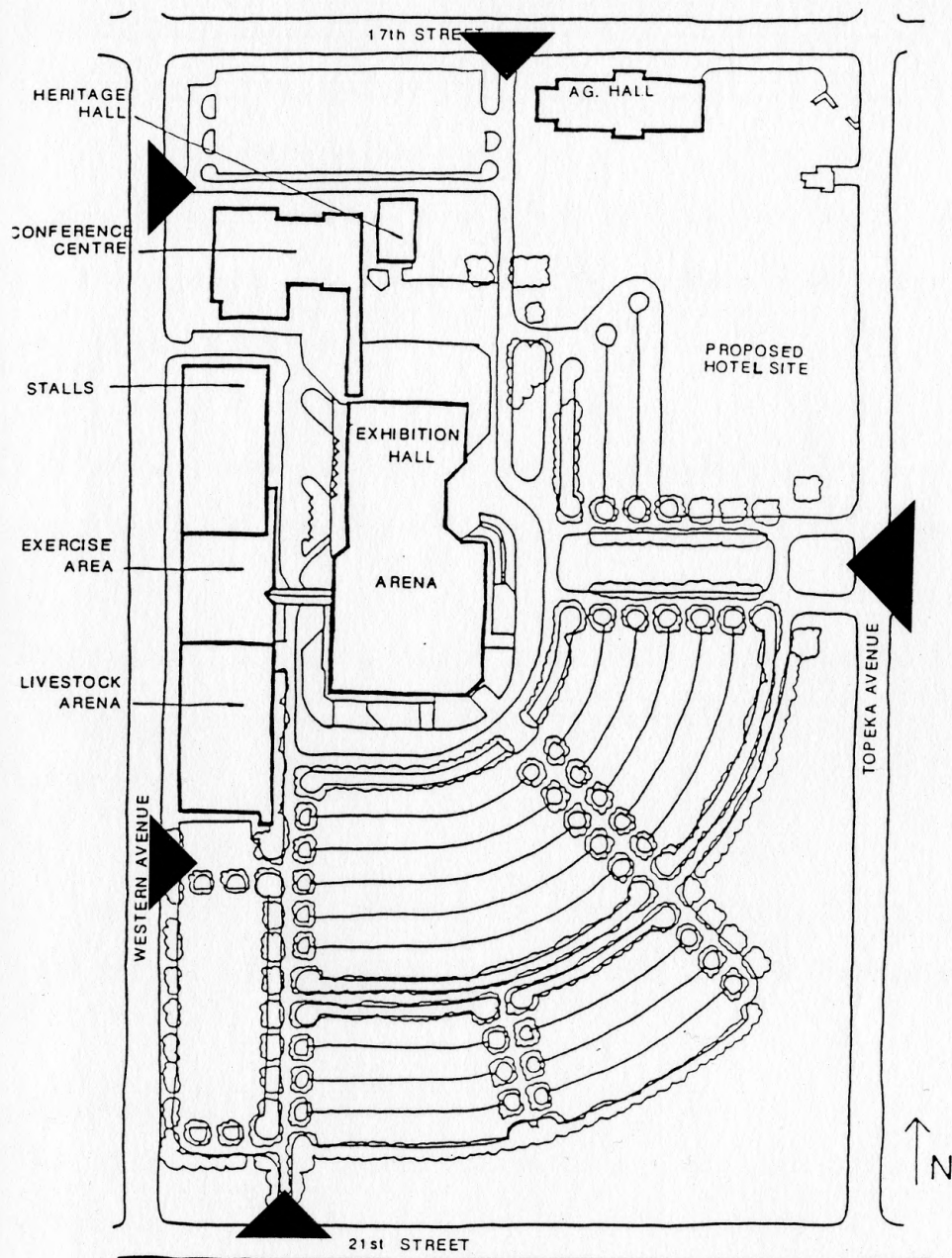


Fig: 13. ENTRANCES

NODES (see fig. 14, 16)

There are two types of nodes:

- i. Activity Nodes
- ii. Circulation Nodes

The area in front of arena and exhibition hall is an activity node for people buying tickets and entering the exhibition hall.

The area inbetween arena and live-stock area is an activity node both for people and performing animals.

The parking area on North side with 17th street is a circulation node used on daily basis used by the employees.

On East side the parking is directly related to the activities and performances in the Kansas Expocentre.

BUILDING FORMS AND MASSING

The site plan (fig. 9) shows the placement of existing buildings within the environment. Each of the buildings is representative of a different period of time the expression of which is shown in its architectural style and details.

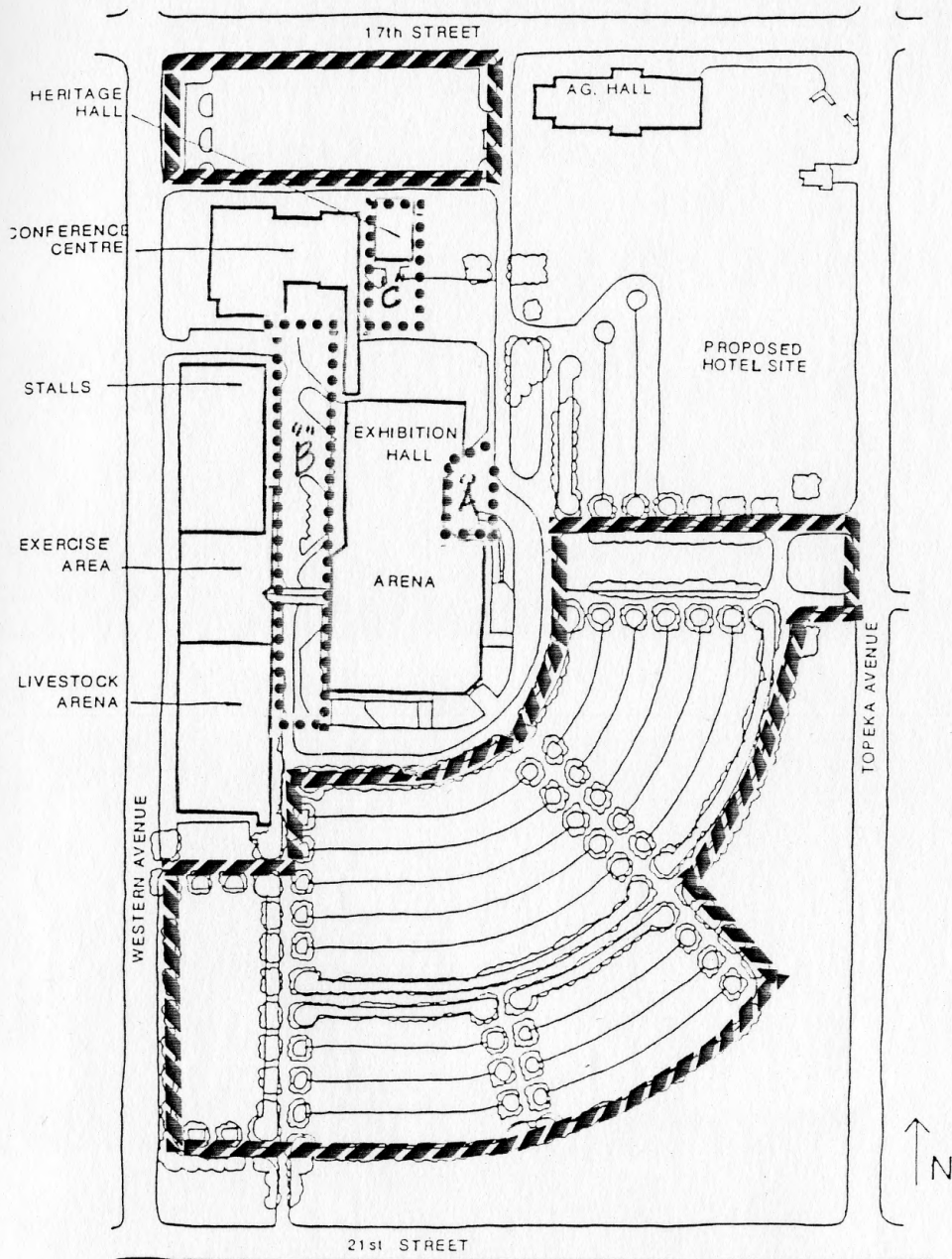


Fig: 14.

NODES

..... ACTIVITY NODE

////// CIRCULATION NODE

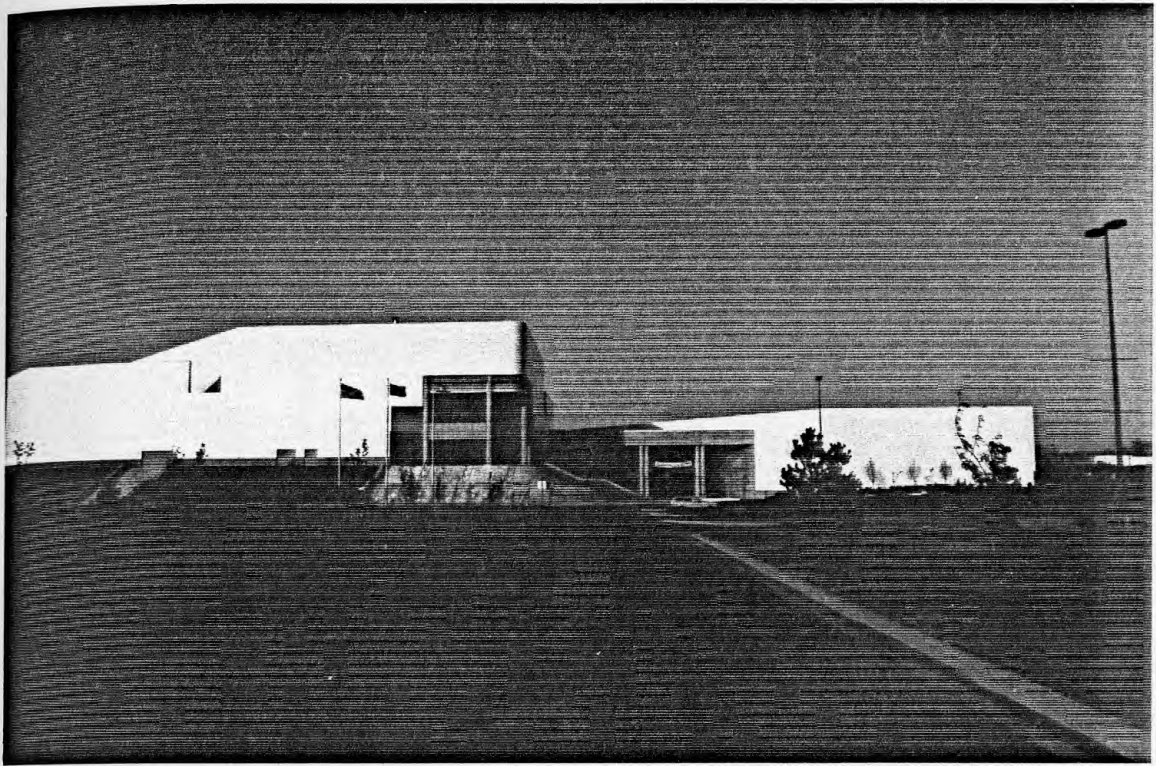


Fig: 15. KANSAS EXPOCENTRE

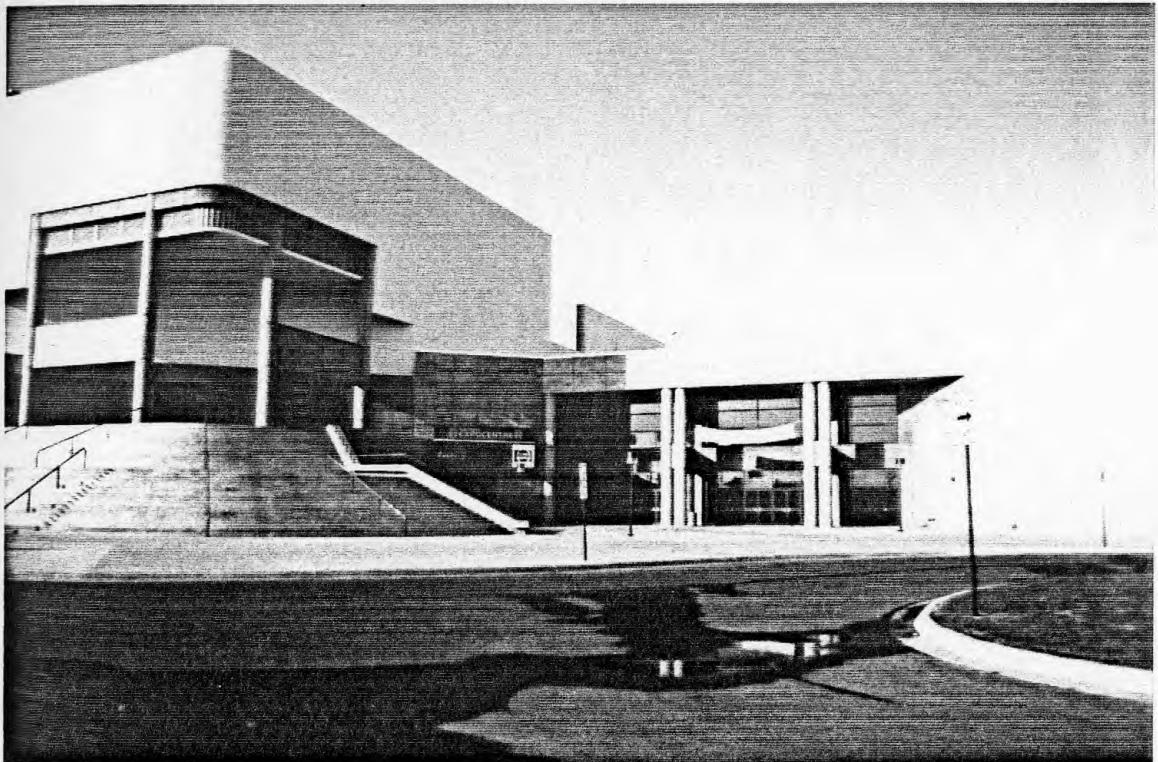


Fig: 16. ACTIVITY NODE "A" - THE MAIN ENTRANCE

LANDMARKS

- The Expocentre serves as a landmark for the immediate area. The proposed hotel will join the Expocentre as a landmark and must be related in architectural expression as well as in functional terms.
- The former Fair Grounds gate is a landmark which announces the corner of seventeenth street and Topeka Boulevard.
- Although not of landmark status in terms of site or siting, the Agriculture building and the former Crane Junior High School, now home of Kansas Bureau of Investigation, are important structures to consider in any study of the immediate area because of their familiarity to generations of Topekans.
- The other important structure of old Fire Station is originally a landmark building. The location of this building on this site requires a thoughtful solution for the reuse or integration with the proposed hotel.

Within a one mile radius, there are many prominent landmark buildings consisting of State Capitol Building, Washburn University, the Shawnee County Court House, the City Hall, and Topeka High School.

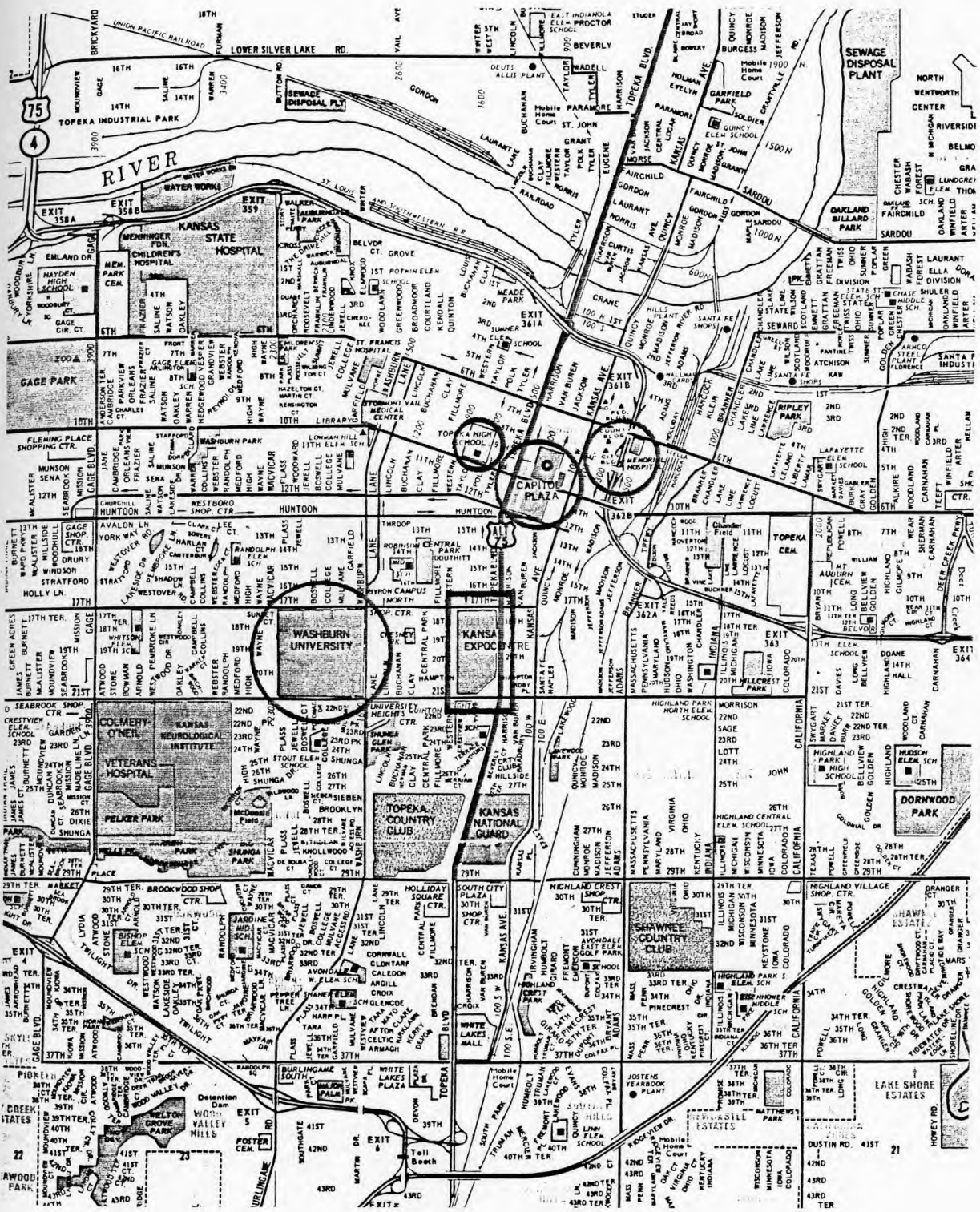


Fig: 17. LANDMARKS

Their proximity forms a network of landmarks providing orientation. Their proximity, however, has little effect upon the hotel design.

PARKING AND CIRCULATION

Major vehicular traffic runs on the roads surrounding to site. Parking lots on site surround the Expocentre except on the West side. These parking lots are approachable from all four sides of the Expocentre site. Parking lots provide a destination and point of orientation on the site. Their design should be enhanced to strengthen this function and the relationship to the activity nodes of expocentre and the hotel.

OPEN SPACES AND AMENITIES

Open areas consist of

- Green Areas
- Concrete Paving

A very large part of the area consists of concrete paving used for roads and car parking. Green areas are adjacent to the very busy Topeka Boulevard with some green areas in the parking lots and adjacent to buildings. But both areas are without necessary amenities. The areas are lacking in:

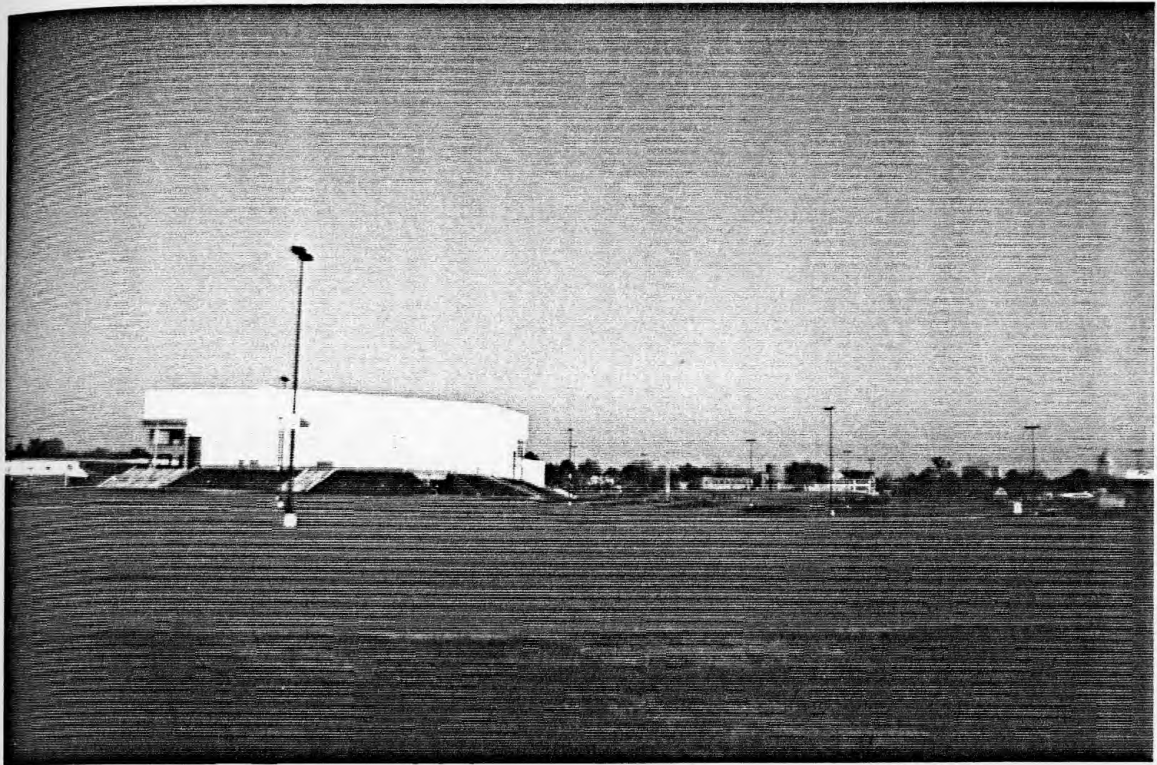


Fig: 18. PARKING (SOUTH SIDE)



Fig: 19. PARKING (NORTH-WEST SIDE)

- Seating or benches
- Creative imageable lighting
- Paving Variety
- Trees along the paths and parking lanes
- Trash boxes

Adequate poles lighting, signs, and building directories are available in required areas. They will be extended into the hotel area.

The visual analysis shows that the area itself is very prestigious and feasible for proposing a new hotel.



Fig: 20. MAIN SIGN OF KANSAS EXPOCENTRE ON TOPEKA BOULEVARD



Fig: 21. BUILDING DIRECTORY

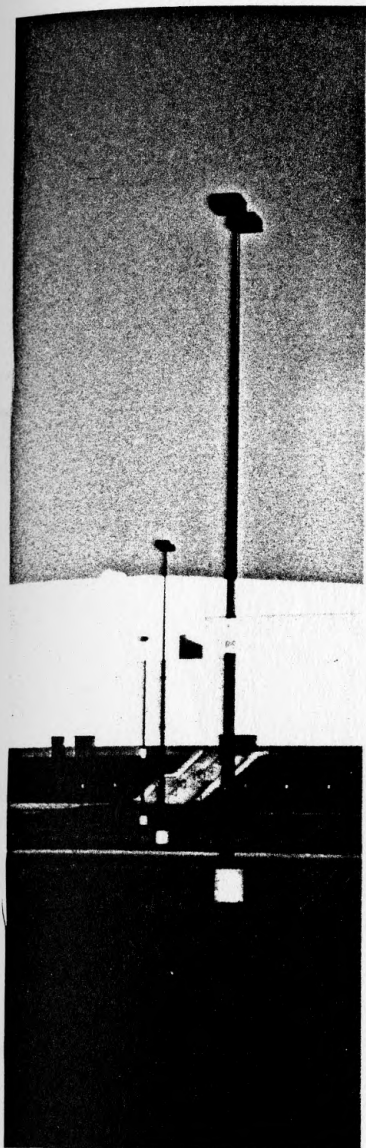


Fig: 22. ELECTRIC LIGHTING POLE



Fig: 23. TRAFFIC SIGNS

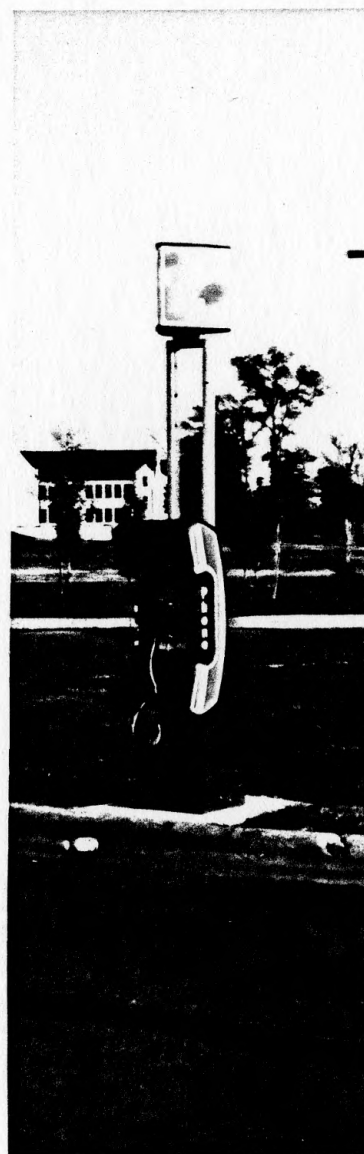


Fig: 24. TELEPHONE ON ROAD SIDE

5

FRONT OF THE HOUSE

The front of the house consists of every area which a guest can see and related supporting spaces.

Lobbies, dining spaces, restrooms, passenger elevators, guest rooms, recreation facilities, etc; are included in the front of the house areas. All these spaces must be planned with full consideration of convenience for the guest.

The guests and convention patron should be provided with "first-class" treatment from the time they arrive at the hotel.

All front of the house areas should be furnished with carefully designed furnishings. These furnishings and decoration must reinforce the quality atmosphere of hotel.

These areas consist of:

Lobby/Reception Areas

Food and Beverage Outlets

Guest Room Areas

Function Areas

Recreation areas

LOBBY/RECEPTION AREAS

A lobby is perhaps the most important area of a hotel which sets the tone of the hotel. Therefore, a lobby should act as a functional as well as an intimate space.

DESIGN CRITERIA

- The main lobby should be impressive, it forms a very lasting image in the mind of guest or any person who is coming into the hotel.
- It must be directly accessible and adjacent to the main entrance.
- It serves as the main circulation space and directing guests to the front desk, elevators, food and beverage areas, sitting and relaxing lounge/seating area, conference center, retail areas, and other public areas.

We can summarize these planning objectives as follows:

(a) Entrances: Additional exterior entrances for the main lobby, banquet facilities, restaurants, health club, swimming pool(s) and/or other high traffic areas may be needed.

(b) Front desk: It should be immediately visible to the entering hotel guests and should have direct

visual access to the elevators.

(c) Front office access: Easy io use entrances should be provided to the front office, safe deposit area, administration and management offices.

(d) Guest elevators: Elevators should be located close to the desk and the main entrance with sufficient elevator lobby space for the guests and their luggage.

(e) Circulation: Clear paths should be established to the front desk, elevators, restaurants and bars, meeting and banquet areas; and where possible, separate the hotel guest traffic from purely convention traffic.

(f) Seating area: These areas should be provided near the desk and the entrance; the area may also be integrated with the lobby bar.

(g) Retail area: It should be convenient to the guest circulation area.

(h) Bellman/luggage: The bellman's station should be positioned near the front desk, elevators, and front entrance. Also a lockable storage area adjoining the bellman's station should be provided. It should have shelving for checked luggage and a direct access to the curb.

(i) Telephones: Telephones should be placed close to

the front desk and convenient to the lobby.

(j) Guide map/directory: A guide map/directory should be located near the front office. It should list of all special functions and meetings that might be of interest to the visitor.

(k) SIGNAGE: Provide clear signage to all hotel areas.

(l) Special features: Try to creat a special image in the lobby by providing special millwork detailing, finishes and furnishing.

(m) Miscellaneous areas: One should provide rest rooms, coat rooms, and any other functional areas.

They must be related to the lobby.

USERS/PARTICIPANTS

- Hotel guests
- Convention people
- General public
- Front desk personnel
- Bellman
- Information personnel
- Food service/beverage personnel

ACTIVITIES

- Orientation to building

- Main entrance/exit to the hotel
- Waiting
- Relaxing/meeting friends
- Registration and check out
- Access to retail areas
- Access to eating and drinking areas
- Horizontal and vertical circulation

DESIGN ELEMENTS

- Prestigious entrance to the lobby
- Atrium where appropriate
- Information desk adjacent to front desk
- Front desk
- Orientation to all facilities
- Food/beverage facilities
- Waiting areas
- Rest room facilities
- Specially designed furniture for related facilities

MATERIAL AND FINISHES

FLOORS

- Hard-surface flooring is preferred (marble, pavers, etc.) with carpet inserts
- Mats are required at all entrances
- Special attention is required at transition between hard surface materials and carpets to protect edge

of hard surface materials

WALLS

- Generally, architectural type finishes like brick, marble, and pre-cast concrete are preferred depending on design and structure.
- Wood paneling, fabric wrapped panels etc; may be considered.
- Paint is acceptable above eight feet and in areas which are located away from heavy use.

CEILING

- Painted acoustic tiles on concealed grid suspension system, painted gypsum board, or plaster etc.
- Allowance should be made for soffits, light coves, and possible special ceiling treatment.

DOORS

- Special attention is required at the main entrance for luggage access.
- The control and conditioning of the outside air infiltration through building entrance is required.
- In cold climates revolving doors are absolutely required.

LIGHTING

- Incandescent lighting is preferred.
- Particular attention should be given to lighting of

art work, foliage, and to "task" lighting requirements of areas such as bellman and seating group.

SPECIAL REQUIREMENTS

- Provide a mail box location easily accessible to the guests.
- Special attention should be given to planters and other landscape features.

SIZES AND AREAS

Floor area	=	4000 sf.
Seating	=	350 sf.
Retail	=	Depending upon the demand
Bellman station	=	50 sf.
Rest rooms	=	1000 sf.

FOOD & BEVERAGE OUTLETS

Hotels usually attempt to provide a variety of eating/drinking establishments to cover the needs of a wide spectrum of people.

Since the food operation usually is not very profitable for a hotel while profit from beverages is substantial, beverage service is always desired as a part of operation.

The following objectives should be addressed during planning of food and beverage outlets.

All restaurants and bars should be easily accessible to the public and visible from the lobby.

- . Provide a direct and close access between kitchens and food & beverage outlets.
- . Provide restaurants and bars with exterior frontage and direct outside access if possible.
- . A divisible restaurant is always feasible considering the periods of low and high occupancy.
- . Elegant decor and atmosphere within each restaurant facility are the most important factors to determine the mood of the dining areas.

COFFEE SHOP

A moderately priced eating facility for hotel guest and general public. It usually serves for 24 hours each day.

DESIGN CRITERIA

- A cashier station and coat check area should be placed near the entrance/exit.
- Consider flexible arrangement to divide the space for periods of low occupancy.
- Provide arrangement of furniture. Also provide counter seats for singles.
- Quick food could be prepared within the coffee shop.
- A self-service area should be provided for buffet or food display.
- Locate coffee shop directly adjacent to the main lobby and public restrooms.
- Consider ways to provide soft music as a background for the dining activity.

USERS/PARTICIPANTS

- Hotel guests
- Convention patrons
- General public

- Restaurant personnel
 - . Grill chef
 - . Main kitchen personnel
 - . Dishwashing personnel in kitchen
 - . Waitresses and hostess

ACTIVITIES

- Seating of customers
- Scanning menu
- Ordering food
- Waiting for food
- Conversation
- Short order cooking at counter
- Collection of soiled dishes
- Eating
- Presentation of check
- Collection of money

DESIGN ELEMENTS

- Counter kitchen consisting of fryer, griddles, etc.
- Access to main kitchen & dishwashing facilities
- Stools at counter
- Tables & chairs at main floor area
- Hostess & waitress station
- Cashier station with case register

SIZES & AREAS

Seating capacity = 200

Area/seat = 18 sf.

Required area = 3600 sf.

COCKTAIL LOUNGE/BARS

An other food and beverage outlet with a provision of entertainment and dancing.

DESIGN CRITERIA

- It should be enclosed to reduce noise from adjacent facilities.
- Develop an enclosed entrance to maintain acoustic and visual separation between lounge and other hotel circulation.
- It could be very close to any other dining facility.
- Design separate sections inside the lounge area such as bar area/ entertainment area/ dancing area/ quiet area where guest can sit without any disturbance by entertainment.
- Provide storage adjoining the bar/lounge.
- Install a complete sound system for the performers with speakers considering the dance area as the focal point for the cocktail lounge.

USERS/PARTICIPANTS

- Hotel guests
- Convention patrons
- General public

- Bartender (s)
- Waitresses
- Hostess/Cashier

(Note: All lounge customers must be 21 years of age or older in Kansas).

ACTIVITIES

- Entering lounge area
- Hostess to seat customers
- Ordering drinks
- Conversation
- Entertaining
- Waiting to go to restaurant after drink if you are waiting for a table at the restaurant
- Enjoy music
- Dancing
- Pay waitress

DESIGN ELEMENTS

- Attractive interior decor and furnishings
- Intimate, circular table with chairs
- Low and soft lighting
- Bar facility
- Hostess/Cashier station

SIZES & AREAS

Seating capacity	= 125
Area/Seat	= 18 sf.
Area	= 2160 sf.

LOBBY BAR

A bar open to the lobby area.

DESIGN CRITERIA

- Provide an open area visible to hotel guests and visitors.
- Separate the bar area from the lobby by providing planters or change in level.
- Provide a small bar service backup from the kitchen or nearby storage.
- Integrate the style of furnishing with lobby furnishing.
- Design corridor access for some limited food service from main kitchen.
- Specify location for a piano or other instrument.

USERS/PARTICIPANTS

- Hotel guests
- Convention guests
- General public
- Bartender(s)
- Waitresses

(Note: all customer must be 21 years of age or older)

ACTIVITIES

- Entering lobby area
- Sitting in bar area
- Ordering drinks
- Relaxing/Listening to music/Conversation
- Entertaining
- Paying waitress

DESIGN ELEMENT

- Integration of bar furnishings with lobby furnishings
- Bar facility
- Low and soft music
- Planters

SIZES & AREAS

Seating capacity	= 30 to 50
Area/seat	= 30 sf.
Area	= 1050 sf. to 1500 sf.

MAIN RESTAURANT (Specialty or Theme)

The hotel's main restaurant can be specialty restaurant or theme restaurant. The food or speciality theme should be reflected in the decor as well as in the food.

DESIGN CRITERIA

- Establish a foyer space to create the mood for the restaurant.
- Provide a host (Maitre d') station at the entrance.
- Choose some theme or focal point to reflect the rich colorful cultural heritage of the area.
- Locate this restaurant at the most convenient location with respect to main kitchen.
- Provide different seating arrangements with level changes to create intimate, semi-private areas for dining.
- Provide a small stage and dance floor to increase the versatility of the restaurant.
- Provide a service from a kitchen service bar.
- Design the lighting and decorate the area to create a formal mood at dinner.
- Provide a comfortable waiting area for those restaurant patrons who arrive without reservations.

USERS/PARTICIPANTS

- Hotel guests
- Convention patrons
- General public
- Chef
- Main kitchen personnel
- Hostess
- Cashier
- Waiters/Waitresses

ACTIVITIES

- Dining reservations
- Waiting
- Being seated by Hostess
- Scan menu and beverage list
- Ordering food and drinks
- Eating
- Meeting/Conversation
- Paying waiter/waitress
- Leaving restaurant

DESIGN ELEMENTS

- Efficient and workable relationship with main kitchen
- Proximity to cocktail lounge

- Tasteful interior decor; theme is possible
- Comfortable furnishings
- Hostess/Cashier station
- Private dining spaces, alcoves, etc.
- Visual & Acoustical isolation from kitchen facilities

SIZES & AREAS

Seating capacity	= 120
Area/seat	= 30 sf.
Required area	= 3600 sf.

ROOFTOP RESTAURANT (Optional)

A specialized restaurant to be provided with dining and view of city especially at night.

DESIGN CRITERIA

- To consider following parameters for rooftop restaurant:
 - . Image projection
 - . Kitchen facilities
 - . Transportation to the roof (elevators)
 - . Increased traffic in the elevators
- A nightclub type atmosphere could be more beneficial for the hotel.
- The best views should be provided.
- It may be a revolving restaurant.
- A very small kitchen for a restricted menu should be provided.
- A small bar should be included with some dancing and stage area.

USERS/PARTICIPANTS

- Hotel guests
- Convention patrons
- General public
- Chef

- Rooftop kitchen personnel
- Hostess/Cashier
- Waiters/Waitresses
- Bartender (s)
- Music group

ACTIVITIES

- Making reservations
- Elevators trip to roof
- Hostess check-in station
- Being seated in restaurant
- Scan menu
- Order drinks
- Order food
- Dining
- Dancing
- Listening to live music/Conversation
- View to the city
- Leaving restaurant/nightclub
- Paying waiter/waitress

DESIGN ELEMENTS

- Glass elevators to roof
- Elevator lobby at roof to view the city
- Hostess station to check-in

- Dining room
- Nightclub dance floor
- Stage for musicians
- Full service bar facilities
- Rooftop kitchen
- Dishwashing facilities
- Service elevator access

MATERIAL AND FINISHES (For Food & Beverage Outlets)

FLOOR

- Carpeting or material to be selected by Interior designer.

BASE

- Material as dictated by flooring

WALLS

- Vinyl wall covering or
- Fabric wrapped panels or
- Wood paneling

CEILING

- Painted acoustic tiles on concealed grid suspension system or suspended gypsum board.
- Specially fabricated ceiling systems.

LIGHTING

- Incandescent lights

- Provide decorative display lighting
- Flexible arrangement of lighting
- Provide dimmers to change the mood with at least 4 settings:
 - . Breakfast
 - . Lunch
 - . Dinner
 - . Cleaning
- Where large plants and groups of plants are used, provisions are to be made for "grow" lighting
- For entertainment lounges, special consideration should be given to the integration of theatrical lighting within the ceiling to be controlled from the entertainment platform.

SPECIAL REQUIREMENTS

- A complete sound and light baffle must occur between kitchen area and restaurant as described under Main kitchen.
- Adequate containment of entertainment sound to avoid distraction in other facilities is required.

GUEST ROOM FLOOR

Taking care of guests is one of, and perhaps the most important, activities of a hotel. Providing the guest with a clean, quiet, and attractive room is the foundation upon which all the other elements of guest satisfaction are based.

The design of a guest rooms require a great deal of consideration with respect to their size, arrangement, and functions. It is essential to integrate the features and functions of elevator foyer, Corridors and guest rooms properly.

The comfort and quietness, the efficiency of room service are very crucial to the hotel's reputation.

GUEST ROOM

A Private and intimate space for a hotel guest

DESIGN CRITERIA

- Classification of guestrooms
- Types and percentage of the guest rooms in a proposed hotel
- Determine the size of room considering the following factors:
 - Size of furniture
 - Amount of furniture
 - Placement of furniture
 - Overall layout of the room
 - Allocation of space for electric appliances like T.V., telephone, and luggage

Types of rooms

- (i) Single/King: It contains one double, queen, or king size bed with bath, closet, and foyer.
- (ii) Double-Double: It contains two double beds with bath closet and foyer.
- (iii) Junior suite: It contains one double, queen or king size bed or two twin size beds with enlarged and separate living area with bath closet and foyer.
- (iv) Executive suite: It contains one queen or king

size bed with separated living, meeting, and social areas with bath, closet, and foyer.

(v) Handicapped: It contains one double, queen or king size bed with bath closet and foyer. It must be designed to meet the ANSI (American National Standard Institute) standards of design for handicapped.

Minimum ceiling height for the guest room should be eight feet.

Table : ROOM MIX

ROOM TYPE	PERCENTAGE	NUMBERS	BAYS/ROOMS	BAYS
Single/King	40	90	1.0	90
Double-Double	50	112	1.0	112
Junior suites	5	11	3.0	33
Executive suites	3	7	3.0	21
Handicapped	2	4	2.0	8
TOTAL	100	224		264

AREA (MINIMUM)

Living area = 13'-0" x 18'-0"

Bathroom = 5'-0" x 8'-0"

Closet and Vestibule = 8'-0" x 8'-0"

Total Guest room Area = 13'-0" x 26'-0" = 338 sf.
(Minimum)

Total Net Area = 264 x 338 = 89,232 sf.

Sizes of Guest room directly influence the structural grid of guest floor plan as well as that of the

hotel.

USERS/PARTICIPANTS

- Registered hotel guests
- Friends and guests of occupants
- Bellman
- Guest-room maids
- Room service personnel

ACTIVITIES

- Relaxing
- Sleeping
- Reading
- Writing (at the desk)
- Eating (room service)
- Drinking
- Meeting with friends, business associates, and others
- Use of telephone
- Watching television
- Listening to radio
- Use of balcony space (if provided)
- Use of dresser
- Use of closet
- Sometimes use as a temporary office

DESIGN ELEMENTS

- Beds
- Dresser furnishings
- Bathroom facilities
- Closet space
- Television/lounge area
- Telephone in bedrooms as well as in bathrooms
- Reading lights at beds
- Table/chair
- Carpeting drapes and elite furnishings
- Mirrored sliding doors

MATERIALS AND FINISHES

FLOORS

- Wall to wall carpet over underlayment
- Wood parquet with area rugs or carpet
- Marble parquet with area rugs or carpet

BASE

- Relate to the flooring material

WALLS

- gypsum board
- Special panels designed by interior designer

DOORS

- Entry doors are to be solid core with hardwood veneer. Rating as required by code.

- Pre-finished or painted.

LIGHTING

- Incandescent lighting is to be used. Attention should be given to the lighting of art work, foliage. Lighting should be flexible enough to accommodate the various uses of the space. The use of track lighting is suitable in the suites.

ELECTRICAL AND MECHANICAL REQUIREMENTS

- Outlets placement must be coordinated with the furniture layout
- Cable for television, telephone, fire alarm, room status or other communication systems
- HVAC (Heating, ventilating, and Air Conditioning service as needed)
- Bathroom exhaust
- One heat or smoke detector and sprinklers as required by code in each guest room
- Receptacles for computer use

SIZES AND AREAS

- Room size including bathroom, closet, and foyer space = 338 sf. (minimum)

- Closet: 2'-0" x 4'-0" (minimum)
- Beds:
 - Double bed: 54" x 80"
 - Queen size bed: 60" x 80"
 - King size: 78" x 80"
- Lounge chair: 30" (Height) x 26" (Width) x 28" (Depth) with seat height 18".
- Center table: 28" (width) x 36" (length)
- Night/bed table: 21" x 22" to be used for telephone and bed lamp
- Table or desk with chair: 24" x 36" (minimum)
- Chest/dresser with at least four drawers and 24" depth (minimum)
- Color television with minimum 19" diagonal measure screen. Also one AM/FM radio.

GUEST ROOM BATHROOMS

It is a private bathing and washing facility within each guest room.

DESIGN CRITERIA

- Bathroom is used by one person at a time.
Lavatories make it possible to prepare for day after biological functions taken care of.
- It is better to use 5' tub which is standard in size.
- Tub with shower, water closet, and lavatory with luxurious look are the essential fixtures for a bathroom.
- Electric outlets should be provided for shaving, hair drying, etc.
- Sufficient light is required to shave and for application of make-up.
- Install hardware in guest room bathrooms for handicapped.
- Wheel chair access in the bathroom is required.
- The shower should be equipped with a seat and hand-held shower.

USERS/PARTICIPANTS

- Hotel guests

- Guest room maids

ACTIVITIES

- Use of toilet
- Lavatory use
- Taking shower
- Bathing
- Hair drying
- Shaving
- Make-up application
- Hand washing
- Dressing/undressing
- Telephone use

DESIGN ELEMENTS

- Bathing room
- Dressing room
- Two lavatories (one in dressing area)
- Bidet
- Bath tub with shower head
- Wall mirrors
- Soap dishes
- Towel bars and racks
- Toilet paper holder
- Facial tissue dispenser
- Grab bars as required for handicapped

MATERIALS AND FINISHES

FLOORS

- 2" or 4" unglazed or crystalline glazed ceramic tiles

BASE

- A corresponding ceramic tile base is required.

WALLS

- Water resistant gypsum board ready to receive vinyl covering

CEILING

- Suspended gypsum board or cement plaster with paint

DOORS

- Solid core
- Minimum width should be 36" for the handicapped.

LIGHTING

Fluorescent light with deluxe warm white tubes.

SIZES AND AREAS

Bathroom area = 60 sf. (minimum)

GUEST FLOOR CORRIDOR

The corridors serve as a link inbetween elevators/stairs and guest rooms. These are usually used by hotel guests, housekeeping staff, and room service personnel.

DESIGN CRITERIA

- Elevators, the elevator foyer, the corridor itself, and guest room doors are considered as integrating features in planning of guest floor corridors.
- Elevator foyer should be differentiated from the rest of the corridor by its lighting and decor.
- No guest room should open directly to the corridor.
- The setting of guest room doors is an essential part of designing a corridor. A recess to the guest room door from corridor gives a sense of privacy and security. This also enhances the layout of corridor by eliminating long narrow look. Furthermore, the setbacks can be integrated with lighting, color, and material changes.
- The basic consideration to design a corridor is its width and length. Minimum width should be 8' and length should not be over 100' if possible. Interruptions should be provided in the design of long corridors.

- Because of the frequent use of luggage trolleys and carts, it is advisable to protect the lower part of corridor walls with damage resistant material.
- Use carpet on floors to reduce the noise in the corridors.
- Signs including room numbers, and direction must be located throughout the corridors.
- Minimum acceptable corridor ceiling height is 8'.
- Elevator foyer should be same as the corridor but a minimum width of 10'.
- Elevators should have minimum cab size of 8'x 8'.
- One elevator per 70 rooms is required.
- Four elevators are required for one elevator foyer.

USERS/PARTICIPANTS

- Hotel guests
- Porters and bellmen
- Guest room maids
- Room service personnel

ACTIVITIES

- Luggage transport by bellmen
- Housekeeping carts moving from room to room
- Guest movement to elevators
- Guest movement to rooms

- Corridor cleaning by maids

DESIGN ELEMENTS

- Carpeted floors
- Damage resistant walls (lower area)
- Recessed, illuminated, guest room entrance
- Room numbers and directional signs
- Acoustically treated ceiling

MATERIALS AND FINISHES

FLOORS

- Carpeting with jute or poly propylene backing is required.

BASE

- Relate to the flooring material

WALLS

- Damage resistant wall covering with backing is required.

CEILING

- Concrete with sprayed acoustical texture finish, suspended gypsum board, or acoustical tile with concealed grid suspension system.

DOORS

- Exit doors are to match guest room doors and shall have proper rating.

LIGHTING

- Fluorescent with deluxe warm white tubes are required. Incandescent lighting can be used as decorative lighting in elevator foyers.

SIZES AND AREAS

Minimum width of corridor = 8'- 0"

Minimum width of elevator foyer = 10'- 0"

FUNCTION AREAS

This category of public space includes the banquet, reception and meeting spaces. These spaces help in accommodating civic and social gatherings. The sizes and facilities for these spaces depend upon the size and type of hotel. These spaces are essential parts of convention hotels and conference centers. It also helps the hotel to sell large blocks of guest rooms. The function spaces are always multipurpose and divisible to handle a wide range of client needs. These rooms must have total acoustic control with ease of access.

BALLROOM FOYER/LOBBY

This area serves as main entrance for the convention or meeting areas. This area should of a very generous size.

DESIGN CRITERIA

- The lobby should be easily accessible from the hotel lobby.
- The lobby will serve the conference/meeting area. It must have an information desk which is visible from the entry.
- Provide restrooms, coatroom(s), and telephone(s) which should be easily accessible from the Conference Lobby.
- Lobby should 1/3 size of Ballroom.
- Locate all function areas around this lobby.
- Each reception work station requires one built-in computer terminal and telephone.

USERS/PARTICIPANTS

- Convention function participants.
- Banquet function participants.
- Convention meetings.
- Hotel guests.
- Non-convention meeting groups.

ACTIVITIES

- Registration
- Informal meetings
- Making phone calls
- Waiting for guests/conference/meeting
- Relaxing between conference sessions

DESIGN ELEMENTS

- Entrance must have a strong visual image
- Reception or Registration desks
- Orientation to all function spaces
- Waiting area
- Restroom facilities
- Specially designed furniture

MATERIAL AND FINISHES

FLOORS

- Carpet of darker colors and distinct pattern is preferred because of its tendency to conceal soiling.

WALLS

- Vinyl wall covering, fabric wrapped panels or wood paneling is suggested. Must provide a strong visual image.

CEILING

- Painted acoustic tile on concealed grid suspension system or suspended gypsum board or specially fabricated system can be used.

LIGHTING

- Usually incandescent light is used. Switching provisions should be made to allow reduction of light levels during period of low occupancy and to create "moods". Chandelier(s) should be use to create a sophisticated space.

BALLROOM

It is the largest and most flexible space and it is used for major banquet meetings, receptions and exhibitions.

DESIGN CRITERIA

- A flat columnless space should be created for this facility. There should be no floor level changes except for unusual design features.
- Provide a high ceiling so that users feel they are in a spacious room.
- This facility space should be divisible into 3 to 4 separate areas by moveable partitions. The partitions must provide total acoustic separation and direct access to the foyer.
- Provide direct food access through banquet entry.
- Provide a system of portable stages.
- Design a space to accommodate at least 200 couples for dancing and 500 seats for the banquet facility.
- An audio-visual booth should be provided for slide, film, or music shows during conferences or meetings.
- Floor should be hardwood for dancing. Moveable carpet should be provided for different kinds of receptions.

- Acoustical value of the walls must be considered.
- A minimum clear ceiling height of 20'-0" is required.
- Provide a ballroom storage adjacent to the ballroom for furniture, portable stage and other related equipment which may be used in ballroom.
- A generous number of receptacles should be provided for electricity, TV, phone and sound systems.

USERS/PARTICIPANTS

- Convention participants
- Reception and social event participants
- Ballroom/Banquet participants
- Convention meetings
- Non-Convention meetings
- Hotel guests
- Hotel Banquet staff.
- Hotel maids and porters.

ACTIVITIES

Back of the house

- Area set up for functions and related furnishings.
- Cleaning
- Placement of moveable partition
- Preparation for audio/visual provisions

- Food serving from food carts
- Dish removal for washing
- Storage of furnishings after function

Front of the house

- Coat/Hat "checking"
- Pre-function activities outside in Ballroom
Foyer/Lobby.
- Entering the Ballroom.
- Seating
- Speeches
- Dances
- Eating meals served by waiters
- Leaving Ballroom

DESIGN ELEMENTS

- Room furnishings
- System of moveable partitions
- Audio & Visual presentation provisions
- Access to Banquet kitchen/food preparation areas
- Carts for food serving
- Sufficient storage facilities for room furnishings

MATERIAL AND FINISHES

FLOORS

- Hardwood flooring with moveable carpet.

BASE

- As suggested by Interior designers.

WALLS

- Vinyl covering, fabric wrapped panels or wood paneling.

CEILING

- Elaborated designed ceiling is desired. Allowance must be made for Architectural features in the ceiling such as coffers, soffits, chandeliers, etc.

DOORS

- Solid core, hardwood veneer.

LIGHTING

- Incandescent or a combination of incandescent and fluorescent is preferred. Incandescent light should be provided with dimmers to control the level of light. Light tracks should be provided in each subdivision for illumination of presentation walls and exhibits.

SIZES & AREAS

Ballroom

Seating Capacity (2.5 x Guest room)

$$= 2.5 \times 224 = 560$$

Area/Seat = 11 sf/Seat
Required Area = 11 x 560 = 6160 sf.

Ballroom Foyer/Lobby = 1/3 of Ballroom area
= 2050 sf.

Meeting rooms/Banquet = 700 seats
Area/Seat = 11/ sf.
Required Area = 11 x 700 = 7700 sf.

Ballroom/Banquet Storage = 2000 sf.
Audio/Visual Storage = 100 sf.
Projection Box = 100 sf.
Coats/Telephone = 300 sf.
Restrooms = 600 sf.

BANQUET/MEETING ROOMS

A series of spaces multipurpose in nature and used for meetings and private dining. But much smaller than Ballroom.

DESIGN CRITERIA

- Varying in size and adaptable to a variety of needs.
- Try to arrange them in straight lines with moveable walls.
- Acoustic walls to be used for subdivision of this space must provide for total acoustic separation.
- These spaces can be used for the small luncheons or diners. Therefore, all these divisible spaces should be accessible from kitchen and pantry area.
- The audio-visual booths should be provided for film, slide and music shows. Same booths will be used to control lighting.
- Every divisible area should have its own telephone, cable and satellite television, video, slide, movie projection capabilities and screen(s).

USERS/PARTICIPANTS

- Convention participants
- Banquet participants

- Convention meetings
- Non-Convention meeting
- Hotel guests
- Hotel Banquet staff
- Kitchen personnel
- Maids and porters

ACTIVITIES

Front of the house

- Furnishing the room
- Cleaning
- Divider (moveable partitions)
- Preparation of audio-visual provisions
- Storage of furnishings
- Food serving from food carts
- Removal and washing of dishes.

Back of the house

- Coat/hat "checking"
- Pre-meeting activities in lobby/foyer
- Entering room
- Finding seat
- Speeches/meetings/presentations
- Eating meal served by waiters
- Leaving room

DESIGN ELEMENT

- Furnishing for all activities
- System of room dividers
- Presentation & Slide show provision
- Pre-convention space (Lobby)/Foyer
- Portable bar as required
- Access to Banquet kitchen/Main kitchen
- Food serving carts for Banquet activities
- Restroom facilities
- Storage facilities for furnishings

MATERIAL AND FINISHES (See Ballroom)

FLOORS

- Carpeting

BASE

- As selected by Interior Designer

WALLS

- Vinyl covering, fabric wrapped panels or wood paneling

CEILING

- Painted acoustic tile on concealed grid suspension system. (Same as Ballroom)

DOORS

- Solid core, hardwood veneer

LIGHTING

- Same as Ballroom

SPECIAL REQUIREMENTS

- CCTV, Sound System, etc.

RECREATION FACILITIES

Recreation facilities are provided to serve the needs of the hotel guest and the community members. It helps the hotel to promote its image. People feel proud to be a club member of a prestigious hotel. Different type of hotels provide different kinds of facilities to attract the people.

The swimming pool and health club are the main facilities which hotel tries to provide to the guest and community.

The range of facilities to be provided should include swimming pool with deck; a health club including weight room, sauna, steam bath, massage room, whirl pool, etc; with locker room facilities. A game room including ping pong, billiard, snooker, etc; is always appreciated. Racquet ball or squash court can add more club members to list. An outdoor snack bar adjacent to the swimming pool can be very profitable.

SWIMMING POOL

An important facility for guests and club members which provides a place to swim, to sunbathe, and to eat and drink.

DESIGN CONSIDERATION

- It should be easily approachable from the guest elevators.
- Locate the pool so that it receives direct sunlight from mid-morning to late afternoon.
- Provide deck around the pool for sun bathing, relaxation, eating, and drinking.
- It is important to provide a snack bar adjacent to the swimming pool.
- A registration station with computerized terminal should be located near the pool to check the authorized guests and members.
- Towels shall be distributed from registration station.
- Locker room will serve the swimming pool as well as other recreation facilities.
- An out of sight mechanical room should be provided for the water conditioning equipment.
- No diving board is desired.
- A whirlpool/jacuzzi accommodating 8-10 people

should be provided in the pool area.

- Pool should be maintained at 80 degree farnheit year round.

USERS/PARTICIPANTS

- Hotel guest
- Members
- Hotel recreation personnel
- Food service
- Bartender
- Housekeeping personnel
- Laundry personnel
- Maintenance personnel

ACTIVITIES

- Check-in at pool registration desk
- Key and towel issue
- Swimming
- Sun bathing
- Using lockers
- Ordering food and drinks
- Eating and drinking
- Taking shower

DESIGN ELEMENTS

- Indoor and outdoor swimming pool
- Sun deck area
- Access to locker rooms and health spa facilities
- Snake bar
- Mechanical room for pool water conditioning

MATERIALS AND FINISHES

FLOORS

- Indoor - unglazed ceramic tiles
- Outdoor - concrete or paver with non-slip surface

BASE

- A base is required on all walls, as directed by flooring.

WALLS

- Impervious material

CEILING

- A moisture resistant finish is required.
- Moisture resistant acoustic tile with corrosion resistant exposed grid suspension system.

DOORS

- Solid core with moisture resistant finish.

LIGHTING

- Fluorescent or high intensity discharge.

- Mood lighting based upon design concept.

SIZES AND AREAS

Pool area	=	5000 sf.
Snack bar	=	400 sf.
Mechanical room	=	1000 sf.
Equipment room	=	100 sf.
Pool pump/filter	=	150 sf.

LOCKER ROOMS

Locker rooms are provided for male and female recreation facility users. They will serve all the recreation facilities.

DESIGN ELEMENT

- The locker rooms should easily accessible from the check-in desk, pool facilities, and health club facilities.
- Toilets of standard size and design are required in each locker room.
- Within each locker room (male and female), provide whirlpool, sauna, and steam bath.
- Every locker should have a key. Keys should be issued from the check-in desk.
- Provision of benches is necessary adjacent to the lockers, for convenience of users.

USERS/PARTICIPANTS

- Hotel guests
- Club members
- Hotel recreation staff
- Housekeeping personnel
- Maintenance personnel

ACTIVITIES

- Locker key and towel issue at check-in desk
- Use of whirlpool, sauna, and steam bath
- Use of lockers
- Showering
- Drying / Grooming
- Use of restrooms

DESIGN ELEMENTS

- Lockers
- Showers
- Benches
- Whirlpool area
- Sauna room
- Steam bath
- Restrooms
- Mirrors
- Access to all facilities
- Storage for housekeeping supplies

SIZES AND AREAS

Locker room area	=	1000 sf.
Steam bath	=	100 sf.
Sauna	=	100 sf.
Whirlpool	=	200 sf.
	=	1400 sf.

Area for men's lockers	=	1400 sf.
Area for women's lockers	=	1400 sf.

HEALTH CLUB

This facility is always appreciated by the hotel guests as well as by community members who are users of recreation facilities.

DESIGN CRITERIA

- These facilities must be located close to locker rooms.
- Most of the facilities may be shared by both sexes. Some facilities, however, should be provided within the privacy of the individual locker rooms.
- The facilities must be accessible from the check-in station, the pool deck, and from locker rooms.

USERS/PARTICIPANTS

- Hotel guests
- Club members
- Hotel recreation staff
- Housekeeping personnel

ACTIVITIES

- Exercise
- Pre-exercise warm up and stretching
- Use of exercise machines
- Use of gymnasium and padded gymnasium mats

- Resting/observing on benches

DESIGN ELEMENTS

- Weight machines
- Other exercise machines
- Padded gymnasium mats
- Time clock
- Good ventilation

SIZES AND AREAS

Area for health club = 2000 sf.

MATERIALS AND FINISHES

(For locker rooms and health club)

FLOORS

- Red wood floor, walls, and ceiling for sauna
- Unglazed ceramic tile for toilet, showers, steam rooms, and access corridor to toilet and showers
- Resistant vinyl tile with base for linen storage and general storage

BASE

- A base is required for all walls

WALLS

- Ceramic tile for steam room, showers, and toilets

CEILING

- Acoustic tile on exposed grid suspension system -
- Suspended gypsum board in showers and toilet rooms

DOORS

- Solid core

LIGHTING

- Fluorescent; with deluxe warm white tube

BACK OF THE HOUSE

The most crucial part of the hotel plan is Back of the House consisting of service areas, kitchen areas, and administrative and management areas. Control and efficiency are the two main objectives in the layout of a hotel.

These areas must be out of the sight of guest and should be tightly controlled by the security. Circulation patterns play a vital role in the efficiency and control of these areas.

These areas consist of:

- Food and Beverage Preparation Areas

- Receiving and Trash Areas

- Laundry and Housekeeping Areas

- Engineering and Mechanical Facilities

- Administration and Management Areas

FOOD AND BEVERAGE PREPARATION AREAS

Today food preparation areas are among the most crucial considerations in hotel designing. Kitchen and related areas require thoughtful programming and design because Mechanical, Electrical, and Plumbing systems directly influence the layout of kitchen equipment.

The kitchen acts as a core for much of the dining activities. Usually it serves all the dining areas consisting of coffee shop, restaurants, room service, banquet areas, and all other dining areas of the hotel.

The separate banquet kitchen may be provided in larger hotels for banqueting facilities. A very large quantity of food will be required at one time.

The beverage service is quite desirable as an adjunct to a food operation considering as profitable commodity to serve.

MAIN KITCHEN

The primary function is to store, prepare, and serve food for a number of restaurant facilities. The main kitchen usually includes the chef's office; storage rooms for all types of food; food preparation areas; cooking areas; room service areas; dishwashing areas; and employee washrooms.

DESIGN CRITERIA

- Its location and direct relationship to the areas it is to serve is a crucial concern.
- Each work station should be developed by combining the equipment (range, fryer, boiler, etc;) to meet specific requirements.
- Place shared facilities centrally.
- Everything should flow smoothly from storage to serving.
- Preparation areas like the Butcher Shop, Bake Shop, Vegetable Preparation Areas, Meat Preparation Areas, Salad and Dessert Preparation area, etc; should have their own separate storage and refrigerated facilities.
- A "rough cooking area" is usually backed up to the finished cooking area.

"checker's desk" to make sure that the items are correct and prices are properly indicated.

- A service bar with a full service bartender should be provided inside the kitchen.
- The coffee making area should be placed inside the main kitchen and it will share the dishwashing facilities with the main kitchen.
- Every effort should be made to hold down the noise level in the kitchen.
- Doors should be as placed that the diners do not have a view of what goes on in the kitchen.
- Heat generating equipment should be minimum.
- Walk-in refrigerators and freezers should be as placed to share common walls and compressors.
- Set equipment on concrete curbs.
- Dining room cashier space should be near the waiter circulation.

USERS/PARTICIPANTS

- Chef
- Assistant chef
- Cooks
- Dishwashing personnel
- Other kitchen staff
- Checkers and Bartenders

- Waiters
- Waitresses

ACTIVITIES

- Food deliveries to kitchen from dock
- Food storage for dry, refrigerated/frozen and fresh food
- Food preparation including rough cooking as well as finished, cleaning, boiling, frying, baking, broiling etc.
- The following food preparation following areas should be developed:
 - . Vegetable preparation area
 - . Meat preparation area
 - . Bake shop
 - . Salad and Dessert area
- Food Serving
 - . Checking of food
 - . Serving by waiters and waitresses
 - . Room service
- Cleaning Activities
 - . Dishwashing (dishes, pots, and pans)
 - . Kitchen equipment
 - . Grease removal
 - . Floor mopping
 - . Cleaning walls

- . Exhaust fan filters
- . Grills
- . Fryers etc.

DESIGN ELEMENTS

- A baffled area in between kitchen and dining area to avoid view and noise.
- Storage Rooms
 - . Dry
 - . Refrigerated/ Frozen
 - . Linens
 - . Dishes
 - . Pots & Pans
 - . Specialty equipment, etc.
- Ovens, Stoves, Fryers, Grills, Hot tops, Vegetable steamers, Broilers, Food warmers, Soup kettles
- Counter space for miscellaneous use
- Hot food trucks
- Ice machine
- Full service bar

MATERIALS AND FINISHES

FLOORS

- Abrasive finish, quarry tiles with acid resistance and grout. Floors of all offices and small storage closets shall be raised approximately 8".

BASE

- 6" high covered quartz tile bases are required on all walls.

WALLS

- Option 1: Concrete blocks with two coats of epoxy block filler/finish on all walls. Walls behind cooking batteries are to be clad full height with stainless steel panels.
- Option 2: Water resistant gypsum wall board on structural 16 gauge studs. The walls must be entirely clad with fiber glass reinforced plastic panels and battens. Walls behind cooking lines are to be stainless steel.

CEILING

- Washable grease resistance surface; (vinyl clad)

DOORS

- Hollow metal or solid core plastic laminated. All doors should have 1/2 height kick plates on the push side.

LIGHTING

- Fluorescent; light with deluxe warm white tubes

SPECIAL REQUIREMENTS

- Concrete curbs at cabinet base fixtures and appliances as required.
- Changes of floor elevations in kitchen walk ways shall be ramped not steeper than 1" rise in 18" of run.
- Provide wall and ceiling backing plates as required to support kitchen equipment.

SIZES AND AREAS

Area of the main kitchen = 6000 sf.

CHEF'S OFFICE

A space which allows a chef to observe all the activities in the kitchen.

DESIGN CRITERIA

- Office serves as a private work space for chef and assistant chef.
- It should be enclosed with glass to give complete visual control.
- It should give the chef complete acoustic privacy.

USERS/PARTICIPANTS

- Chef
- Assistant chef
- Kitchen personnel

ACTIVITIES

- Supervision of kitchen activities
- Plan meals and menus
- Place food orders
- Recordkeeping of kitchen
- Private discussions

DESIGN ELEMENTS

- Glazed walls
- Acoustical separation from kitchen
- Office furniture
- Telephone

SIZES AND AREAS

Area of chef's office = 150 sf.

STORAGE

Different type of storage is needed for different type of commodities.

TYPE OF STORAGE

- Dry food storage
 - . Canned food products
 - . Bottled food products
 - . Packaged food products
- Beverage storage
 - . Soft drinks
 - . Liquor
 - . Various mixes for beverages
- Refrigerated food storage
 - . Vegetables
 - . Fruits
 - . Eggs etc.
- Refrigerated beverage storage
 - . Soft drinks
 - . Mixes
- Refrigerated dairy storage
 - . Milk supplies
 - . Yougert
 - . Cheeses
 - . Butter etc.

- Refrigerated meat storage
 - . Meat
 - . Beef (hamburger, steaks, roast, etc.)
 - . Poultry
 - . Fish and sea food
- China, silver, and glass storage

DESIGN CRITERIA

- This collection of storage rooms must be able to accommodate a large quantity of food.
- There should be direct access to the service elevators.
- All the rooms must be lockable.
- Room doors should have sufficient width to permit whole carts of supplies to be wheeled in for unloading.

ACTIVITIES

- Receiving food at loading/unloading dock
- Immediate transfer to related storage room
- Unloading of food from carts
- Stocking food
- Inventory of supplies
- Transfer of food commodities from storage to kitchen

USERS/PARTICIPANTS

- Dock receiving personnel
- Hotel security
- Storage incharge
- Food and Beverage manager
- Chef
- Kitchen personnel

DESIGN ELEMENTS

- Heavy duty racks and shelves with space for organization of food to be used
- Space for cart unloading
- Lockable doors with sufficient width for easy access
- Refrigeration and freezing facilities

SIZES AND AREAS

Dry food storage	=	500 sf.
Beverage storage	=	300 sf.
Refrigerated food storage	=	400 sf.
Refrigerated beverage storage	=	150 sf.
Refrigerated dairy storage	=	200 sf.
Refrigerated meat storage	=	300 sf.
China, silver, and glass storage	=	500 sf.

BAKERY SHOP

It will be designed to prepare all the cakes, breads, rolls, pastries and etc.

DESIGN CRITERIA

- It should be separate having its own facilities.
- It could be near or within the main kitchen.

USERS/PARTICIPANTS

- Chef
- Head Baker
- Bakery personnel
- Hotel Bakery Shop

ACTIVITIES

- Receiving and Preparation baking supplies
- Preparing breads, pastries, cakes and etc
- Delivery of baked goods to proper locations including shops
- Cake preparations and decoration
- Ice Carving
- Temperature storage of baked goods

DESIGN ELEMENTS

- Refrigerated storage facilities

- Large counter spaces
- Mixers
- Dry storage
- Ovens
- Large sinks, etc.

SIZES AND AREAS

Required area = 500 sf.

DISHWASHING AREA

Used to wash soiled dishes, pots and pans

DESIGN CRITERIA

- Dishwashing is a very noisy operation so it should be carefully acoustically baffled from other areas.
- It should be placed near the dining room.
- It should be fairly isolated from cooking and serving areas because it is wet activity.
- Some area should be designated for washed dishes.

USERS/PARTICIPANTS

- Chef
- Dishwashing personnel
- Busboy, waiters, and waitresses
- Kitchen personnel
- Bake shop
- Coffee shop

ACTIVITIES

- Delivery of dishes to dishwasher (belts, racks, etc.)
- Scraping
- Garbage to disposal
- Racking dishes

- washing dishes
- Cooling and Air drying
- Stacking
- Return dishes to kitchen and storage

DESIGN ELEMENTS

- Dishwasher
- Stainless steel counter space
- Rinsing spray hoses at sink
- Garbage disposal
- Dish racks
- Cooling of drying area
- Storage space
- Floor drains

SIZES AND AREAS

Area = 600 sf.

KITCHEN WASH-ROOMS

These facilities are provided for all kitchen personnel.

DESIGN CRITERIA

- Provision of toilets/washrooms near the kitchen and employee lockers.
- Provide separate washrooms for men and women.

USERS/PARTICIPANTS

- All kitchen/food preparation employees

DESIGN ELEMENTS

- Toilets
- Urinals
- Lavatories
- Electric hand dryers

SIZES AND AREAS

Required areas = 250 sf.

ROOM SERVICE AREA

Extended area of main kitchen used for preparing and picking up food to be delivered by room service personnel to guest rooms.

DESIGN CRITERIA

- It should be as close to the service elevators as possible.
- There should be space for carts ready to carry the trays.
- This area should be self sufficient in final preparation of orders.

USERS/PARTICIPANTS

- Chef
- Short order chef
- Room service personnel
- Kitchen Personnel
- Room service telephone operator
- Dishwashing personnel
- Hotel guest (ordering food)

DESIGN ELEMENT

- Cart storage area
- Short order griddles

- Linen and silver storage
- Cold storage area
- Dry storage area
- Access to dishwashing area
- Telephone space for room service operator

SIZES AND AREAS

Required area = 200 sf.

FOOD SERVICE ELEVATORS

It serves as a link inbetween

- Main kitchen and the loading dock (if levels are different)
- Kitchen and the banquet areas (if levels are different)
- Kitchen and the guest floor areas

DESIGN CRITERIA

- Main kitchen and related service areas are served by these elevators including guest floors.
- The size of these elevators should be sufficient to accommodate four or more carts at one time.

USERS/PARTICIPANTS

- Operator
- Dock and receiving personnel
- All kitchen personnel
- Room service personnel

ACTIVITIES

- Transport of kitchen supplies and food from dock to the kitchen and storage areas
- Transport room service carts to and from guest floors
- Transport of food to banquet kitchen/pantry and banquet rooms

DESIGN ELEMENT

- Freight type elevators with lobby space on all floors

SIZES AND AREAS

Lobby area at each floor = 80 sf + elevators

BANQUET PANTRY AND DISHWASHING AREA

These facilities are required to store the food for large banquet and large dinner gatherings.

DESIGN CRITERIA

- Chef will be incharge of the preparation of all banquet food.
- Electrified mobil cabinets should be in the banquet pantry.
- pantry should have access with main kitchen by service elevators or corridor.

USERS/PARTICIPANTS

- Chef
- Banquet chef
- Main kitchen personnel
- Dishwashing personnel
- Waiters and waitresses

ACTIVITIES

- Keeping food for banquets
- Dishwashing

DESIGN ELEMENTS

- As required by main kitchen
- Electrified banquet carts for food serving

EMPLOYEE'S FOOD SERVICE AND LOUNGE

A dining and lounge space for all hotel's employees to relax, eat, and converse.

DESIGN CRITERIA

- It could be an extension of the main kitchen or adjacent to the main kitchen.
- Self service is preferred for all kinds of food.
- Food has to be checked by cashier and then employees can enter the dining area.

USERS/PARTICIPANTS

- All hotel employees
- Kitchen Personnel
- Vending machine personnel
- Housekeeping personnel

ACTIVITIES

- Entering the area
- Selection of food
- Payment for food
- Eating in dining area
- Returning of dishes to dishwashing area
- Vending machine and microwave operation
- Conversation

- Relaxation etc.

DESIGN ELEMENTS

- Cafeteria type serving fixtures
- Cashier at the end of serving area
- Food supplies from main kitchen
- Tables and chairs in dining area
- Lounge area with comfortable furnishings
- Vending machines and microwave oven facilities

SIZES AND AREAS

Area for 1 seat	=	15 sf.
Area for 100 seats	=	1500 sf.

RECEIVING AND TRASH AREAS

The receiving and trash areas are very important back of the house areas and must be placed out of the sight of the hotel guest. The flow and supplies and employees should be tightly controlled by the security.

Sufficient area must be available for incoming supplies and outgoing garbage; to move goods to the laundry, housekeeping, maintenance, and general storage area.

PERSONNEL ENTRANCE

All hotel employees use this entrance to come in and to go out.

DESIGN CRITERIA

- It is advisable to locate this entrance near the receiving area so same control office can observe employees, coming in and going out.
- This entrance should be at a minimum distance from the locker rooms.
- Tight control at the point of entry is essential.

USERS/PARTICIPANTS

- All hotel employees
- Hotel security officers
- Receiving personnel

ACTIVITIES

- Entrance & Exit
- Punch time clock to record working time
- Pick up employee notices, newsletters, or any changes in schedules

DESIGN ELEMENTS

- Door with foyer/vestibule

- Time clock
- Card rack

MATERIALS AND FINISHES

FLOORS

- Vinyl tile

BASE

- A 4" coved vinyl base

WALLS

- Painted concrete block

CEILING

- Acoustic tile on exposed grid suspension system.

DOORS

- Hollow metal with 1/2 height kick plates on both sides

LIGHTING

Fluorescent; with deluxe warm white tubes

SIZES AND AREAS

Area = 250 sf.

TIMEKEEPER'S AND SECURITY OFFICE

This office will be used to check on employees and will also help the receiving office.

DESIGN CRITERIA

- This office must have an unobstructed view of the personnel entrance and receiving area.
- This facility may be consist of one room and a booth with glass walls.
- This office will check and secure the personal parcels of employees.

USERS/PARTICIPANTS

- Timekeeper
- Security guards
- Employees
- Accounting office personnel

ACTIVITIES

- Observation of employees
- Observation of receiving areas
- Observation of loading and unloading
- Checking & securing employee's parcels/packages
- Time clock operation

DESIGN ELEMENTS

- Observation booth with glass walls
- Office furnishings (i.e. desk, chair, files, etc.)
- Lockable area for packages
- Telephone

MATERIALS AND FINISHES

FLOORS

- Vinyl tile

BASE

- 4" coved vinyl base

WALLS

- Glass walls with gypsum board for booth
- Painted concrete block on gypsum board for room

CEILING

- Acoustic tile on exposed grid suspension system

DOORS

- Solid core doors

LIGHTING

- Fluorescent; with deluxe warm white tubes

SIZES AND AREAS

Area = 250 sf. (including booth)

LOCKER ROOMS

Hotel employees use this facility to change clothes before and after work. Lockers are for personal belongings and clothes. Toilets are also included in locker room facilities.

DESIGN CRITERIA

- The locker rooms should be placed near the work areas.
- Along with lockers and showers sufficient toilet facilities should be provided.
- Each employee should have at least one locker.
- Provide separate locker rooms for men and women.
- Use durable and vandal resistant fixtures.

USERS/PARTICIPANTS

- All hotel employees
- Housekeeping personnel

ACTIVITIES

- Use of shower & toilet facilities
- Changing clothes
- Lock-up of personal belongings
- Washing and drying
- Personnel grooming

DESIGN ELEMENTS

- Showers
- Toilet facilities
- Urinals (in men's locker room)
- Lavatories
- Lockable locker facilities
- Benches
- Electric hand/face dryers

MATERIALS AND FINISHES

FLOORS

- Vinyl tiles

BASE

- A 4" coved vinyl base

WALLS

- Painted concrete block or gypsum board & wall
covering

CEILING

- Acoustical tiles on exposed grid suspension system

DOORS

- Hollow metal with kick and push plates on both
sides

LIGHTING

- Fluorescent with deluxe warm white tubes.

SIZES AND AREAS

Men's Locker Room = 1200 sf.

Women's Locker Room = 1200 sf.

PERSONNEL OFFICE AREA

This area consists of offices for the personnel manager, assistant personnel manager, secretary, and a training room for new employees.

DESIGN CRITERIA

- Provide separate rooms for manager and assistant manager with an area for secretary.
- Provide a training room for staff meetings, interviewing, and counseling employees.
- Include some area for files.

USERS/PARTICIPANTS

- Personnel Manager
- Assistant Personnel Manager
- Secretary
- Hotel employees
- Candidates for jobs

ACTIVITIES

- Discussion on daily activities
- Meetings with staff
- Interviewing with new candidates for jobs

DESIGN ELEMENTS

- Private office facility
- Direct access to back of the house
- Telephone
- Office furnishing

MATERIALS AND FINISHES

FLOORS

- Carpeting

BASE

- 4" straight edge vinyl base

WALLS

- Gypsum board with vinyl wall covering

CEILING

- Acoustic tile on exposed grid suspension system

DOORS

- Solid core door

LIGHTING

- Fluorescent with deluxe warm white tubes

SIZES AND AREAS

Personnel Manager	=	160 sf.
Assist. personnel manager	=	120 sf.
Secretary	=	100 sf.
Training room	=	250 sf.

LOADING DOCK, RECEIVING AREA AND SERVICE ENTRANCE

A loading dock of appropriate size is always required for a hotel to load or unload large shipments.

Service entrance should be adjacent to loading dock.

DESIGN CRITERIA

- The loading dock should be large enough to accommodate two to three trucks at one time.
- Receiving area must be secure, enclosed, and weather protected.
- Consider also odors and sounds within this area.
- Dock should be lockable and should have a facility of scale (for weighing) and a high ceiling clearance.
- The loading dock must serve all back of the house areas including the hotel shops, and therefore must be efficiently connected to them through internal circulation, elevators, etc.
- The dock must be located out of view of the main entrance, but must have direct access to a street.
- Minimum clearance height at the dock must be 14'-0".
- A trench drain is required at face of loading dock.
- Provide handrails, grating, steel ladders, etc. to meet Occupational Safety and Health Act (OSHA)

Safety requirements.

- A toilet will be provided in this area for use by delivery personnel.

USERS/PARTICIPANTS

- Dock and receiving personnel
- Truck drivers
- Receiving clerk
- Security

ACTIVITIES

- Unloading receiving goods
- Weighing
- Counting
- Loading goods on trucks
- Elevator transport
- Driver waiting
- Lockup storage
- Inspection of received goods
- Transport to storage room
- Preparation for ship outs

DESIGN ELEMENTS

- Large, unobstructed enclosed space
- Floor scale (for weighing)
- Service entrance

- Insulated dock doors
- Covered dock facilities

MATERIALS AND FINISHES

FLOORS

- Exposed concrete with natural color aggregate

BASE

- none

WALLS

- Painted concrete or concrete blocks

CEILING

- Exposed construction with paint finish

DOORS

- Hollow metal with 1/2 height kick plates on push side

LIGHTING

- Fluorescent with deluxe warm white tubes
- Dock area should be equipped with yellow fluorescent tubes for insect control

SIZES AND AREAS

1.6 Sf.Ft. per guest room for 200 rooms hotel

$$= 1.6 \times 200 = 320 \text{ sf.}$$

Areas = 320 sf.

RECEIVING/PURCHASING OFFICE

The office with its central location in receiving area is responsible for many activities.

- Receiving of shipments
- Checking whatever comes into the hotel
- Watching both goods and employees coming in and going out of hotel
- Keep freight and shipping records and send records to the hotel accounting office

DESIGN CRITERIA

- Because of security, this office must be at a central location having a full view of the dock. Monitor service entrance and employees entrance to minimize theft from the hotel.
- A tight security control at all entrances is highly desirable.

USERS/PARTICIPANTS

- Dock and receiving personnel
- Hotel security
- Receiving Clerk
- Accounting offices
- Truck drivers

ACTIVITIES

- Receiving and checking of shipments
- Watching both employees & goods
- To keep freight and shipping records
- Paperwork for all shipments

DESIGN ELEMENTS

- Window view of all activities
- Office furnishings
- Telephone
- Acoustical privacy

MATERIALS AND FINISHES

FLOORS

- Vinyl tiles

BASE

- A 4" coved vinyl base

WALLS

- Painted concrete block

CEILING

- Acoustic tile on exposed grid

DOORS

- Hollow metal with 1/2 height kick plates on both sides of door

LIGHTING

- Fluorescent with deluxe warm white tubes.

SIZES AND AREAS

Area = 300 sf.

GENERAL STORAGE

After receiving goods, it is necessary to store them before they are sent to the proper department.

DESIGN CRITERIA

- There should be one large storage room consisting of areas for different types of goods.
- This area must be able to be locked.
- Some areas of this storage should have shelves to accommodate small size items.
- Doors should have sufficient width to permit whole carts to come in and go out.
- No refrigeration and freezing facilities are needed.

USERS/PARTICIPANTS

- Receiving/Purchasing office
- Receiving personnel
- Hotel security
- Incharge clerk
- Cart operators

ACTIVITIES

- Storage of goods that are not going to be immediately transferred to other storage areas

- Loading and unloading of goods from carts
- Transfer of goods to their related areas

DESIGN ELEMENTS

- Division of spaces for different kind of goods
- Adjustable and heavy duty racks and shelves for organization of items received

MATERIALS AND FINISHES

FLOORS

- Exposed concrete with natural color aggregate

BASE

- None

WALLS

- Painted concrete block

CEILING

- Exposed construction with paint finish

DOORS

- Hollow metal with 1/2 height kick plates on both sides. All doors must have a minimum width of 6'.

LIGHTING

- Fluorescent with deluxe warm white tubes

SIZES AND AREAS

Area = 1200 sf.

TRASH AND GARBAGE AREA

These areas serve as short term storage facilities for the trash and garbage produced by the hotel activities; on a regular basis the trash and garbage is picked up by trash pick up trucks.

This area includes:

- Bottle storage
- Garbage holding area
- Can wash
- Compactor room etc

DESIGN CRITERIA

This area should be in full view of receiving office and security personnel to limit the opportunities for stealing linen or other supplies through garbage and trash areas.

- Provide refrigerated garbage room.
- Provide positive drainage in trash compactor room.
- Trash compactor areas should be fully enclosed.
- Provide steel rails and guides for compactor container within compactor room.

USERS/PARTICIPANTS

- Dock and receiving personnel
- Housekeeping personnel

- Garbage pick up personnel

ACTIVITIES

- Dumping refuse in trash chute
- Collection of trash in garbage room
- Garbage refrigeration
- Removal from room by refuse company
- Observation by receiving office
- Trash compaction
- Room cleaning

DESIGN ELEMENTS

- Trash and garbage chute
- Refrigerated garbage room
- Trash compacting facilities

MATERIALS AND FINISHES

FLOORS

- Exposed concrete with natural color aggregate

BASE

- None

WALLS

- Painted or chemically scaled concrete or concrete block

CEILING

- Exposed construction with paint finish.

DOORS

- Hollow metal with 1/2 height kick plates on both sides

LIGHTING

- Fluorescent with deluxe warm white tubes

SIZES AND AREAS

Trash holding area	=	250 sf.
Refrigerated garbage	=	150 sf.
Bottle storage	=	100 sf.
Can wash	=	100 sf.
Compactor area	=	150 sf.

LAUNDRY AND HOUSEKEEPING AREAS

The laundry and housekeeping areas are closely related and should be adjacent to each other. The main function is to clean and distribute guest room linen, uniforms, kitchen laundry, and guest clothing.

The facilities/offices will include:

- Laundry facility
- Housekeeping offices
- Houskeeping Storage area

LAUNDRY FACILITIES

This area provides a cleaning and pressing facilities for the linen and clothes used by the hotel, hotel employees, and guests. This facility consists of a soiled linen room, Laundry supervisor, and a small storage room.

DESIGN CRITERIA

- Because of a part of housekeeping department, laundry should be located in the same vicinity.
- The soiled linen room should be provided near the linen chute to collect and sort the linen and other clothing for washing.
- This facility will requires a great deal of space, equipment, and employees but it is very important in keeping hotel operating costs low and in guaranteeing laundry quality.
- All corridors must be free of steps through which large quantities of linen pass to and from guest room and other hotel areas.
- A small office should be provided for laundry supervisor.

USERS/PARTICIPANTS

- Housekeeping personnel

- Laundry personnel
- Laundry manager

ACTIVITIES

- Sorting of soiled clothes
- Washing
- Drying
- Ironing

DESIGN ELEMENTS

- Access to linen chute
- Washers
- Extractors
- Dryers
- Tumblers
- Ironers
- Ironing board
- Air compressor facility

MATERIALS AND FINISHES

FLOORS

- Exposed concrete with natural color, steel trowelled finish and chemical sealer
- Vinyl tile in linen sorting area and laundry supervisor's office

BASE

- A 4" coved vinyl base is required in all areas with vinyl tile flooring.

WALLS

- Painted concrete or concrete blocks

CEILING

- Exposed construction with paint finish

DOORS

- Hollow metal doors with 1/2 height kick plate on both sides

LIGHTING

- Fluorescent or high intensity discharge warm white source

SIZES AND AREAS

Area (main laundry room)	=	2000 sf.
Soiled linen room	=	250 sf.
Laundry supervisor's room	=	100 sf.
Storage area	=	125 sf.

HOUSEKEEPING OFFICES

These offices are responsible to instruct and to provide supplies to every maid and porter working in the hotel. A seamstress will also work with this office to mend linens, drapes, uniforms, and other similar articles. Another room should be allocated for lost and found items.

DESIGN CRITERIA

- Offices for housekeeping must include an office area for housekeeper and his/her secretary.
- This area should have efficient access with all related areas and service elevators.
- A telephone should be considered for each maid's closet on every guest floors, enabling quick and efficient communication with the main office.
- These offices control the uniforms for the hotel employees and disposition of clean laundry.
- Housekeeping personnel are responsible for collecting soiled linen and getting them to the laundry.

USERS/PARTICIPANTS

- Housekeeper
- Secretary
- Guest room maids and porters

- Seamstress personnel
- Laundry manager

ACTIVITIES

- Exchange of information and work instruction
- Conference with maids and porters
- Training session for all housekeeping employees
- Transfer of clean linen to guest floor maid's closet
- Communication with maids on guest floors
- Storage and issue of housekeeping supplies
- Repair of damaged and torn linens, drapes, etc.

DESIGN ELEMENTS

- Housekeepers office with space for secretary
- Control view on activities like laundry, linens, supplies issue, etc.
- Conference and training room
- Conference table and chairs
- Display and chalk boards
- Provisions for slide shows
- Sewing machines and sewing tables

MATERIALS AND FINISHES

FLOORS

- Vinyl tile and carpeting

BASE

- A 4" straight edge vinyl base

WALLS

- Gypsum wall board

CEILING

- Acoustic tile on exposed grid suspension system

DOORS

- Hollow metal doors

LIGHTING

- Fluorescent with deluxe warm white tubes

SIZES AND AREAS

Housekeeper's office	=	150 sf.
Secretary's area	=	125 sf.
Sewing room	=	125 sf.
Lost and found	=	100 sf.

HOUSEKEEPING STORAGE AREAS

These rooms will be used to store and issue the housekeeping supplies. They include:

- Supplies storage
- Linen storage
- Uniform issue/storage

DESIGN CRITERIA

- These storage areas should be close to the housekeeper's office for control by him/her.
- Supplies like soaps, cleaning materials, toilet papers, matches, ashtrays, light bulbs, will be stored.
- The doors to these rooms must be lockable and under the control of housekeeper.
- Aisle widths must allow for delivery carts.
- Establish separate locked linen storage for particular departments.
- There should be a continuous flow of linen and uniforms through laundry to the storage areas.
- The uniform issue room should have a sufficient space to store a supply of clean uniforms for all departments.

USERS/PARTICIPANTS

- Housekeeper
- Housekeeping personnel
- Laundry personnel
- Maids
- Porters
- All employees (pickingup and returning uniforms)

ACTIVITIES

- Inventory, to determine items stored
- To bring supplies in for storage
- Issue of supplies
- Linen delivery and storage in linen room
- Cart loading/unloading
- Organization of linens
- Issue clean and receive soiled uniforms
- Storage and organization of clean uniforms
- Check employee's ID prior to uniform issue

DESIGN ELEMENTS

- Shelves for storage
- Cart storage space
- Telephone
- Large counter top, for uniform issue
- Bins for clean uniform organization

- Carts for soiled uniforms

MATERIALS AND FINISHES

FLOORS

- Vinyl tile

BASE

- A 4" coved vinyl base

WALLS

- Painted concrete or concrete blocks with bumpers in all areas exposed to cart traffic or gypsum wall board with bumpers

CEILING

- Painted concrete or acoustic tile

DOORS

- Hollow metal with 1/2 height kick plates on push side

LIGHTING

- Fluorescent; with deluxe warm white tubes

SIZES AND AREAS

Supplies storage	=	150 sf.
Linen storage	=	1000 sf.
Uniform issue/storage	=	400 sf.

ENGINEERING AND MECHANICAL FACILITIES

These areas are designed to provide environmental control for all the spaces within the hotel. The engineering facilities are as crucial as other facilities to be provided in the hotel.

Though engineering and mechanical equipment areas do not need to be immediately adjacent to the other service areas, arrange them close to each other for an effective operation.

ENGINEERING OFFICES

These offices will be for house engineer, assistant engineer, engineering staff, and a secretary.

Building records and drawings for mechanical, plumbing, and electrical installations will be kept in this office area.

DESIGN CRITERIA

- Locate these offices near the engineering and mechanical facilities.
- Provide a space to store and display the construction documents from which the building was constructed.

USERS/PARTICIPANTS

- House engineer
- Assistant engineer
- Engineering staff
- Maintenance and repair staff

ACTIVITIES

- Guide or instruct the engineering staff
- Taking help from construction documents of the building for repair or maintenance
- Record keeping of future changes

- Supervision of all mechanical, and electrical functions
- Supervision of all repair facilities of the hotel

DESIGN ELEMENTS

- Office facility
- Office furnishings and telephone
- Flat files for drawing sets
- "Stick set" drawing holders for convenient use

MATERIALS AND FINISHES

FLOORS

- Carpeting

BASE

- A 4" straight edge vinyl base

WALLS

- Gypsum wall board

CEILING

- Acoustic tile on exposed grid suspension system

DOORS

- Solid core with hard board veneer

LIGHTING

- Fluorescent; with deluxe warm white tube

SIZES AND AREAS

Area for the offices = 250 sf.

MAINTENANCE SHOPS AND STORAGE

These shops will function as a repair facility for almost all repairs needed within the hotel. These shops will include:

- Mechanical repair shop
- Carpentry shop
- Plumbing shop
- Electrical shop
- Paint shop
- T.V. shop
- Key shop

An engineering storage area will be also provided within the same area.

DESIGN CRITERIA

- All facilities will be under the supervision of the house engineer.
- Sufficient workbench space should be provided for many hand power tools.
- Storage and security of tools are of the utmost importance.
- Work areas as well as storage areas for the items to be repaired are required.
- Mechanical areas should be adjacent to the maintenance shops when possible.

- Provide an exhaust system in the paint and carpentry shops.
- Provide a generous amount of electrical service to all shops.

USERS/PARTICIPANTS

- House engineer
- Engineering staff
- Related shop and repair personnel
- Hotel maintenance personnel
- Storage personnel

ACTIVITIES

- Supervision by house engineer
- Workbench repair
- Welding
- Lifting of heavy objects - small crane
- Electrical equipment repair
- Electrical component repairs
- Repair of furniture
- Construction of temporary convention display facilities
- General wood working
- Painting and finishing wood products
- Cleaning and repair of upholstered furnishings

- Repair of on-site plumbing fixtures
- Drain maintenance work
- Pipe cutting and fitting
- In-house TV repair
- Lock fixing and repair
- Making and changing of keys
- Storage of stocked items
- Keeping records of authorized requisitions for parts
- Periodic inventory

DESIGN ELEMENTS

- Workbench facilities
- Lockable tool storage provision
- Overhead crane
- Welding facilities
- Direct access to elevators
- General power woodworking equipment
 - . Table saw
 - . Band saw
 - . Finishing tools, etc.
- Repair carts
- Shelves for plumbing components
- Temporary storage
- Adjustable - flexible shelving system

- Files for record of store inventory

MATERIALS AND FINISHES

FLOORS

- Vinyl tiles
- Concrete flooring

BASE

- A 4" coved vinyl base
- No base is required with concrete walls and concrete floor

WALLS

- Painted concrete or concrete block

CEILING

- Exposed construction with two coats of paint

DOORS

- Solid core doors with kick plates

LIGHTING

Fluorescent; with deluxe warm white tubes

SIZES AND AREAS

Mechanical repair shop	=	1000 sf.
Electrical shop	=	200 sf.
Carpentry shop	=	200 sf.
Plumbing shop	=	200 sf.

Paint shop	=	200 sf.
T.V. shop	=	125 sf.
Key shop	=	80 sf.
Engineering store room	=	500 sf.

MECHANICAL/ELECTRICAL AREAS

These areas provide facilities like

- Mechanical room
- Boiler room
- Transformer room
- Emergency generator
- Meter room
- Fire pumps
- Electric switchboard
- Elevator machine room
- Telephone equipment room

DESIGN CRITERIA

- All facilities will be under the control of the house engineer.
- Locate mechanical areas so that noise and vibration do not affect guests.
- Provide a convenient location so that large equipment can be replaced easily.
- The boiler room requires a high ceiling height and direct connections to the mechanical and pump facilities of the mechanical room.
- A fuel storage room is also required, which stores the oil for the boiler operation.

USERS/PARTICIPANTS

- House engineer
- Engineering staff
- Truck oil deliveries
- Facility related maintenance personnel

ACTIVITIES

- Boiler maintenance and inspection
- Oil deliveries by truck
- Use of emergency generator in case of electric power failure
- Maintenance and repair of every facility within the hotel

DESIGN ELEMENTS

- Boiler plants (as required)
- Proximity to mechanical and pump room
- Fire doors at entrance locations
- Good ventilation

MATERIALS AND FINISHES

As described under "Maintenance shops and storage"

SIZES AND AREAS

Mechanical room = 2500 sf.

Boiler room	=	2500 sf.
Transformer room	=	1000 sf.
Emergency generator	=	300 sf.
Meter room	=	100 sf.
Fire pumps	=	100 sf.
Electric switchboard	=	500 sf.
Elevator machine room	=	400 sf.
Telephone equipment room	=	400 sf.

ADMINISTRATION AND MANAGEMENT AREAS

This group of offices includes all administrative and management areas consisting of:

- Front desk and front offices
- Management offices
- Accounting offices

Each of the management offices must be private, have access to the conference room facilities, and if possible, should have a view to the outside. Key management personnel will have their own private secretarial services, while others needing clerical services will make use of the secretarial pool staff, a group designed to serve the general needs of the administrative and management offices.

FRONT DESK AND FRONT OFFICES

The front office is the only administrative and management area which the typical guest may have contact.

DESIGN CRITERIA

- Provide three or four 6' long stations for registration and cashier (based on two stations for the first 150 rooms, one more for each additional 100 guest rooms).
- Location of desk should be visible from the entrance and elevators.
- Luggage storage and the bellman's station must be near the desk as well as entrance.
- One should try to give openness to the front desk area.
- Front offices have a strong relationship to the front desk and should be located nearby.
- Provide a safe deposit room so that the cashier can handle guest transactions.
- The front office manager and assistant manager should be provided with separate rooms and a private secretary.
- Signage is required to guide all guests.

USERS/PARTICIPANTS

- Front office manager
- Assistant manager
- Secretary
- Receptionists
- Cashiers
- Telephone operators
- Bellman

ACTIVITIES

- Registration of guests
- Reservation of rooms
- Safe deposit transaction
- Temporary storage of guest luggage (Bellman's storage)
- Paying bills

DESIGN ELEMENTS

- Rooms for front office manager and assistant manager with an area for secretary
- Registration, reservation, and cashier counters with the provisions of:
 - . Computer monitor and keyboard
 - . Information rack
 - . Reservation rack cabinet

- . Room rack cabinet
- . Room status panel
- . Mail sorting
- . Card key system
- . Guest listing
- . Massage waiting panel
- . Credit card im printers
- . Automatic wake-up system
- . Cash register
- . Invoice tray

SIZES AND AREAS

Front desk	=	250 sf.
Front office manager	=	120 sf.
Assistant manager	=	100 sf
Secretary	=	100 sf
Telephone operator	=	100 sf.
Bellman storage	=	200 sf.
Fire control room	=	100 sf.
Safe deposit boxes	=	60 sf.
General cashier	=	100 sf
Work area/mail	=	100 sf.
Storage	=	100 sf

MANAGEMENT OFFICES

These offices accommodate management positions of the hotel, including the Executive manager, Assistant executive manager, the food and beverage manager, the banquet manager, and the convention manager.

Each of the above mentioned offices must be private and have access to conference room facilities. Every office should be provided with a secretary directly outside the office.

EXECUTIVE MANAGER'S OFFICE

This office will provide a working environment for the hotel manager.

DESIGN CRITERIA

- Provide a large, comfortable, and private office for the hotel manager and a direct access to a private conference room.
- The manager's office should have direct telephone contact with all management personnel throughout the hotel.
- To monitor any function of the hotel, provide computer facilities as part of the office furnishings.
- As a top executive position, the manager's office should be made more luxurious than other management offices, in order to impress guests, visitors, and convention participants.

USERS/PARTICIPANTS

- Hotel manager
- Assistant manager
- Management staff
- Private secretary
- Convention patrons

MANAGERIAL OFFICES

These offices include:

- Assistant manager's office
- Food and beverage manager's office
- Banquet manager's office
- Convention manager's office

DESIGN CRITERIA

- The assistant manager's office should be located directly adjacent to the manager's office.
- The assistant manager should have a private secretary.
- Assistant manager will need facilities similar to those required by the manager.
- The food and beverage manager is responsible for all food and beverage establishment operations, including food outlets and beverage/bar facilities, checking food and drink inventories, and placing orders for supplies. This manager also needs a private secretary.
- The banquet manager meets clients, reserves rooms, and establishes the menus for any size of meeting or convention activity needing food service.
- The banquet manager must have direct contact with the main kitchen, banquet kitchen, the food and

beverage manager, and other staff involved with the preparation of food will be required.

- Bookings must be entered in computer by the banquet manager.
- The convention manager has the responsibility of scheduling all meeting spaces.
- The convention manager usually meets with all potential convention customers in his or her office and helps them plan their activities while promoting the hotel's many facilities which are designed to help guarantee a successful convention.
- The convention manager should be familiar with all the hotel's facilities and furnishings which may be necessary to promote meeting activities.

USERS/PARTICIPANTS

- Assistant manager
- Food and beverage manager
- Banquet manager
- Convention manager
- Executive manager
- Private secretaries
- Management staff
- All food and beverage personnel including
 - . Chef

- . Baker
- . Banquet chef
- . Bar and cocktail lounge manager
- Potential convention customers

ACTIVITIES

- Private conferences in offices
- Telephone communication to all parts of the hotel
- Management and staff meetings
- Private conferences in private conference room
- Private computer use
- Meetings with Restaurant/bar managers
- Food and beverage orders on phone
- Banquet, convention, and meeting bookings
- Computer scheduling for future meetings

DESIGN ELEMENTS

- Private office facility with access to conference room
- Comfortable office furnishings
- Secretarial areas immediately adjacent to offices
- Private computer terminal

SIZES AND AREAS

Assistant manager's office = 200 sf.

Food and beverage manager's office	=	200 sf.
Banquet manager's office	=	200 sf.
Convention manager's office	=	200 sf.
Conference room	=	400 sf.
Coping and storage	=	100 sf.

ACCOUNTING OFFICES

These offices work closely with the hotel cashier, bookkeeping department, and with the hotel executive management. The accounting department is responsible for maintaining financial records of all operations for the hotel.

DESIGN CRITERIA

- The head accountant will Be responsible for this whole office.
- The accounting staff, works individually with their own accounts. They need storage facilities for books, ledgers, computer terminals, locking file storage space, etc.
- The latest, computerized facilities should be employed within this office. The security of accounting area and of the computer room is highly desirable.

USERS/PARTICIPANTS

- Head accountant
- Accounting staff
- Hotel cashier
- Bookkeeping staff
- Management heads

ACTIVITIES

- Financial analysis and recording of all hotel operations
- Record keeping of financial activities
- Use of computerized accounting equipment

DESIGN ELEMENTS

- Separate, enclosed office facility
- Connection to hotel computing service
- High security area
- Office furnishings including telephones
- Space and storage facilities for books, ledgers, files, etc.
- Individual computer terminals

SIZES AND AREAS

Reception/waiting	=	100 sf.
Head accountant/auditor	=	150 sf.
Assistant accountant	=	120 sf.
Secretary	=	100 sf.
Accounting work area	=	400 sf.
Computer room	=	200 sf.
Copying and storage	=	200 sf.
Dead files	=	100 sf.

MATERIAL AND FINISHES

(For all administration and management areas)

FLOORS

- Carpeting

BASE

- A 4" straight edge vinyl base

WALLS

- Gypsum wall board with paint

CEILING

- Acoustic tile on exposed grid suspension system

DOORS

- Solid core with hard board veneer

LIGHTING

- Fluorescent; with deluxe warm white tubes
- Incandescent lighting can also be used to enrich the interior of these offices

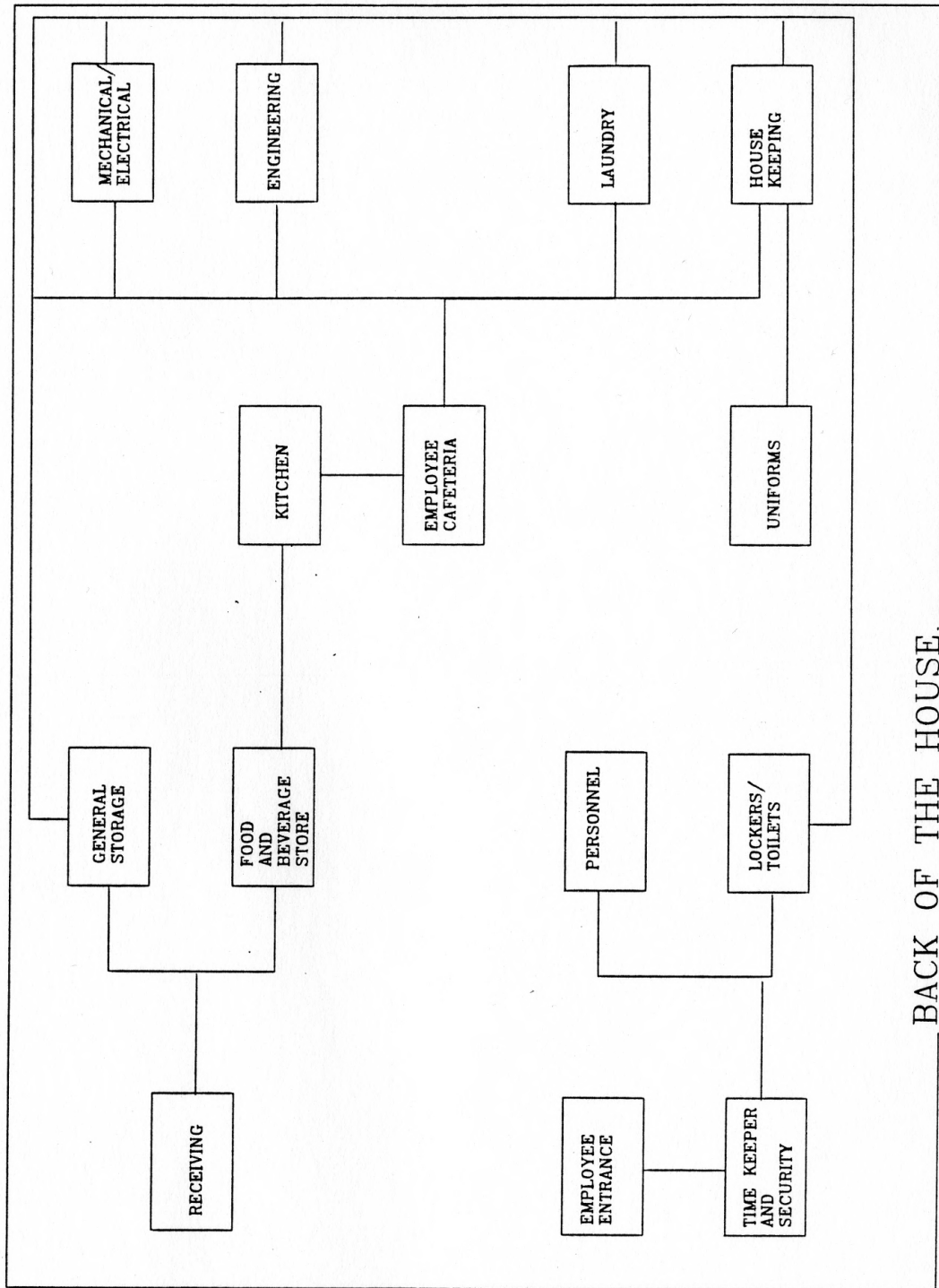


Fig: 25. BACK OF THE HOUSE

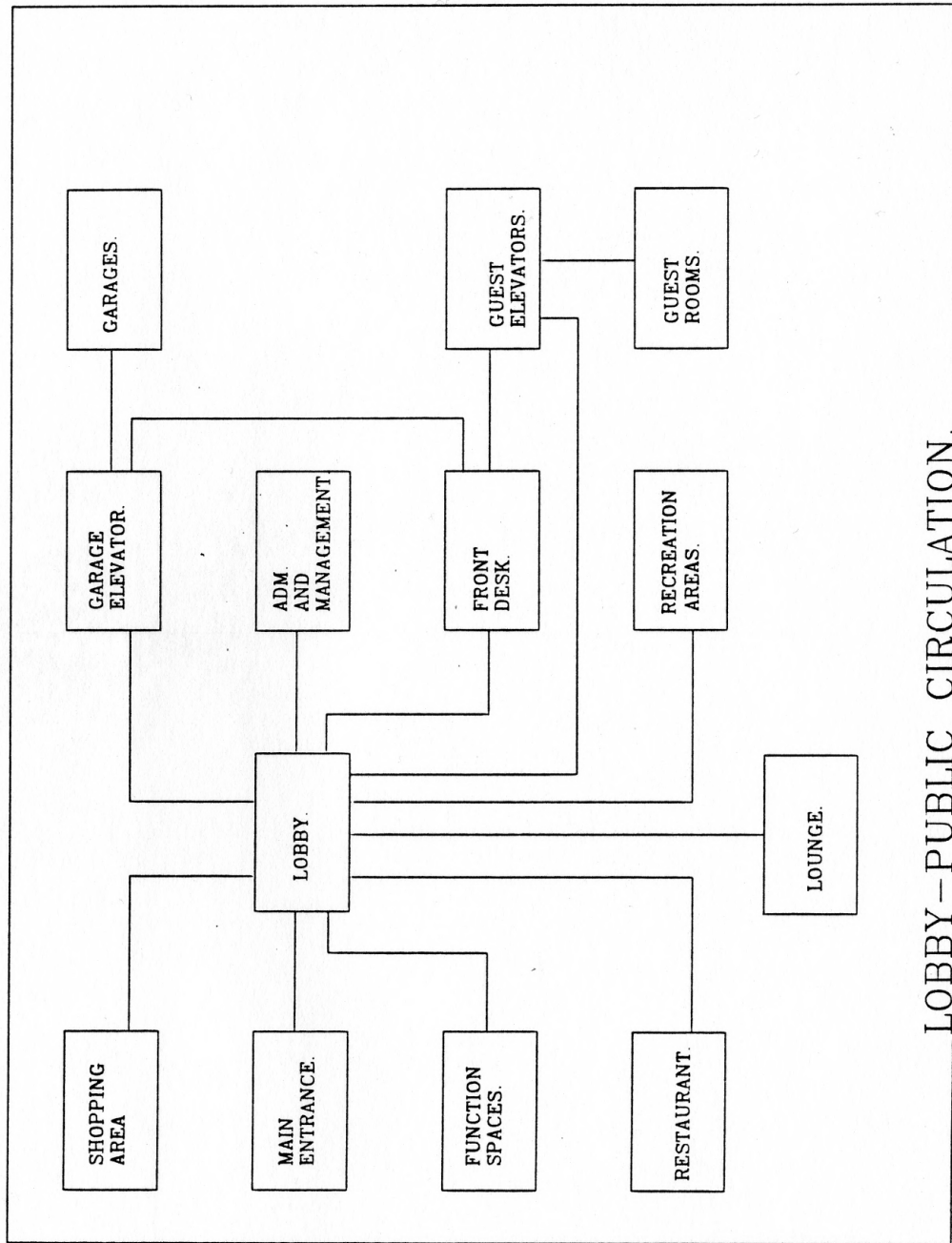


Fig: 26. LOBBY - PUBLIC CIRCULATION

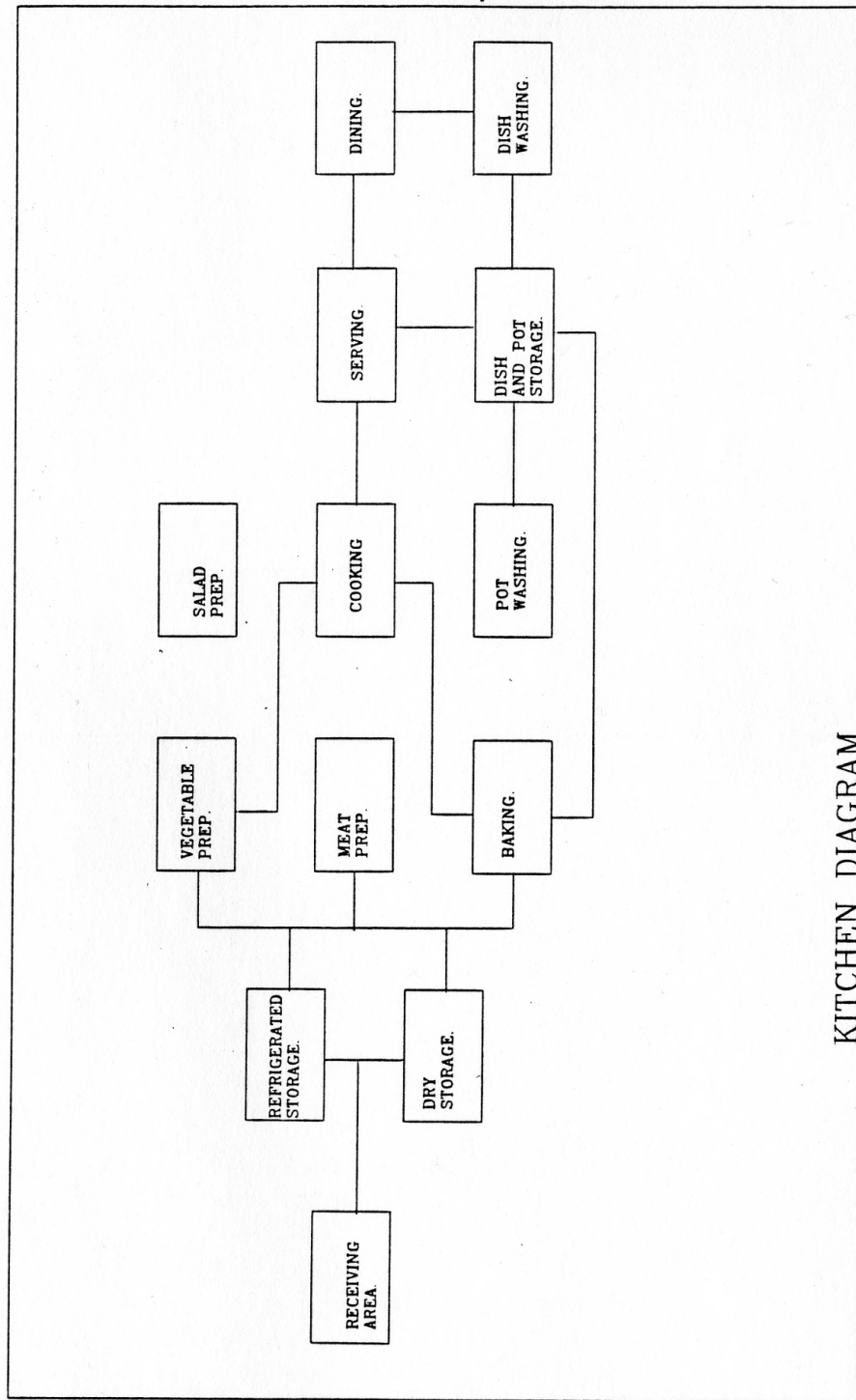


Fig: 27

KITCHEN DIAGRAM

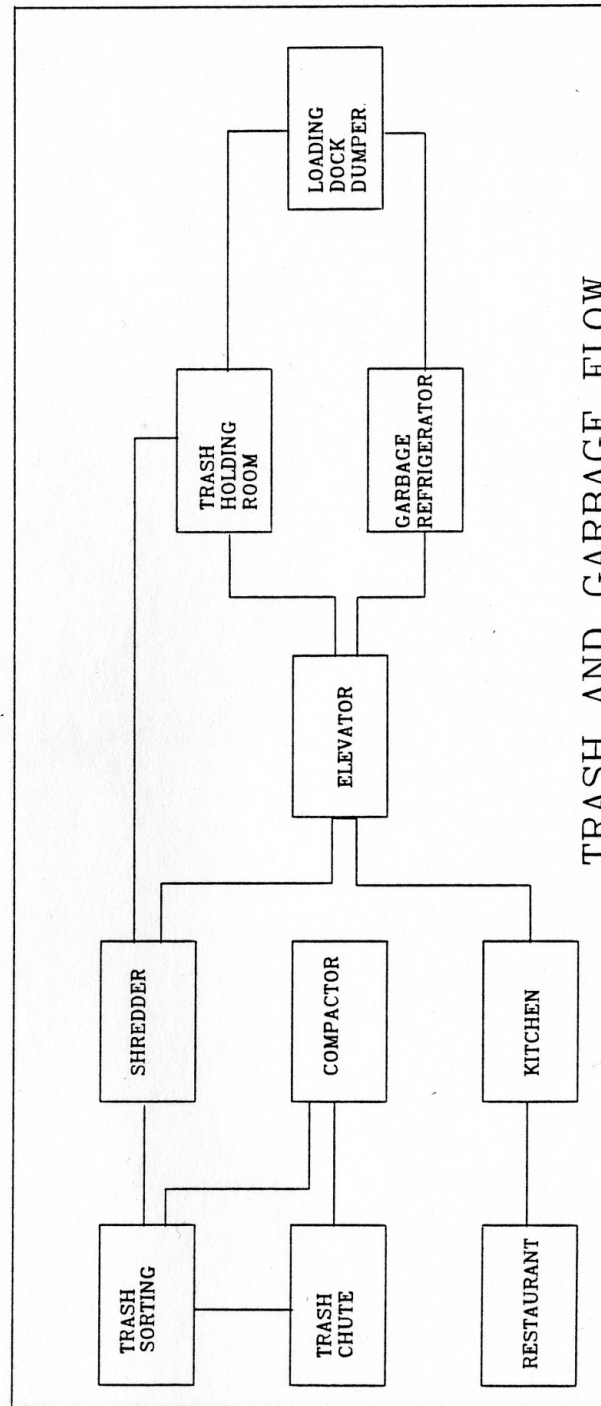


Fig: 28.

TRASH AND GARBAGE FLOW

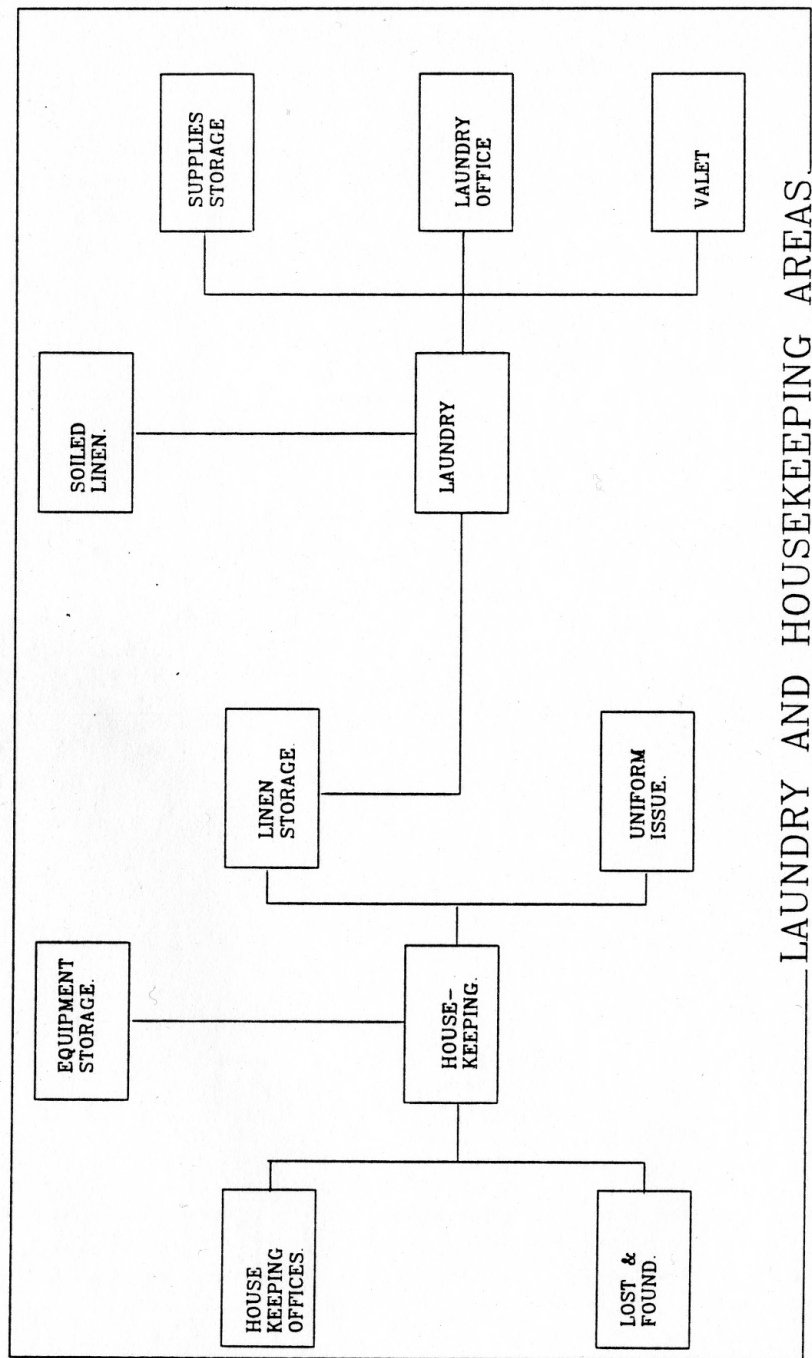


Fig: 29. LAUNDRY AND HOUSEKEEPING AREAS

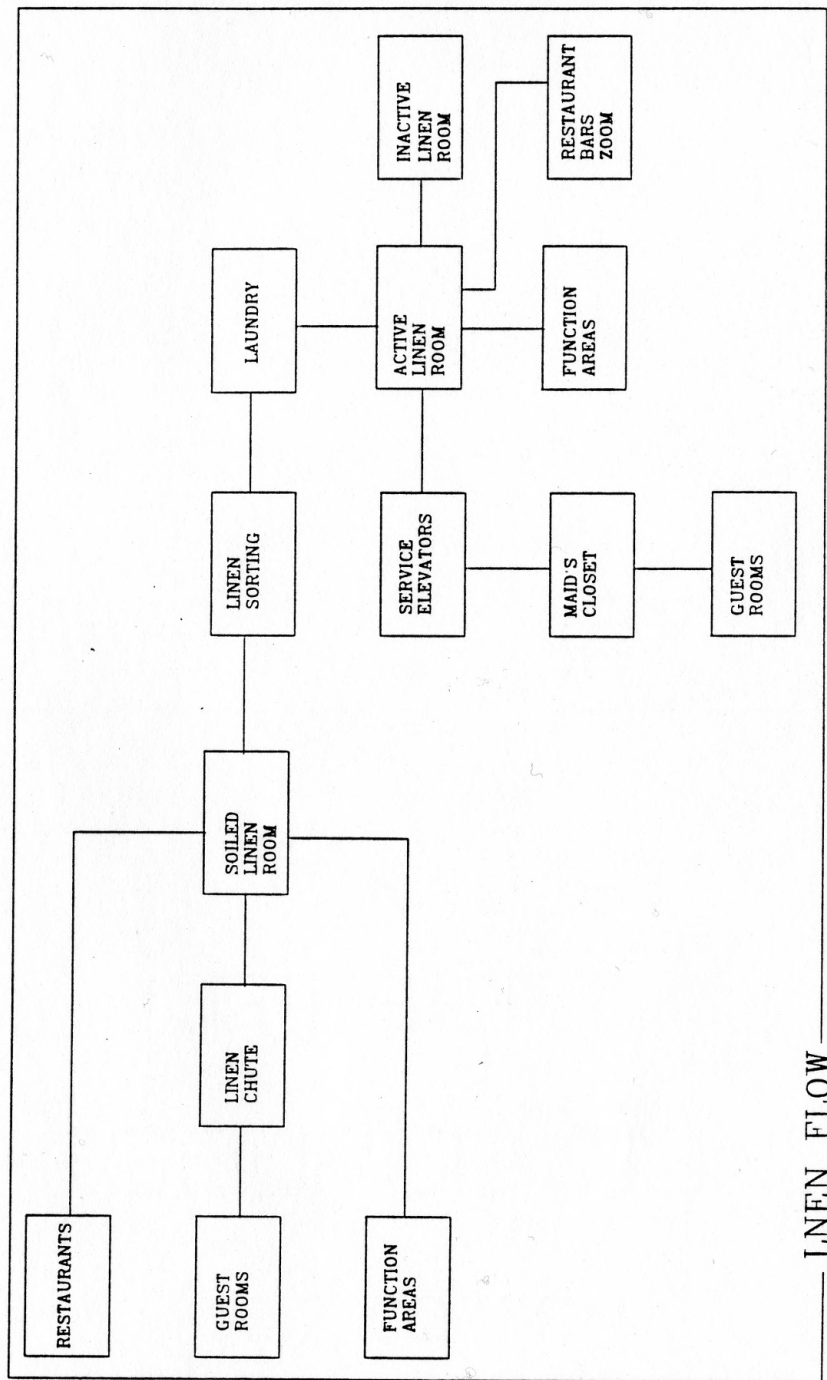


Fig: 30. LINEN FLOW

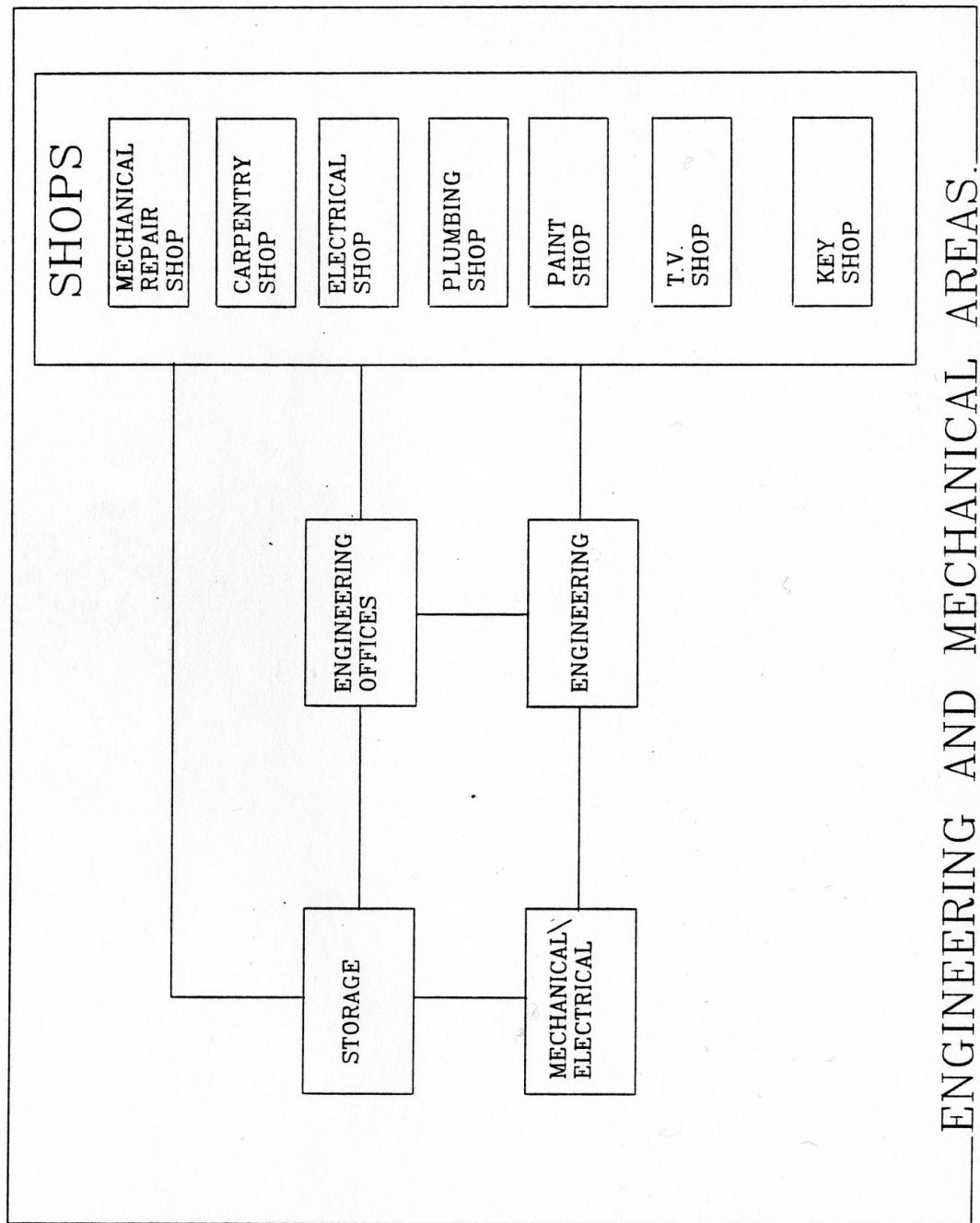


Fig: 31.

ENGINEERING AND MECHANICAL AREAS

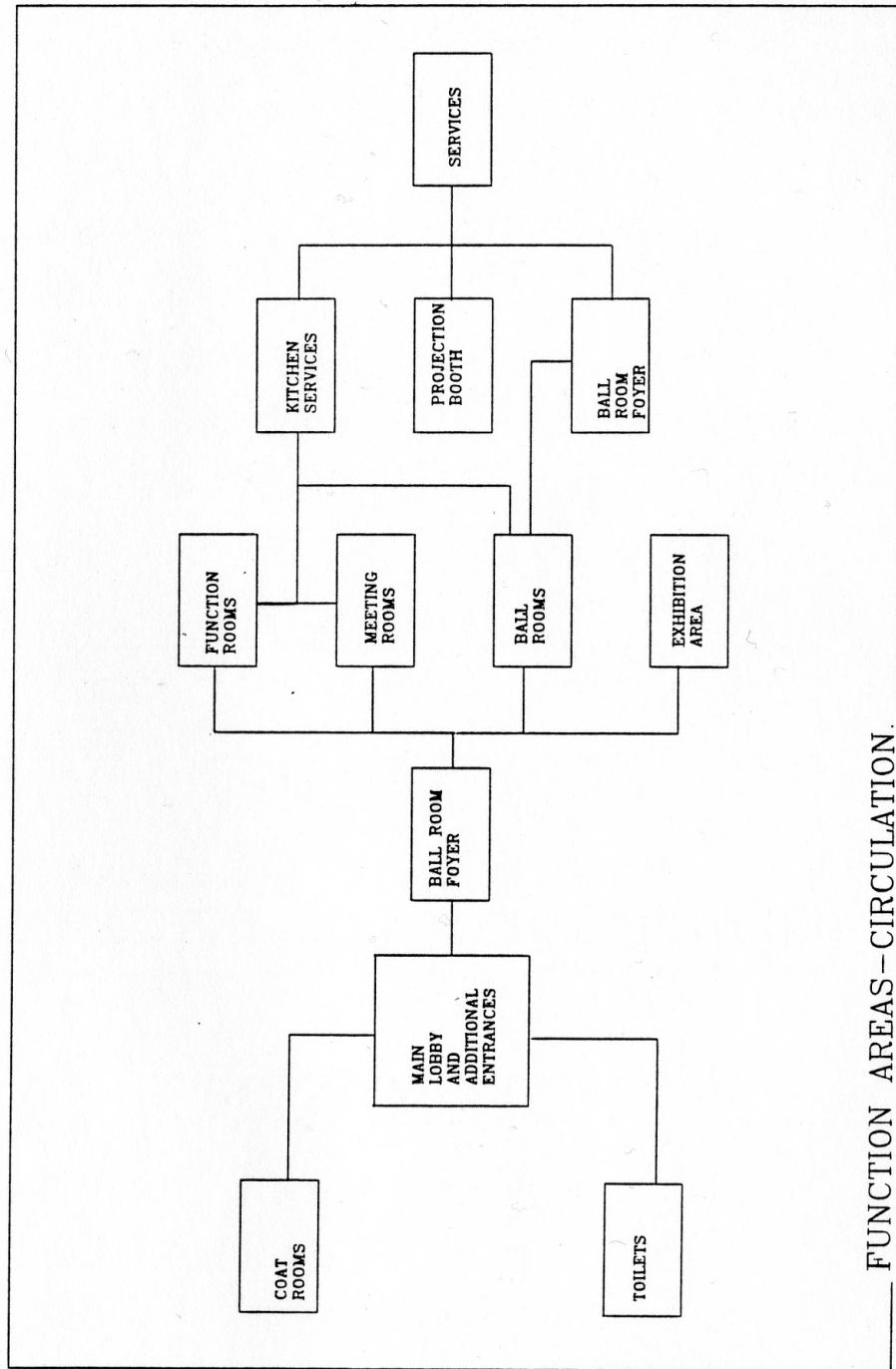


Fig: 32.

FUNCTION AREAS

SPECIAL REQUIREMENTS

1. INFORMATION PROCESSING

Information processing is facilitated with computerized an electronic equipment which perform not only reservation function but also many other functions throughout the hotel. Those functions include:

- Guest reservation and registration
- Accounting including audit, accounts, and ledger
- Travel agency accounting
- Guest history and other marketing reports
- Daily and monthly operating reports
- Payroll and related reports
- Inventory

2. TELECOMMUNICATION

These electronic systems offer hotel guests and staff with sophisticated telephone systems that:

- Contact hotel services
- Reach outside services with a code number
- Two line telephones
- Record incoming messages for the hotel guest's convenience
- Provide fire safety information

- Transmit alarms to front desk from smoke detectors or any security sensor

3. LIFE SAFETY SYSTEMS

National Fire Protection Association (NFPA) recommends incorporating new technology to promote life safety even though this technology sometimes not yet required by city codes. Life safety technology includes the following:

- Manual fire alarm system
- Heat and smoke detectors
- Automatic sprinklers stand pipe system
- Guest evacuation sound system
- Firefighters voice communication system
- Fire and smoke dampers
- Exit signage and emergency lighting
- Emergency electrical generator

4. SECURITY SYSTEMS

The security systems function to protect guests and property theft, physical assault, vandalism and terrorism. The hotel security system has three main components.

1. Locking system
11. Television surveillance cameras
111. Various types of alarms

Lost keys are very common in hotel management and they create a serious security problem. Card-access systems are much efficient, it is also easy to re-assign codes to assure better security and safety.

5. AUDIO AND VIDEO SYSTEMS

These facilities are usually provided in every hotel with latest technology. They should be considered in all hotels. Typical audio-visual systems include the following:

- Employee paging
- Meeting rooms, convention areas, etc; with sound reinforcement and film and slide projection
- Closed circuit television (CCTV)
- Large screen television entertainment
- Guest room terminals
- Master antenna systems for entertainment, informal and integrated life safety, and security and energy management.

6. SIGNAGE AND GRAPHICS

A signage and graphic system must be designed to provide consistant and non-confusing information and directions to all hotel guests and visitors.

PARKING

Generous facilities for parking are an important part of hotel design. Two types of parking can be considered:

1. Structural parking under the hotel itself
2. Surface parking

The two types of parking will require different designs. Parking under the hotel must fit the structural system developed for the hotel building above. Surface parking must enhance the hotel site design.

On existing site, the parking for the Expocentre is already developed and constructed. It will not be feasible to redesign or change this parking in terms of cost. The existing parking for the Expocentre has been developed for approximately 2500 cars. However it is very important to develop parking that is clearly identified as being for hotel use only and is related to the functional areas of the hotel.

For the hotel surface parking, landscape elements must be provided to minimize the impact of large expanses of continuous pavement. Trees should also

be considered to shade sidewalks located along the parking lots edges.

Both parking facilities must be designed using contemporary data defining stall sizes and configuration, design of ramps, and traffic flow system.

Access to the hotel lobby and reception area from parking garages (if any) is highly desirable.

For a convention hotel:

Cars per guest room	=	0.8 to 1.4
For 224 rooms	=	1.4 x 224
	=	313.6 or 314 cars
For staff parking	=	0.4 x 224
	=	89.6 or 90 cars

6

THE HELMSLEY PALACE - CASE STUDY

The Helmsley Palace, a 51 story modern hotel sits in a very busy Mid-Manhattan neighborhood in the New York City. The hotel consists of a new high rise structure intimately attached to the landmark "VILLARD HOUSES" that the prominent New York architects McKim, Mead & White designed in 1882 for financier and railroad promoter, Henry Villard. The new portion of the building was designed by the architects Emery Roth & Sons for developer, Harry Helmsley. William C. Shopsin, the historic preservation consultant and Sarah Tomerlin Lee, interior designer were also involved with this project for saving and restoring Villard Houses and integrating them into the new building.

The prestigious building known as the Villard Houses serves as public spaces housing restaurants, bars, and shopping facilities. Although preserved, careful planning was needed to adapt the original structure to contemporary needs.

The new dark-metal-and-glass hotel tower itself is undistinguished and in many ways boring. From outside, the observer can easily differentiate



Fig: 33. THE HELMSLEY PALACE HOTEL (EXTERIOR VIEW)

between the new structure and the old architectural style. On the inside of the hotel, however, architects, preservation consultants, and interior designers attempted, with some success, to retain the quality and splendor of Villard Houses and extend this context into the new spaces.

SPACES, FUNCTIONS, AND ARCHITECTURAL FEATURES:

Out of 51 stories, seven floors are in use for reception areas, executive offices, administration offices, food and beverage facilities, storage, kitchens, ballroom, meeting rooms, and engineering facilities above the street level. There are also other four levels below the street level which serve "back of the house" requirements and as a garage for automobiles.

- The first floor of the hotel contains of reception areas, shops, executive offices, elevators, a newsstand, and a bar.
 - . There are three entrances to the hotel which can cause problems for a new guest. Only the entrance on 50th street serves as a reception area.
 - . Elevator lobbies are decorated so that

they look like a part of the Villard houses.

- . Harry's New York Bar is the only eating place at the lobby level. This bar with eight tables is very cozy, informal, and the friendliest place in the hotel.

- The second floor houses public food and beverage outlets, the main kitchen, a ballroom, men's and ladies rooms, and a foyer for elevators and circulation.

- . The main purpose of grand foyer is to connect the restored rooms to the new hotel structure. The grand foyer is overscaled and has many flights of steps. It is a double height space and is equipped with a 10 foot high crystal chandelier which is 8 feet in diameter in an attempt to diminish the effect of the height.
- . Food and beverage outlets include dining rooms, bars, and a ballroom.

THE TRIANON DINING ROOM is in the new hotel building. With its 16 feet high ceiling, and silk brocade walls, it

provides a dining experience of ultimate grandeur. Its over-door arch treatment minimizes the discrepancy of ceiling heights of the Trianon Room and the adjacent Hunt Room.

THE HUNT ROOM is almost a part of the Trianon Room but its interior treatment is different. Original oil paintings and statues by contemporary artists are placed here. Together the two rooms can accommodate 150 guests at one time. Breakfast, Lunch, and dinner are served everyday.

The **HUNT BAR** has a very well designed hand-crafted iron-nail double door entrance. This is the second bar of the hotel. Carpeting and upholstery of this room are too aggressive in design and color and, perhaps, inappropriate. According to the person, who was showing me these areas, heating was the most crucial factor to handle and it was solved by providing a system of twin fire



Fig: 34.

THE HUNT BAR

places.

The **MADISON ROOM**, once the drawing room, is the only dining room which has a view of street. Placement of furniture provides openness in the area and one feels as if he/she is sitting in a very prestigious place. Murals by French artist P.V.Galland, a coffered and elaborate ceiling, and two huge green marble fireplaces at each end of the room enhance the elegance of the place.

THE GOLD ROOM, once a music room and still used for balcony based musical recitals, now serves as setting for continental breakfasts, afternoon teas, and cocktails. Stained glass windows, Lunette paintings in each of the end-wall arches by John La Farge, and decorative panels have been restored faithfully. This is the most splendid of the original rooms of the Villard Houses.

Outside the Gold Room, near the stair, a



Fig: 35.

THE GOLD ROOM

museum quality astrological clock by Augustus St. Gaudens and Stanford White displays the quality of work done by these contemporary artists. The face of the clock is encircled with bas-relief interpretations of the signs of Zodiac. In the same lobby, the stained glass windows above the first floor landing are also the work of John La Farge.

A room which was originally a library is now in use as small conference room for private hotel affairs.

THE VERSAILLES BALLROOM, distinguished by its oval shape and lack of divider partitions, differs from its more commercial counterparts. Paintings against walls are by French artist Jeanne-madeleine Le Maire. Domes in the decorative plaster ceiling muffle sounds. The carpeting has a removable center for dancing. It is designed to entertain as many as 300 guests.

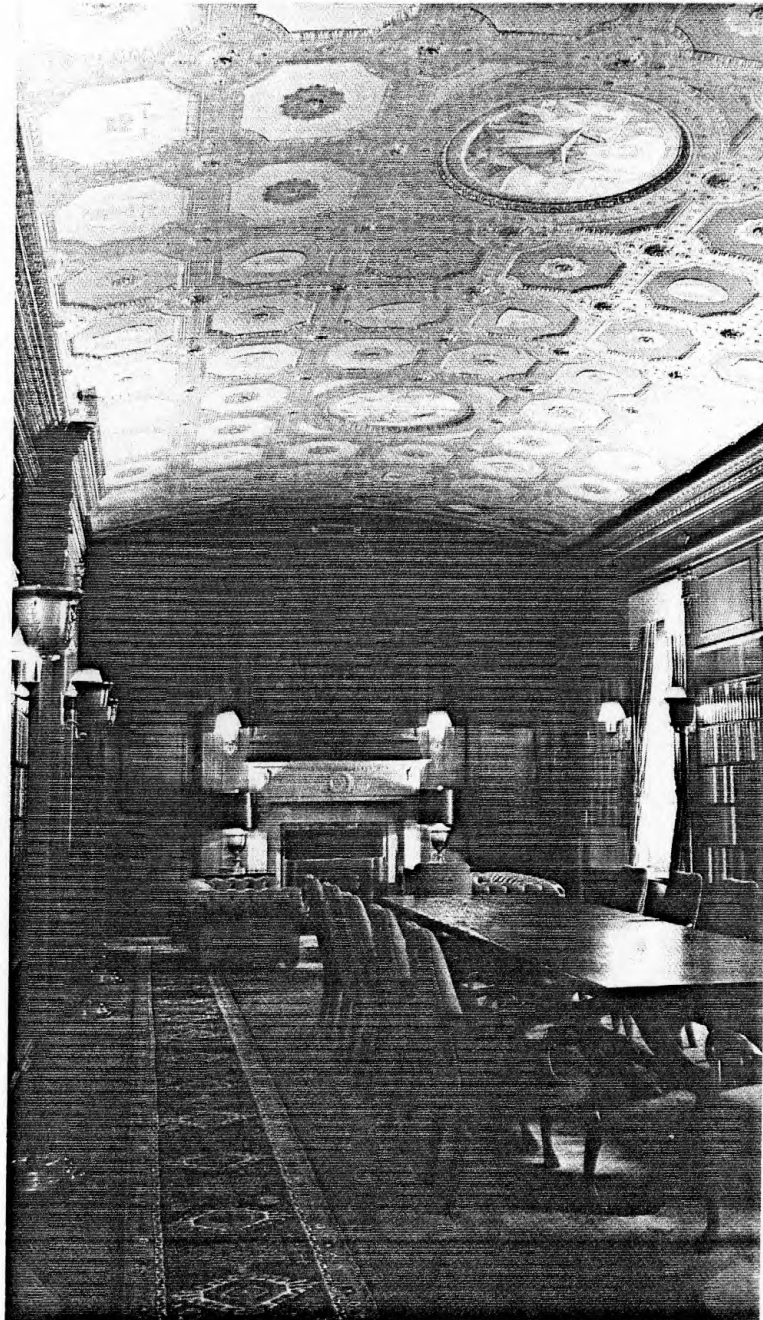


Fig: 36.

LIBRARY



Fig: 37.

THE VERSAILLES BALLROOM

The most disturbing thing in all these prestigious rooms are the illuminated EXIT signs which the city requires in all public spaces. At the very least, a different version of these signs should be allowed for such rooms.

The Main kitchen is on the same floor and serves the Trianon Room and Hunt Room and directly through an overhead passage to other eating places. The kitchen is quite large in terms of length but needs more width to perform its functions smoothly. The cold area is quite open but rough cooking should have more circulation space. The entire kitchen is new; there are no particular features which can be related to the rest of the Villard Houses.

- The third floor is mostly used for the general storage and food storage.
- The fourth floor is serving as an executive floor having offices such as sales offices, catering offices, accounts department offices,

and the president's office.

- Both the sixth and seventh floors are devoted to engineering services for the different areas of the hotel. These services are mainly concerned with air-conditioning and tele-communication.
- The remaining floors consist of guest rooms. There are a total of 1050 guest rooms. Each guest room floor has an elevator lobby, service area, and hallways.
 - . Guest rooms are spacious and comfortable with monochromatic pastel treatment.
 - . The suits have full kitchen and dining area.
 - . Fan coil units are installed for air-conditioning and heating. These units run with hot and cold water.
 - . For the fire protection, guest rooms are equipped with the smoke detectors; sprinklers are used in the hallways.
- The areas below the street level are allocated for most back of the house functions

consisting of laundry and housekeeping facilities; engineering and mechanical facilities; parking facilities; etc.

- . The first level functions as receiving dock, receiving and purchasing office, computer room and locker rooms.
- . On the second level below the street most of the facilities are related to engineering except for the housekeeping department. Engineering facilities consist of a telephone equipment room, electrical switch room, power room, pump room, and fire pump room.

The Housekeeping Department has no in-house laundry. Most of the laundry and dry-cleaning work is done by contractors. The department has a linen room for sorting dirty clothes/linen, a uniform room, and rooms for the seamstress, linen storage, and lost and found.

- . For this hotel, most of the work like laundry work, painting, plumbing, electric work, carpentry, and furniture finishing is done on contract by outside contractors.

7

DESIGN CONCEPTS AND RESPONSE

Design concept statements are essentially goals for which the architect attempts a design response. They have been developed, in this instance by the author, in response to the visual analysis of the physical environment surrounding the site and to the functional needs and requirements imposed upon any use of the site by traffic patterns, topography, acceptable entrance locations, parking requirements etc. In the following material, the basic design concepts have been presented with a brief underlined statement followed by a short paragraph or sentence explaining how a particular concept statement was incorporated into the design or responded to.

1. The hotel should be designed and carefully integrated into the project area, the surrounding context, and of the City of Topeka.

The proposal includes a site development plan which shows how the Expocentre Hotel relates the entire project and to the functional requirements of the immediate area, and the city, landscaping proposals, and architectural design drawings of the hotel building which include plans for related amenities and functions.

2. Circulation throughout the hotel should be developed so that it is easy for the visitor to find his or her destination.

The public spaces consist of the lobby, atrium, front desk, rest rooms, and public telephone areas. The elevators and a stairway have been developed as focal point of the lobby and atrium; they have also been located so that they are visible from the exterior. Exterior viewing of the stairway and lobby is not essential to the building function or toward helping visitors find their way through the building.

However, using these design elements in this fashion makes it possible to develop building imageability and to add a bit of excitement to an otherwise drab area in the City of Topeka. Once inside, the front desk is located immediately inside the main entrance to avoid any possible visitor confusion.

3. Rigid separations between functionally identified public spaces should be avoided.

The atrium has been designed as a strong interior spatial statement into which the dining and cocktail areas as well as some of the living areas, (guest rooms), gently flow. In addition, the coffee shop, and the room corridors, while functionally separated,

have been designed spatially as visual extensions of the atrium. Because of the open nature of the design, a twenty four hour activity area is created in and around atrium even at times when some areas, such as the cocktail lounge, are closed. All the areas of the hotel have been linked with a network of internal passages/corridors. Shops, offices, and nightclub are linked with the lobby as well as provided with a separate entrance.

4. The hotel should provide a mixture of room types with every required facility which can cater to the needs of every type of guest coming to stay. The room mixture should be developed to increase the opportunities for attracting clientele.

This hotel has been designed to provide 224 guest rooms or 264 bays consisting of single, double-double, junior and executive suites and rooms for handicapped as mentioned under the Table: Room Mix on page 9 of the section Guest Rooms. ANSI (American National Standard institute) standards are used in designing the guest rooms for handicapped. Bath rooms and HVAC units are provided in every room. A closet is designed for luggage storage. A special balcony type space is provided inside the room to sit

and relax, and to view outside through a large window.

5. The administrative, management, and employee areas should be developed to promote orderly and efficient hotel operations.

The administrative and management section includes all offices and related housekeeping spaces. The personnel entrance is provided on the back of the hotel where security and timekeeper's offices are located close to the loading and unloading platform, kitchen, and housekeeping areas. Lockers, and employee's cafeteria are also designed to cater to the employees needs. Employee's parking is provided near the employee's entrance, separate from the guest parking to reduce traffic conflicts.

6. All the dining and related facilities should accommodate both resident and non-resident guests.

The Coffee shop, Restaurant, and Cocktail bar are adjacent to each other and designed to provide the guests with a variety of food and beverage choices and a good view of the atrium. The other food and beverage facilities are a Night club and the Fire-Station restaurant. A series of open spaces are provided adjacent to the night club, fire-station

restaurant, and tennis courts making it possible for guests to enjoy outdoor eating and drinking during mild weather. Besides serving the indoor and outdoor dining areas, the kitchen is also designed to provide food for the guest rooms, employee's cafeteria, and banquet and meeting area.

7. Use existing buildings and features of the site in developing the hotel and related facilities.

The fire-station restaurant is developed in an existing landmark building. The entrance gate, designed for the former fairgrounds formerly on this site has been retained as a landmark denoting the intersection of Topeka Boulevard and 17th Street. Site development also relates other former fairgrounds buildings, Agriculture hall and Heritage Hall, to the hotel. The entire area around these structures has been developed as a part of the hotel building and grounds.

8. The function areas should be developed to handle large social events, conferences, and miscellaneous gatherings.

The facilities which can be used for dining and meetings are the Ballroom, Banquet rooms, and meeting

rooms. These areas have a separate pantry but they will be served from the main kitchen. One ballroom is designed to accommodate the large gatherings and some occasional and ceremonial dancing functions. The other areas in this wing consist of banquet rooms and meeting rooms which can be used by the different organizations at the same time. All the rooms are provided with the adjustable acoustically controlled dividers. All these areas are provided with the restrooms and public telephones.

9. Recreation facilities should be provided to promote the image of the hotel. Their use should not conflict with other hotel uses and guests activities.

Recreation area include the swimming pool, health club, squash/racquet ball courts, table tennis areas, lounges for billiards, and lockers with related amenities such as showers, dryers, a steam bath, a whirlpool, a sauna, etc. These areas are main attractions for tourists as well as for local Topekans. A covered swimming pool is designed with a large deck area for relaxing and sun bathing. All other activities are also covered except for the outdoor tennis courts.

8

PRESENTATION DRAWINGS

Presentation Drawings are on the following pages.

0. Perspective View
1. Location Plan, Site Plan
2. First Floor Plan
3. Second Floor Plan, Typical Room Plan, Room Plans
4. Sections, South Elevation
5. East Elevation, West Elevation
6. Lobby/Atrium Plan, Fire Station Restaurant
7. Exonometric



EXPOCENTRE HOTEL

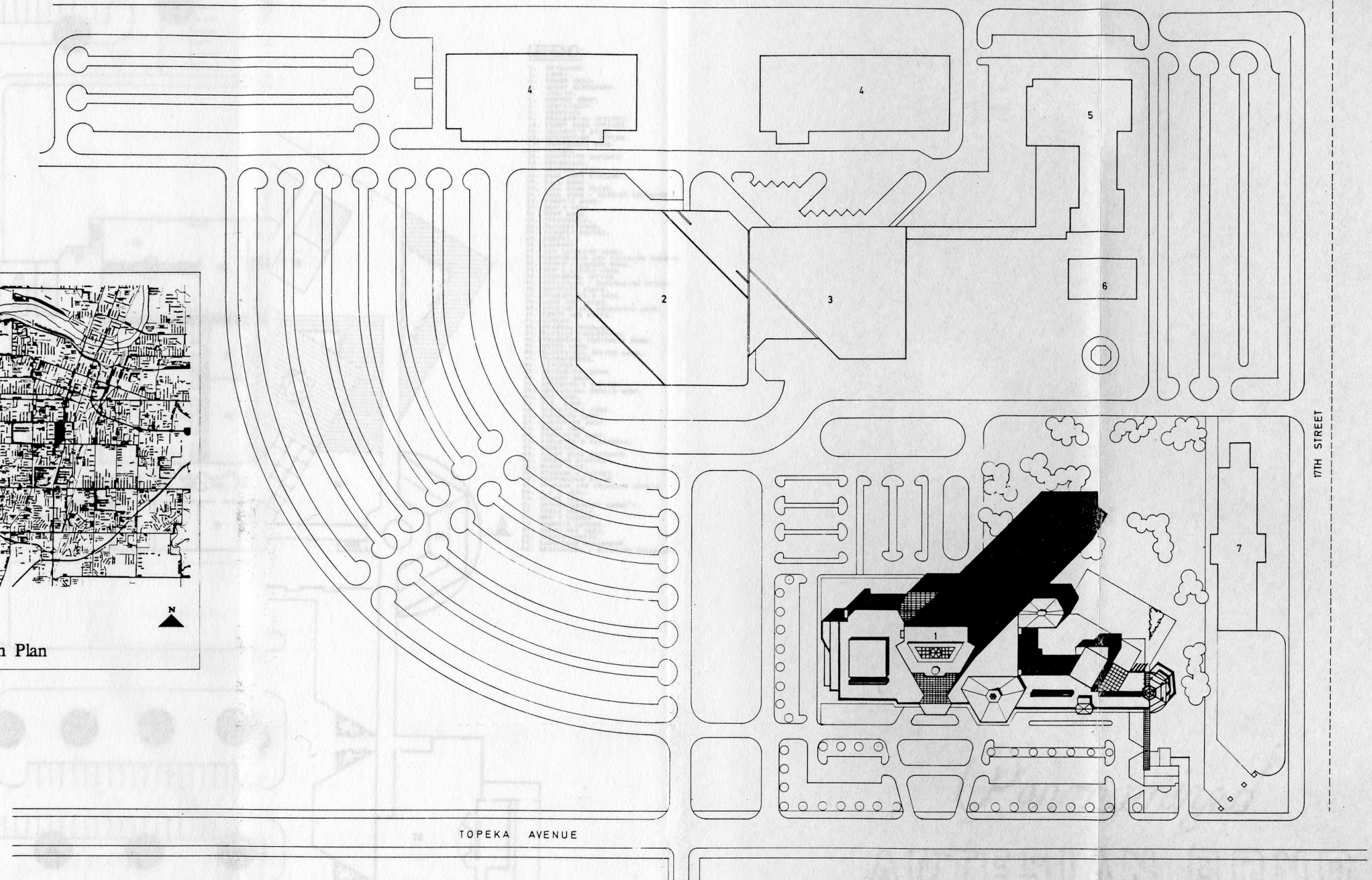
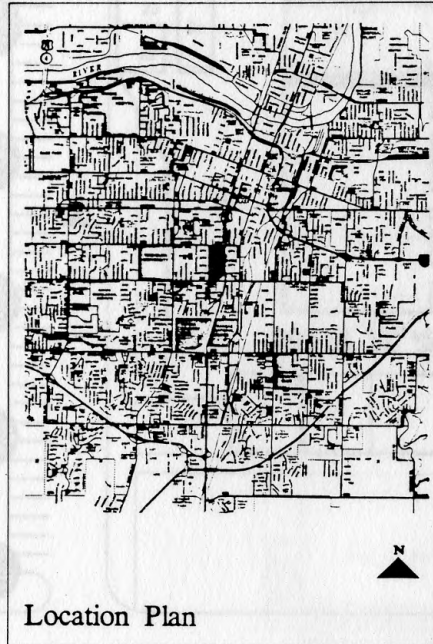
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EXPOCENTRE
HOTEL

WESTERN STREET

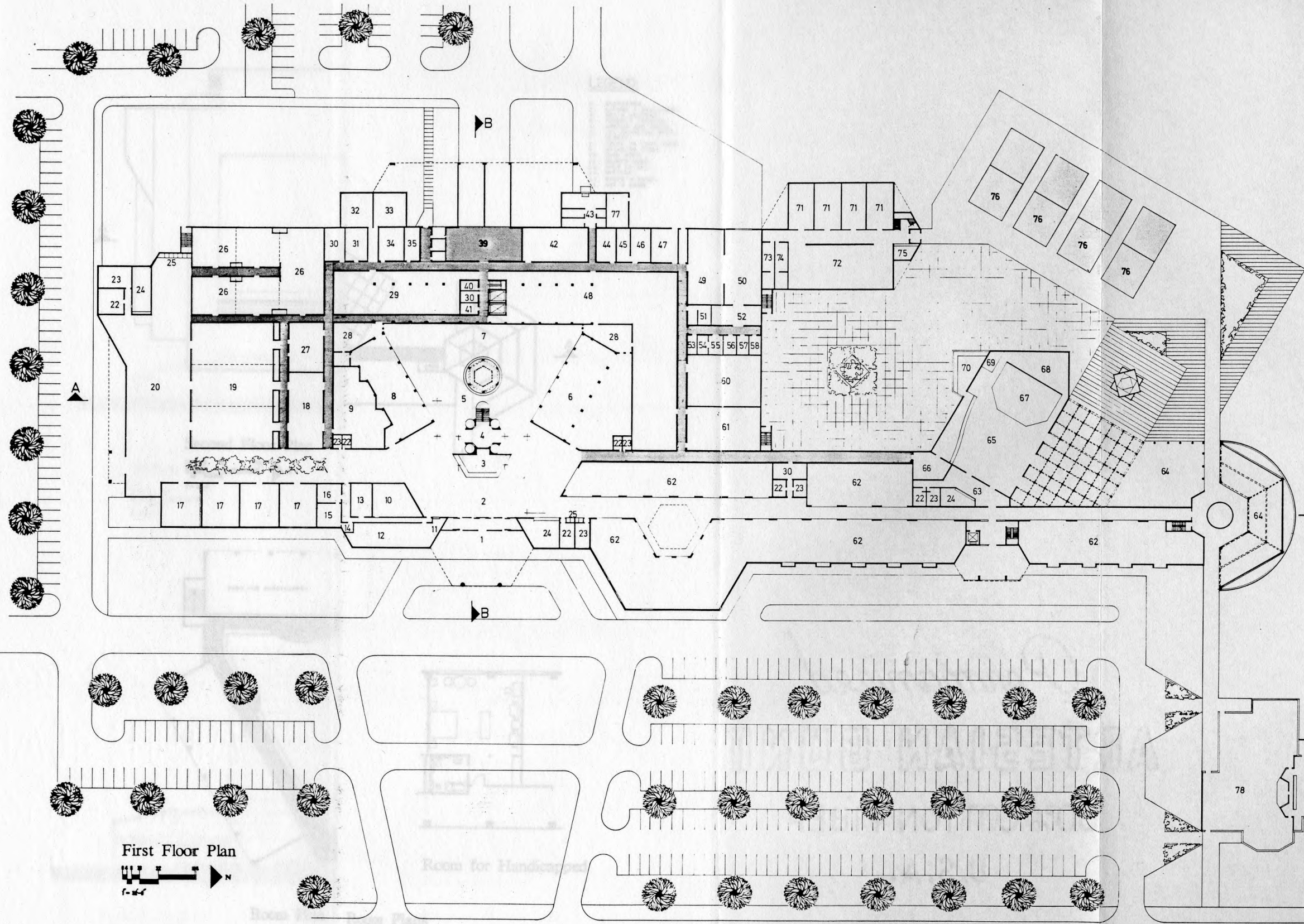
LEGEND:

- 1. HOTEL.
- 2. EXPOCENTRE ARENA.
- 3. EXHIBITION AREA.
- 4. LIVESTOCK STALL.
- 5. CONFERENCE AREA.
- 6. RESTAURANT HALL.
- 7. AGRICULTURE HALL.

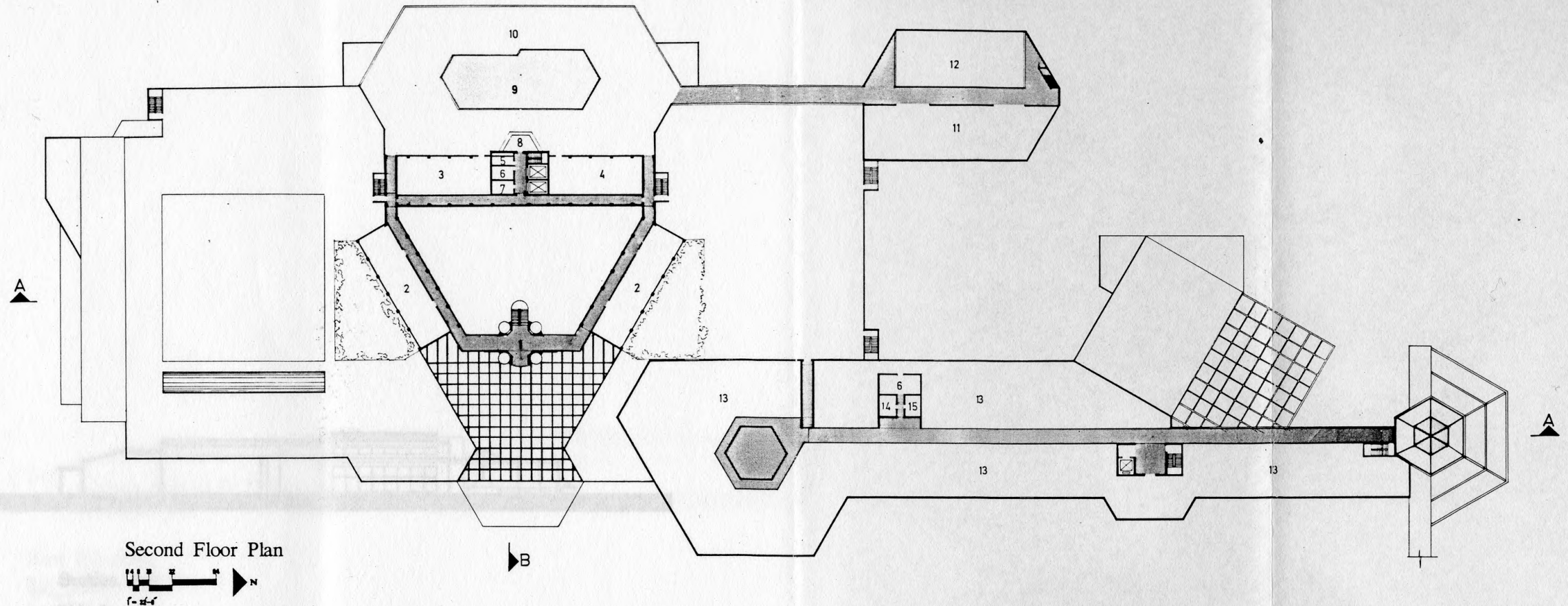


Site Plan

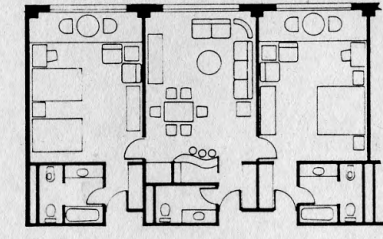
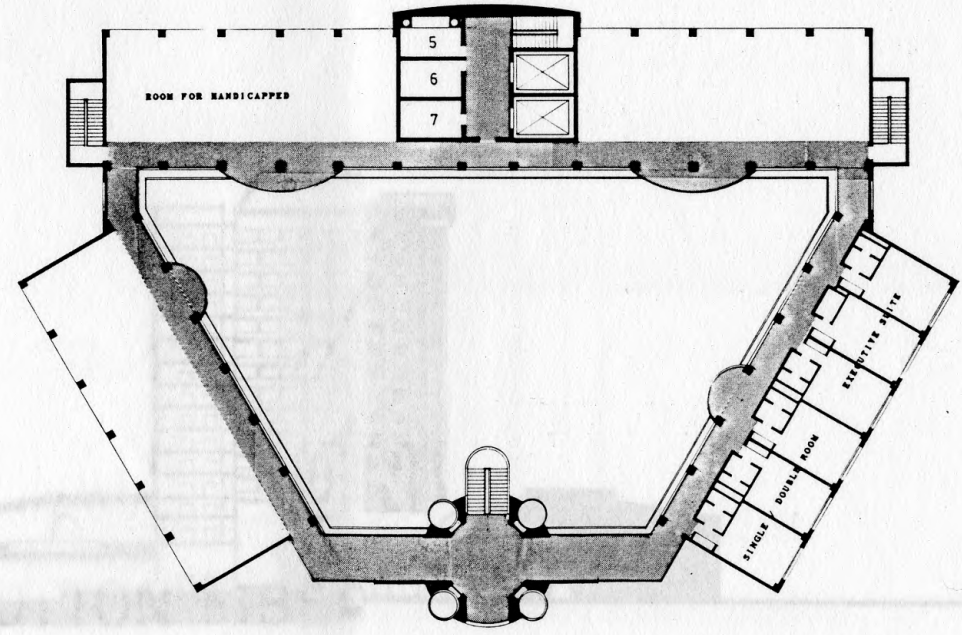




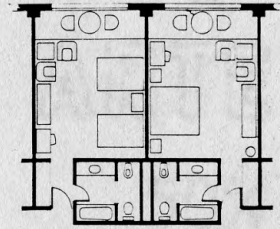
- LEGEND:**
- 1. ENTRANCE.
 - 2. LOBBY.
 - 3. FRONT DESK.
 - 4. GUEST ELEVATORS.
 - 5. ATRIUM.
 - 6. COFFEE SHOP.
 - 7. RESTAURANT.
 - 8. COCKTAIL.
 - 9. MANAGERIAL OFFICES.
 - 10. FRONT DESK OFFICES.
 - 11. BELLMAN'S AREA.
 - 12. ACCOUNTING OFFICE.
 - 13. CONFERENCE ROOM.
 - 14. TOILET.
 - 15. EXECUTIVE MANAGER.
 - 16. SECRETARY.
 - 17. MEETING ROOM.
 - 18. BALL ROOM STORAGE.
 - 19. BALL ROOM.
 - 20. BALL ROOM Foyer.
 - 21. BALL ROOM / BANQUET ENTRANCE.
 - 22. WOMEN'S ROOM.
 - 23. MEN'S ROOM.
 - 24. COAT ROOM.
 - 25. TELEPHONE.
 - 26. BANQUET ROOM.
 - 27. BANQUET PANTRY.
 - 28. PANTRY.
 - 29. LAUNDRY.
 - 30. 12 HANDLING ROOM.
 - 31. CONFERENCE AND TRAINING ROOM.
 - 32. WOMEN'S LOCKER ROOM.
 - 33. MEN'S LOCKER ROOM.
 - 34. PERSONNEL OFFICE.
 - 35. RECEIVING / PURCHASING OFFICE.
 - 36. SECURITY ROOM.
 - 37. TIMEKEEPER'S ROOM.
 - 38. LOST AND FOUND.
 - 39. LOADING AND UNLOADING DOCK.
 - 40. CRAFT AND DUCTS.
 - 41. CLOSET.
 - 42. GENERAL STORAGE.
 - 43. GARBAGE COLLECTION.
 - 44. TELEPHONE EQUIPMENT ROOM.
 - 45. MEET ROOM.
 - 46. ELECTRICAL SWITCH ROOM.
 - 47. TRANSFORMER.
 - 48. KITCHEN.
 - 49. MECHANICAL ROOM.
 - 50. BOILER ROOM.
 - 51. ENGINEER'S OFFICE.
 - 52. MECHANICAL REPAIR SHOP.
 - 53. KIT SHOP.
 - 54. T.V. SHOP.
 - 55. ELECTRICAL SHOP.
 - 56. PLEADING SHOP.
 - 57. CARPENTRY SHOP.
 - 58. PAINT SHOP.
 - 59. FURNITURE SHOP.
 - 60. EMPLOYEE'S CAFETERIA.
 - 61. SHOPPING.
 - 62. NIGHT CLUB ENTRANCE.
 - 63. OUTDOOR DINING.
 - 64. NIGHT CLUB.
 - 65. STORAGE / PANTRY.
 - 66. PERFORMING STAGE.
 - 67. STORAGE AND CHANGING ROOM.
 - 68. D.J.'S AREA.
 - 69. BREAK AREA.
 - 70. SHAWA/BAKERY COURT'S.
 - 71. TABLE TENNIS.
 - 72. MEN'S LOCKER.
 - 73. WOMEN'S LOCKER.
 - 74. CHECK OUT DESK.
 - 75. TENNIS COURTS.
 - 76. LANDSCAPE EQUIPMENT.
 - 77. RESTAURANT (EXISTING BUILDING).



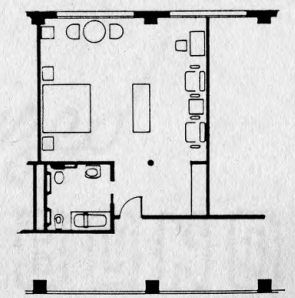
- LEGEND:**
- 1. ELEVATORS
 - 2. LOBBY / BILLIARDS
 - 3. MEN'S LOCKERS
 - 4. WOMEN'S LOCKERS
 - 5. CLOSET AND DOCT.
 - 6. AIR HANDLING UNIT
 - 7. CLOSET
 - 8. CHECK IN / OUT DESK
 - 9. SWIMMING POOL
 - 10. POOL DECK
 - 11. MEN'S CLUB
 - 12. OFFICE TO SET
 - 13. OFFICES
 - 14. WOMEN'S ROOM
 - 15. MEN'S ROOM



Executive Suite

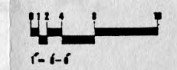


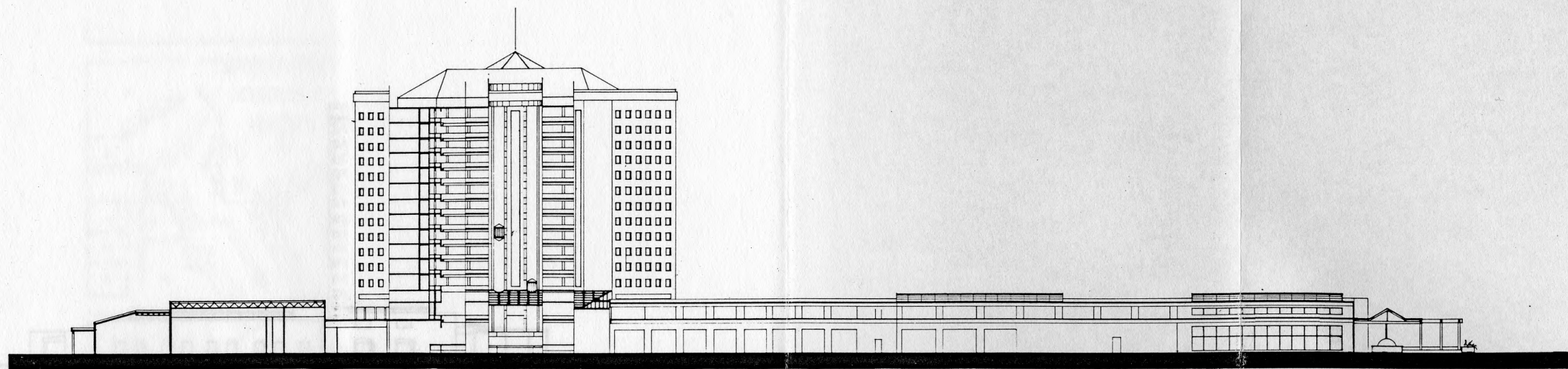
Single/Double Room



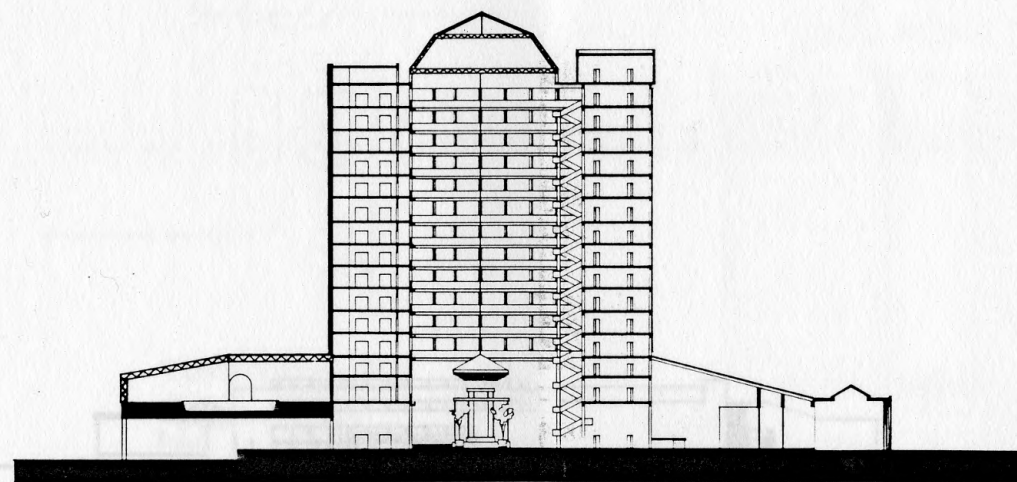
Room for Handicapped

Room Plans

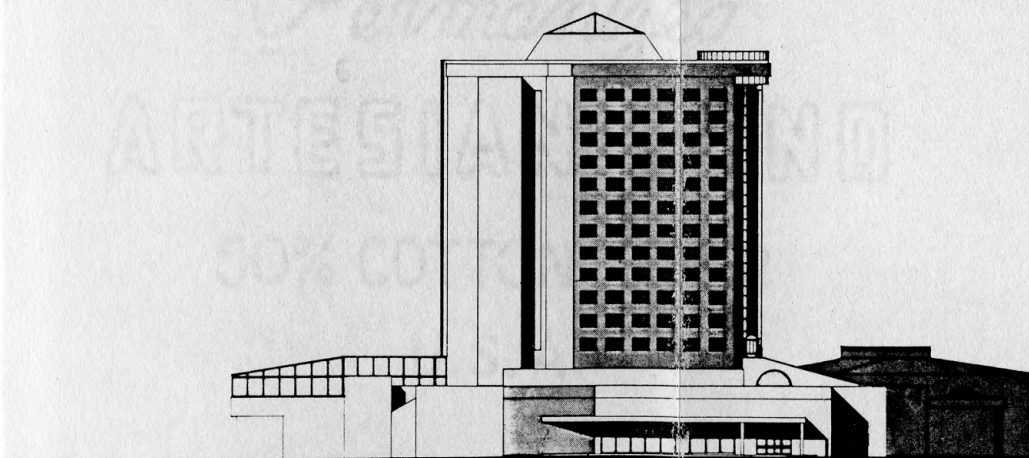




Section AA

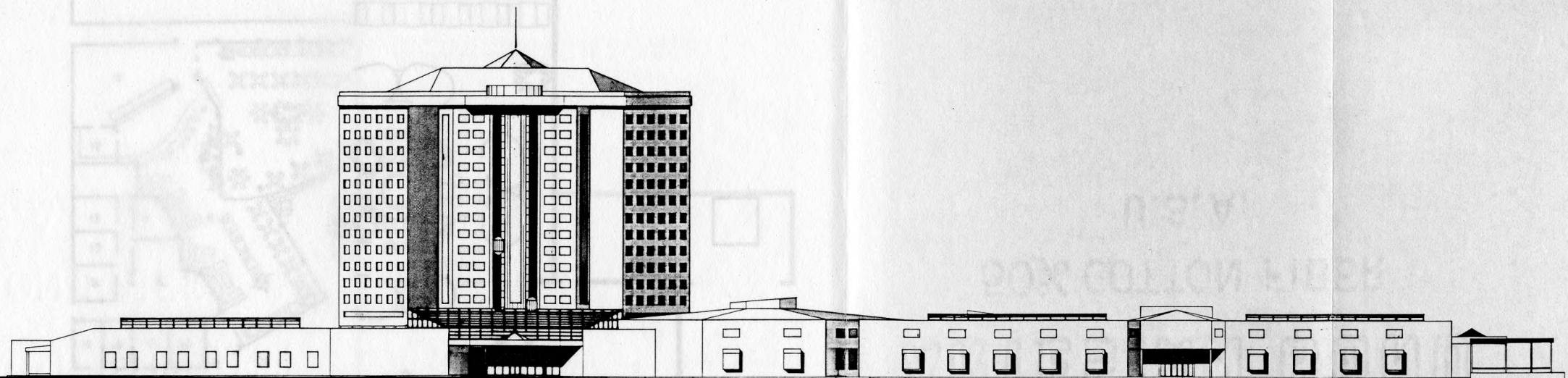


Section BB

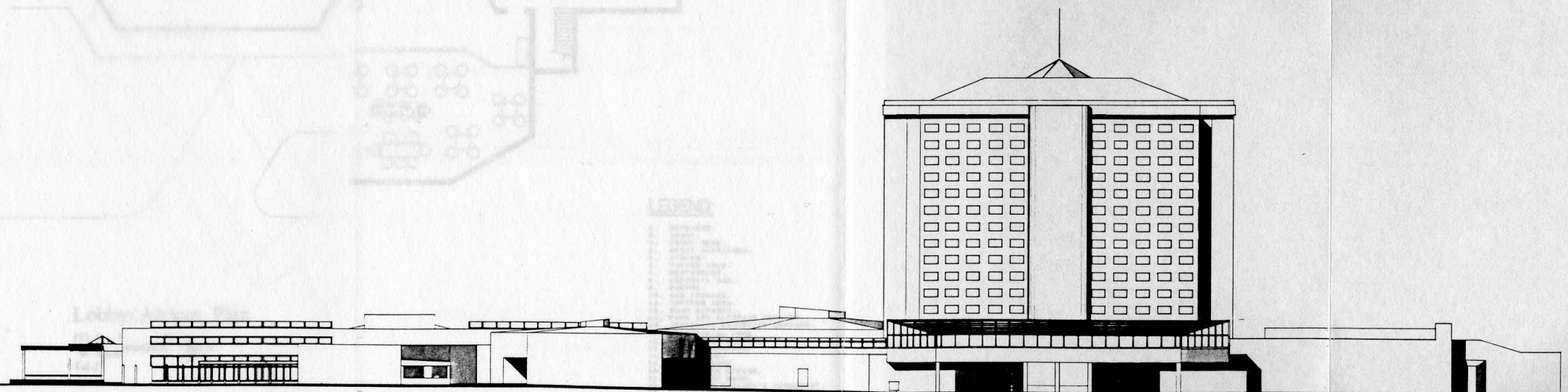


South Elevation



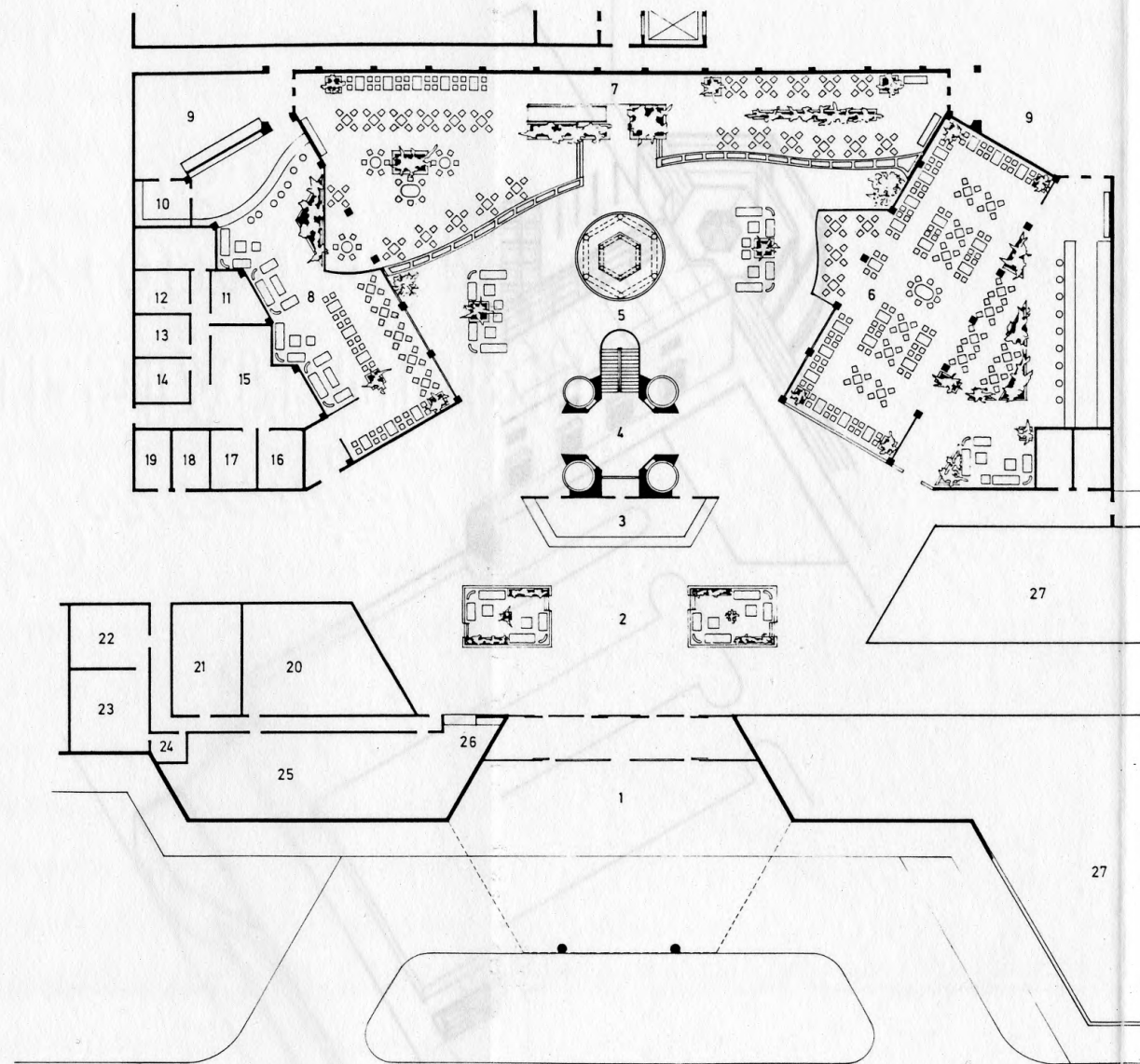


East Elevation

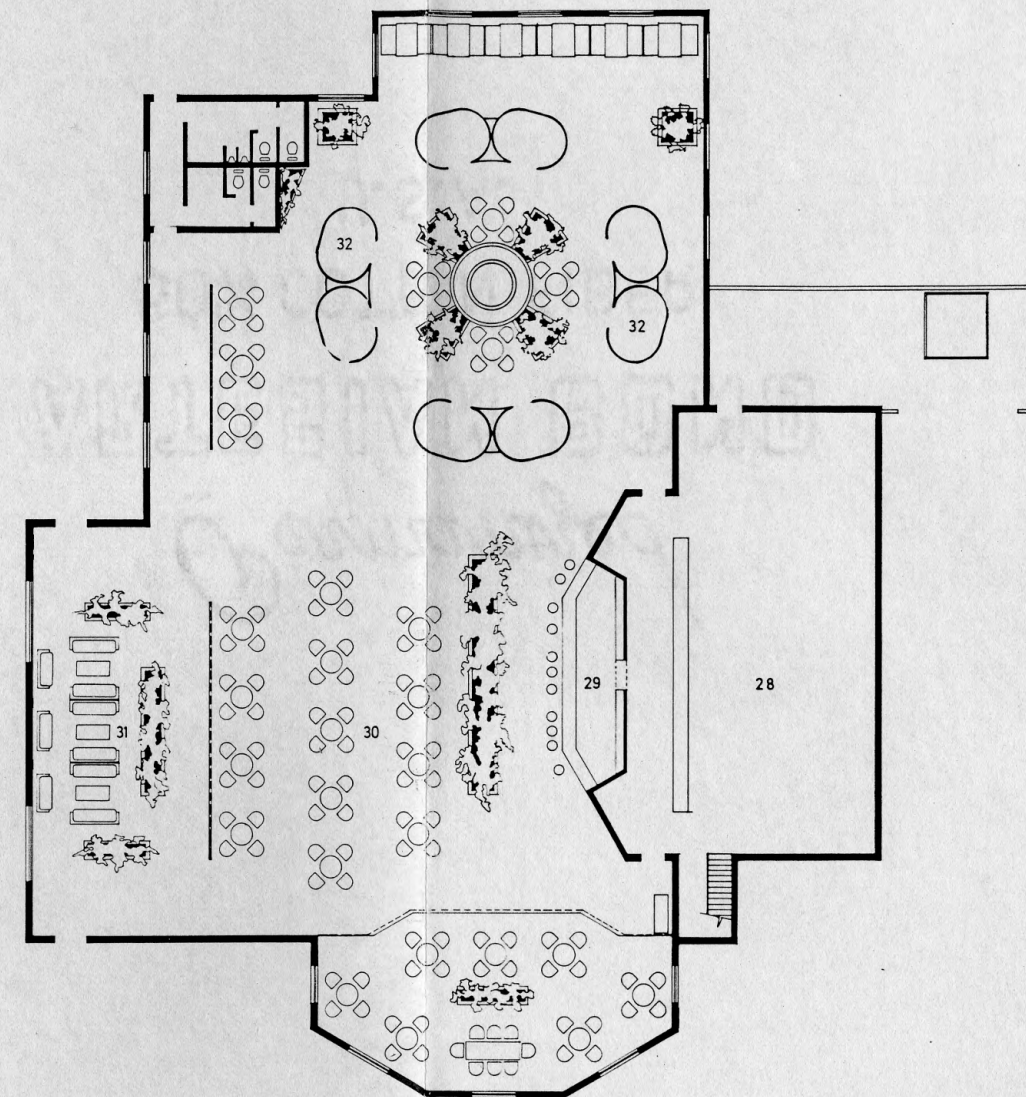
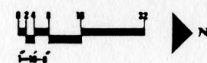


West Elevation

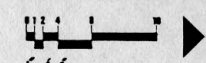




Lobby/Atrium Plan

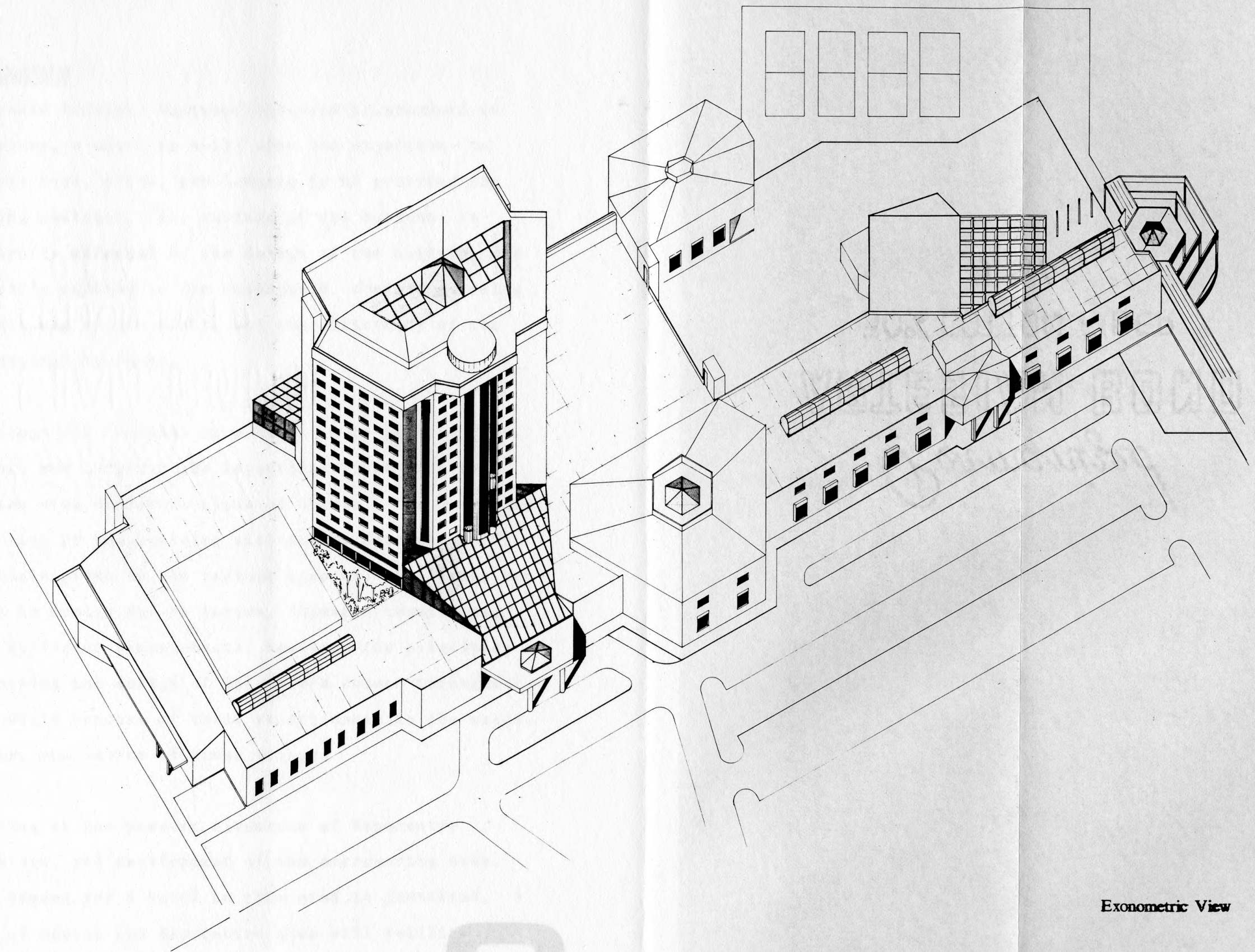


Fire Station Restaurant



LEGEND:

1. ENTRANCE.
2. LOBBY.
3. FRONT DESK.
4. GUEST ELEVATORS.
5. ATRIUM.
6. COFFEE SHOP.
7. RESTAURANT.
8. COCKTAIL BAR.
9. PARTY.
10. BAR STORAGE.
11. COFFEE AREA.
12. ROOM MANAGER.
13. FOOD AND BEVERAGE MANAGER.
14. ASSISTANT EXECUTIVE MANAGER.
15. SECRETARIAL ROOM.
16. CONVENTION MANAGER.
17. BANQUET MANAGER.
18. MEN'S ROOM.
19. WOMEN'S ROOM.
20. FRONT DESK OFFICE.
21. CONFERENCE ROOM.
22. EXECUTIVE MANAGER'S SECRETARY.
23. EXECUTIVE MANAGER.
24. TOILET.
25. ACCOUNTING OFFICE.
26. BELLMAN'S AREA.
27. SHOPPING.
28. KITCHEN.
29. EATING COUNTER.
30. EATING AREA (RESTAURANT).
31. WAITING AREA.
32. EATING CABIN.



Exonometric View

9

CONCLUSION

Wherever located, whatever its size or standard of services, a hotel is built with one objective- to enable food, drink, and lodging to be provided the paying customer. The success of the business is generally affected by the design of the building and directly related to the atmosphere, comfort, working conditions of the staff, and the efficiency of the mechanical services.

Although the function of a hotel is to provide food, drink, and lodging, the importance given to each varies with different types of hotels. The shape and the size of the building will depend upon the emphasis given to the various aspects. Buildings can vary in design due to tastes, climatic conditions, and different temperaments, however, the principles governing the design of hotels are common throughout the world because of their relationship to the needs, wants, and habits of human beings.

Looking at the present situation of Expocentre bookings, and development of the surrounding area, the demand for a hotel in this area is justified. A mix of use in the Expocentre area will facilitate a

strong inter-action between the activities in the complex and provide visitors with an exciting experience.

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APPENDIX

Feasibility study prepared by Leventhol & Horwath
(certified public accountant).

PROPOSED EXPOCENTRE HOTEL

TOPEKA, KANSAS

FEBRUARY, 1987



Laventhol & Horwath

Certified Public Accountants

Scope

The scope of our work in completing the market analysis for Phase I included:

Mr. Joseph W. Zima
Shawnee County Courthouse
200 East 7th, Room 203
Topeka, Kansas 66003-3922

Dear Mr. Zima:

We have completed Phase I of our analysis of a proposed lodging development at the Shawnee County Expocentre, in accordance with our engagement letter dated December 17, 1986.

In accordance with your request of June 25, 1987, we have prepared this letter report outlining the objective and scope of our work, our findings and conclusions through Phase I as well as restrictions applicable to the engagement.

The operating potential for the hotel near the Expocentre complex will be largely determined by the utilization of the Expocentre facility itself, due to the disadvantageous location of the proposed property with respect to other sources of lodging demand in Topeka. Based on moderate growth provisions from recent Expocentre activity levels, our analysis indicates less than adequate support for hotel development; however, utilizing informal activity forecasts provided by Expocentre management, improved potential support for the hotel is evidenced.

ENGAGEMENT OBJECTIVE AND SCOPE

Objective

The objective of our original multi-phase analysis was to evaluate the degree of market support for the proposed lodging facility at the Expocentre complex and recommend facilities to best meet the needs of the market; estimate the future competitive position of the subject property and levels of future operating performance; prepare prospective financial analyses to the point of cash flow from operation before property taxes and insurance, replacement of fixed assets, debt service and income taxes for the first five full years of operation for the property; and prepare a full report presenting the results of our market and financial analyses.

The original scope of our work was expanded to include a survey of meeting planners likely to use the Expocentre and comparative analyses of other Kansas convention facilities. As previously indicated, our work was suspended at the conclusion of our Phase I market analysis and has not proceeded to facility recommendations, financial analysis or full report.

Scope

The scope of our work in completing the market analysis for Phase I included:

- . meeting with you and/or your associates at the commencement of the engagement to obtain background and other information regarding the project;
- . conducting an overview of the market area to evaluate the present economic climate and to estimate future growth potential, particularly as it relates to area lodging, as well as food and beverage demand potential;
- . examining the proposed site and its immediate environs to determine their general suitability for the proposed facility, encompassing an evaluation of site access, location, ingress/egress, visibility, neighborhood characteristics, proximity to business and community services and other physical factors which might affect the marketability of the proposed project;
- . conducting detailed discussions with Expocentre management in order to determine their recent and anticipated activity levels from sports/entertainment events, convention and group meeting activity, agricultural-related events and other factors;
- . studying the area's transient lodging market characteristics based on inspections of competitive properties, interviews with operators of those properties, interviews with lodging demand generators and analysis of other data available to us;
- . estimating market occupancies during the proposed facility's first five full years of operation; and
- . discussing with you and/or your associates our preliminary market analysis.

Additionally, we completed an extensive survey of 270 directors of Kansas State Associations to gain further insight into lodging and convention facility requirements and preferences as well as analyzed utilization levels and mix of activity of comparable convention facilities throughout the State of Kansas.

FINDINGS

Site

The location of the proposed Expocentre Hotel is at the southwest corner of Topeka Boulevard and 17th Street, approximately one mile south of the Central Business District (CBD) and approximately five miles north of Forbes Field Airport.

Access to the site is via Topeka Boulevard, a major north/south thoroughfare that intersects with I-470 and I-70/Kansas Turnpike and via 17th Street, an east/west passageway. I-470 and the Kansas Turnpike (I-70 west of Topeka) are approximately two miles south of the proposed hotel site, and I-70 is approximately two miles north of the site. Visibility would be good from both directions along Topeka Boulevard due to the existing one and two story strip retail stores and the anticipated construction of a multi-story room tower.

Area Description

The site is adjacent to the recently completed Kansas Expocentre which includes:

- a 14,280 square foot conference center and four 960 square foot meeting rooms each divisible into two smaller rooms;
- a 4,340 square foot assembly hall with stage and a 1,280 square foot lecture hall with stage;
- a 43,200 square foot exhibition hall with a capacity of 230 booths, each 10 feet by 10 feet;
- a 22,152 square foot arena with seating for up to 10,000;
- a 45,000 square foot livestock arena with seating for up to 2,000;
- a 45,000 square foot livestock stall facility with a 237 stall capacity and adjacent outdoor exercise area; and
- a 4,750 square foot hall with stage and a 17,800 square foot hall designed for community use.

The Expocentre became fully operational in April, 1987. The map on the following page illustrates the layout of the complex including the proposed hotel site.

Supply and demand analysis

The current and estimated future relationship between the supply and demand for hotel accommodations in Topeka is a critical

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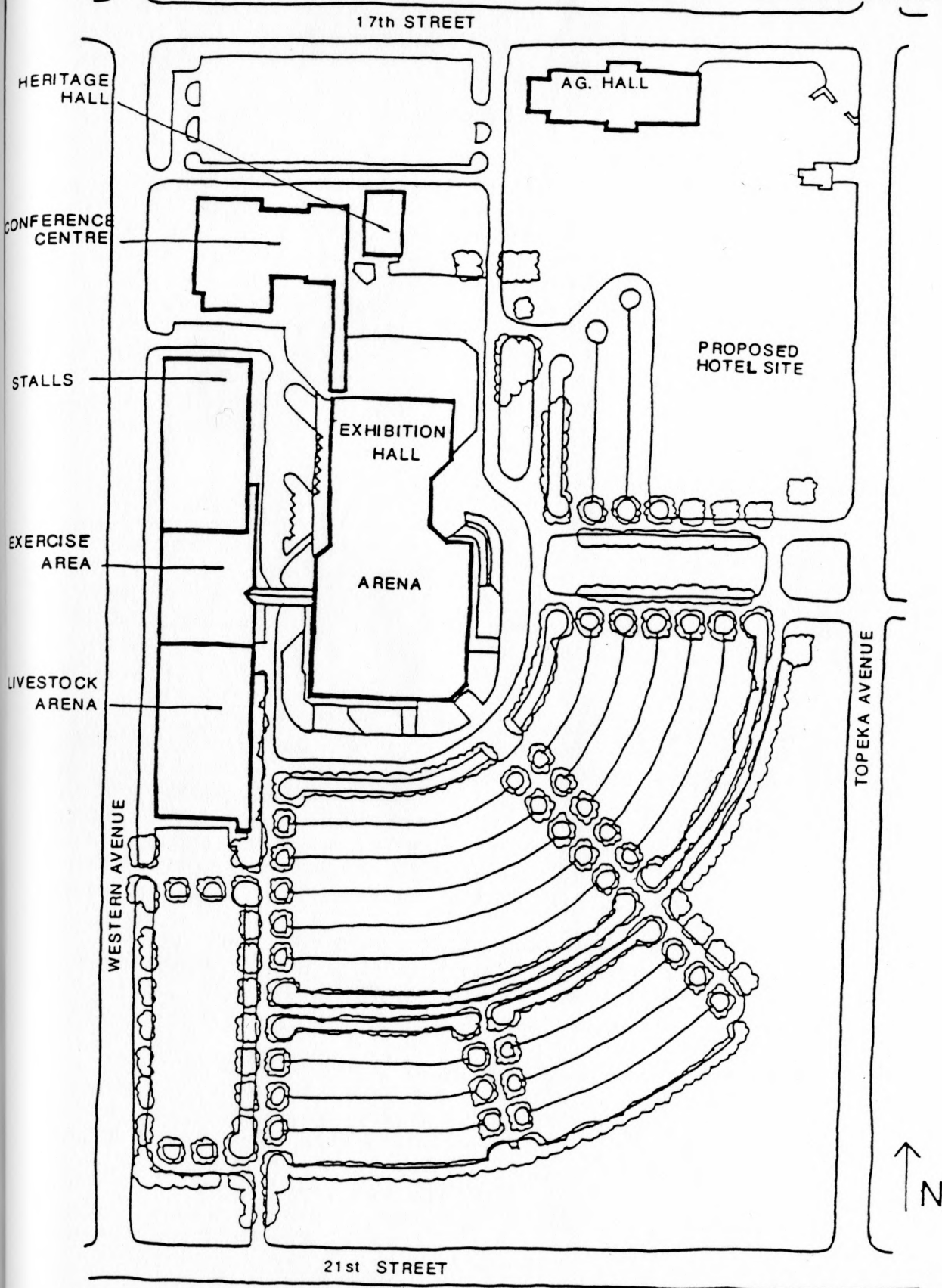
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Supply and demand analysis

The current and estimated future relationship between the supply and demand for hotel accommodations in Topeka is a critical

EXPOCENTRE™



factor in determining potential market support for the proposed Expocentre Hotel. This section will identify hotels currently accommodating demand potentially available to the proposed property, review the relationship between supply and demand at the identified hotels and anticipate changes as they relate to the plans for the proposed hotel.

Current market supply

We have identified a competitive market supply of seven properties, comprising 1,346 rooms, located throughout the Topeka area which presently accommodate demand potentially available to the proposed hotel. Due to the mid-year opening of the ClubHouse Inn, 1,291 rooms were estimated to be available in the competitive supply on an average daily basis in 1986. We based our selection of the competitive market supply on such characteristics as location, size, chain affiliation, quality of facilities and quality of the management. Significant characteristics of these properties and their locations are presented in the table and map on the following facing pages. Brief descriptions of the competitive market properties follow.

The 200-room Holiday Inn-City Center is located just east of Interstate 70 on the eastern edge of the CBD. The 20-year old property provides a restaurant, lounge and limited meeting space. As one of the closest hotels to the State Capitol and the CBD, the Holiday Inn caters primarily to the commercial and legislative segments of the market and offers discounted rates to those guests. Renovation of public space was recently completed and plans to double the meeting facilities and enclose the pool should begin shortly.

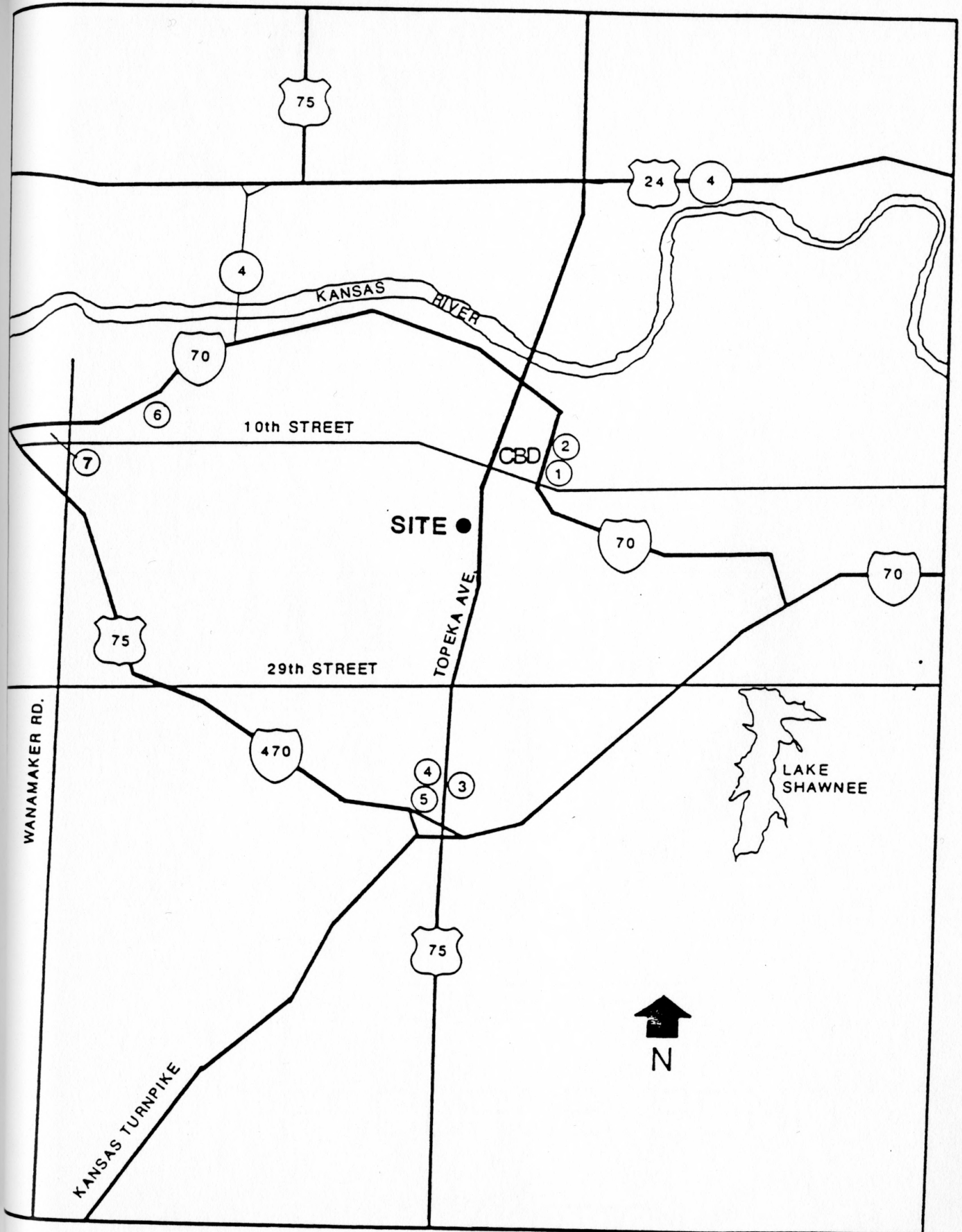
The 430-room Ramada Inn and Tower-Downtown is also located east of Interstate 70 on the eastern edge of the CBD and also serves the commercial and legislative demand segments. The Ramada Inn offers approximately 40,000 square feet of meeting and convention space. The original low-rise building was constructed in 1965, and the owners built a 187-room tower addition in 1977. An enclosed atrium area located in the center of the hotel and remodeling of the existing food and beverage space was completed in 1985.

The 160-room Park Inn is located north of the south interchange of the Kansas Turnpike along Topeka Avenue. Until June of 1986, the property operated as a Holiday Inn. Most of the hotel's business is commercial-related.

The 132-room Howard Johnson's is also located in south Topeka, across the street from the Park Inn. The 24-year old property provides a restaurant, two pools and two meeting rooms of which the larger is divisible into three separate rooms.

The 107-room Ramada Inn-Southtown, also located along south Topeka Avenue, is approximately 19 years old. Management recently remodeled a portion of its guest rooms. The Ramada Inn

COMPETITIVE PROPERTY LOCATIONS TOPEKA, KANSAS



Map key	Property	Number of rooms	Estimated year open	1986 Published rates <u>Single</u> <u>Double</u>	Largest banquet seating	Amenities
1	Holiday Inn - City Center	200	1967	\$40-\$52 \$46-\$58	350	R, L, P, M
2	Ramada Inn & Tower- Downtown	430	1965/1977	34- 66 40- 72	1,500	R, L, P, S, H, M
3	Park Inn	160 (1)	1959	39- 47 45- 51	110	R, L, P, M
4	Howard Johnson's	132	1963	38- 41 43- 49	300	R, L, P, M
5	Ramada Inn-South	107	1968	30- 38 36- 44	125	R, L, P, M
6	Holiday Inn-West	197	1969	48- 55 54- 61	680	R, L, P, S, H, G, M
7	ClubHouse Inn	<u>120</u>	1986	42- 60 48- 60		P, M
		<u>1,346</u> (2)				

Additions to supply:

Raintree Suites Hotel
 Holiday Inn-West
 Holiday Inn-West
 Proposed Hotel

80 available in 1988
 -25 due to renovation in 1987
 40 available in 1988
 200 available in 1989

Amenities key:

R - Restaurant
 L - Lounge
 P - Swimming pool
 S - Gift shop
 H - Health club
 G - Game room
 M - Meeting space

(1) Converted from Holiday Inn in 1986

(2) 1,291 on 1986 average daily basis due to mid-year opening of ClubHouse Inn

provides a restaurant and lounge and attributes approximately one-half of its business to the commercial segment of the market. A significant percentage of its business is tourist-related, due primarily to its location along the Kansas Turnpike and its relatively low published room rates. Management also indicates that the property serves the local meeting and banquet market.

The 197-room Holiday Inn-West is located northwest of the Expocentre at the intersection of Interstate 70 and Fairlawn Road. The 17-year old property added a Holidome four years ago and is perceived as providing the finest accommodations in Topeka. The Holiday Inn enjoys one of the highest occupancy percentages and average daily rates in Topeka. In addition to the Holidome, the Holiday Inn provides meeting space, a gourmet restaurant and a lounge. A complete renovation and expansion of the guest rooms is scheduled during 1987 which will result in a decrease of 25 available rooms for the year. An additional forty rooms are expected to open by 1988. Management reports an increasing commercial base.

The 120-unit ClubHouse Inn, located on the southwest corner of the intersection of Interstate 70 and Wanamaker Road in western Topeka, opened in June 1986 and is classified as an economy lodging property due to its limited meeting space, absence of food and beverage facilities on the premises and competitive room rates. The property, however, offers high quality guest rooms and suites, complimentary full breakfast and cocktails and an outdoor pool and jacuzzi. A Burger King restaurant is located adjacent to the hotel.

Future market supply

Additional lodging developments on the west side of Topeka near the Interstate 70 and Wanamaker Road interchange have recently opened, including a Super 8 in 1985 and an 80-unit Regal 8 in 1986 which will not affect the subject property due to their limited facilities and planned market orientation. A 120-room ClubHouse Inn which opened in 1986, has been considered competitive in our analysis.

Also included in our analysis is an 80-unit Raintree Suites Hotel, to be located at 9th and Tyler Streets and expected to open in 1988. The hotel project is a conversion of three apartment buildings and will include an outdoor pool and an adjacent restaurant.

Bonjour Mason, Inc. has proposed a mixed use development including a 250-unit hotel at 10th and Kansas Streets in downtown Topeka, however, the project is still in preliminary stages and has not been included in our analysis due to its tentative status.

We estimate a competitive market of 1,321 rooms in 1987, 1,466 in 1988 and 1,666 in subsequent years which consists of the existing supply of 1,346 rooms available at year end 1986, the temporary closing of 25 rooms at the Holiday Inn-West in 1987 due to renovation and an addition of 40 rooms in 1988, the 80-unit Raintree Suites available in 1988 and the subject 200-room Expocentre Hotel in 1989.

Current market demand

We estimate that the identified competitive market properties experienced demand of approximately 261,500 room-nights in 1986, which represents a composite market occupancy level of approximately 55 percent. Individual property occupancies were estimated to range from 44 to 67 percent. We have identified four segments of competitive market demand for analysis purposes including the commercial, convention and group, tourist and other, and Expocentre segments.

Demand in the commercial segment is generated by individual business travelers, including salespersons visiting Topeka, as well as executives and other employees of companies with operations in the Topeka area. Demand in this segment is evident primarily Monday through Thursday evenings and represents the majority of the current Topeka lodging market demand.

The convention and group segment of the competitive market includes demand from conventions, business meetings, state association groups, and gatherings where out-of-town people are brought into Topeka arranged either through the Topeka Convention and Visitors Bureau or by efforts of individual hotel sales staff. It does not include any demand generated through the use of the Expocentre facilities. This segment of demand represents approximately one-third of the competitive market demand. Groups usually receive discounted room rates for guaranteeing a large amount of business.

Tourist and other demand is reflected in weekend occupancy and results from travelers along Interstate 70 who are either enroute to their vacation destination or in Topeka for a limited time to attend a special event including those held at the Expocentre's community facilities, Agricultural Hall and Heritage Hall. Trade shows, civic and cultural events as well as legislators, lobbyists, government-related officials and other individuals visiting Topeka for local or state government-related activities also generate demand in the tourist and other segment of the market.

The fourth segment of demand, the Expocentre segment includes new demand due to Expocentre-related events sponsored at the Arena, Exhibition and Conference Centre and livestock facilities. This segment may include groups that previously used Topeka convention hotels and have now changed their meeting location to the Expocentre.

The estimated distribution of total demand is summarized in the table below.

ESTIMATED DEMAND, 1986

	<u>Annual room-nights</u>	<u>Percent of total</u>
Commercial	112,700	43%
Convention/group	93,100	36
Tourist/other	55,700	21
Expocentre	<u>0</u>	<u>0</u>
Total	<u>261,500</u>	<u>100%</u>
Rooms available	<u>1,291</u>	
Market occupancy	<u>55%</u>	

Future market demand

Future levels of lodging demand have been estimated based on current competitive market conditions, and anticipated growth based on the results of our general market analysis. Growth rates for each segment are discussed in the following paragraphs.

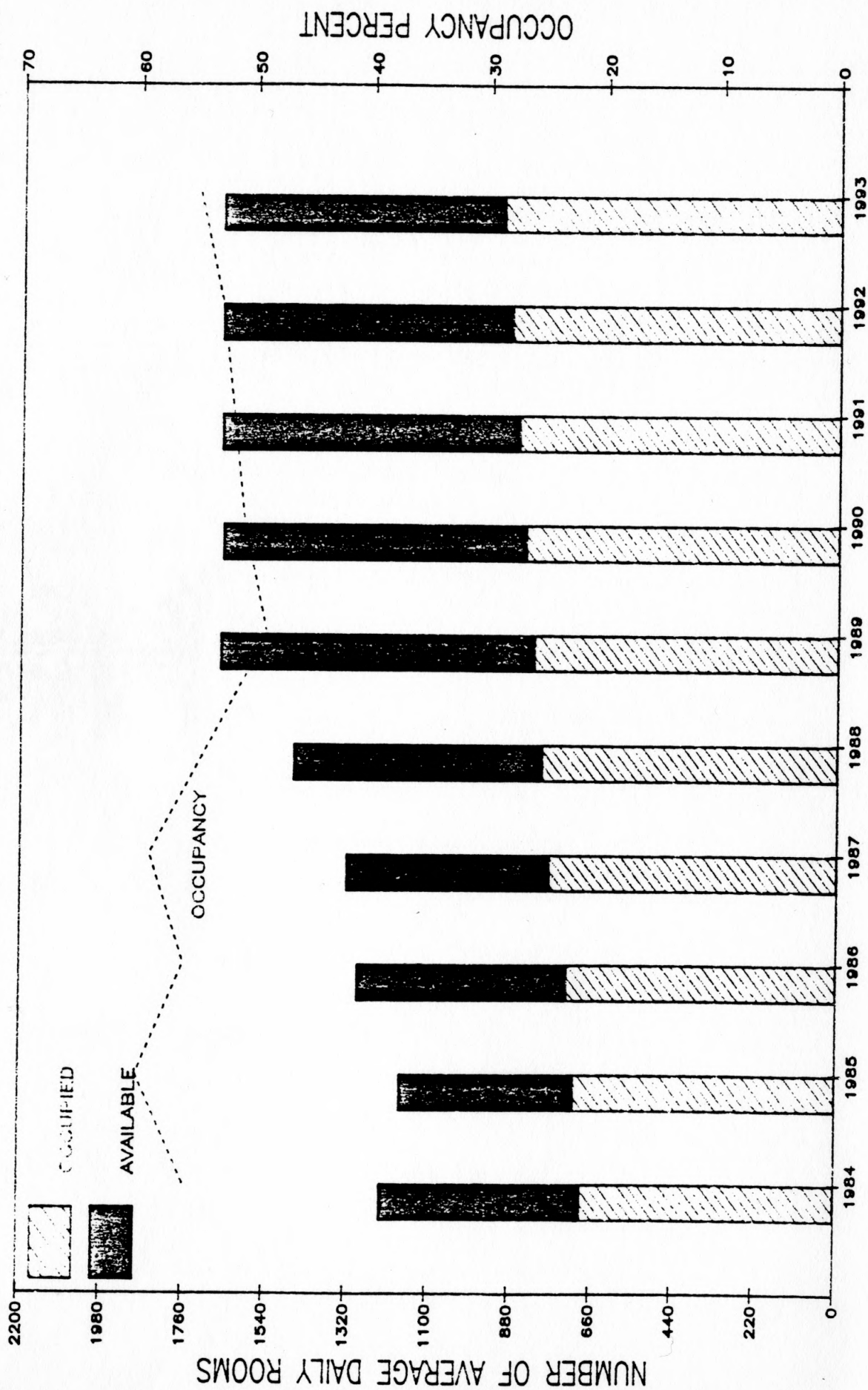
Two alternate growth rates scenarios were used for the Expocentre segment to reflect lodging demand as indicated by the 1987 actual bookings at the Expocentre and for a stabilized level of Expocentre operation as forecasted by management; however, the growth rates for the commercial, convention and group and tourist and other segments remain the same for both scenarios.

Growth rates for commercial demand are based on such indicators as population, retail sales, employment, airport enplanements and area activity indicators which have reflected minimal growth in Topeka. Taking these factors into consideration, demand for overnight lodging accommodations for the commercial market has been estimated to increase at an annual growth rate of approximately three percent throughout the analysis period 1989 to 1993. Slightly higher growth rates are anticipated in 1987 and 1988 due to the full year operation of the commercially oriented ClubHouse Inn, and recent or anticipated expansions of major employers.

Growth rates for the convention and group segment of demand are based primarily on the historical pattern of state associations and other convention groups' tendencies to meet in Topeka. Two percent annual growth is estimated throughout the analysis period.

Considering general market area growth, interstate traffic levels, other indicators of travel to Topeka and static government demand, base growth in the tourist and other segment of room demand is estimated at two percent throughout the analysis period. A significant increase between six and eight percent from 1987 to 1990 is expected due to the anticipated activity at the proposed \$7.5 million auto racetrack scheduled to open on July 4, 1988 as well as

TOPEKA LODGING MARKET SUPPLY AND DEMAND ANALYSIS ACTUAL 1987 BOOKINGS



the \$100 million regional shopping mall on the west side of Topeka at 21st and Wanamaker Streets scheduled to open in the summer of 1988.

We estimate approximately 10,000 additional rooms-nights to be generated during 1987 as illustrated by the table on the following pages, based on the 1987 actual bookings at the Expocentre. Although it is estimated that there are over 400,000 attendees, most of the scheduled functions are events-related with local draw which require only minimal room supply. As the majority of functions are expected to remain events-related, growth in rooms demand is anticipated to increase at ten percent in 1988 and 1989, declining to eight percent in 1990, four percent in 1991 and two percent thereafter.

Estimates of total market demand by segment reflecting 1987 actual bookings are summarized in the following table and chart on the facing page.

SCENARIO ONE
BASED ON 1987 ACTUAL BOOKINGS
MARKET DEMAND
(Annual room-nights)

	Actual 1986	Estimated				
		1989	1990	1991	1992	1993
Commercial	112,700	128,000	131,900	135,800	139,900	144,100
Convention/ group	93,100	98,800	100,800	102,800	104,800	106,900
Tourist/ other	55,700	65,000	68,900	71,700	73,100	74,600
Expocentre	<u>0</u>	<u>12,100</u>	<u>13,100</u>	<u>13,600</u>	<u>13,900</u>	<u>14,100</u>
Total	<u>261,500</u>	<u>303,900</u>	<u>314,700</u>	<u>323,900</u>	<u>331,700</u>	<u>339,700</u>
Composite growth rate		<u>5.1%*</u>	<u>3.5%</u>	<u>2.9%</u>	<u>2.4%</u>	<u>2.4%</u>
Rooms available	<u>1,291</u>	<u>1,666</u>	<u>1,666</u>	<u>1,666</u>	<u>1,666</u>	<u>1,666</u>
Average market occupancy	<u>55%</u>	<u>50%</u>	<u>52%</u>	<u>53%</u>	<u>55%</u>	<u>56%</u>

*Compound annual percent change from 1986 to 1989.

Given the relatively limited levels of lodging demand from the Expocentre contemplated under this scenario, and the relatively disadvantageous location of the property with respect to other sources of demand in the market, it is unlikely that a hotel at the

(Based upon actual 1987 bookings)

EXHIBIT HALL/CONFERENCE CENTRE

Event	Estimated attendance per performance	Number per Year (2)	Estimated total attendance	Percent using rooms (1)	Number of rooms per event night (3)	Number of nights (3)	Total rooms demand	Total new demand (1)
Large conference	3,000	0						
Small conference	1,000	6	6,000	75.0%	500	2	6,000	3,000
Miscellaneous meeting	100	12	1,200	40.0	27	1	324	227
Receptions	300	12	3,600	1.0	2	1	24	17
Parties	500	12	6,000	1.0	3	1	36	25
Banquets-small	300	15	4,500	1.0	2	1	30	21
Banquets-medium	500	10	5,000	1.0	3	1	30	21
Banquets-large	750	4	3,000	1.0	5	1	20	14
Banquets-extra large	1,000	1	1,000	1.0	7	1	7	5
Trade shows	3,000	20	60,000	1.0	20	1	400	280
		92	90,300		569	10	6,871	3,610

ESTIMATED EXPOCENTRE ATTENDANCE SCENARIO 1 BASE-LINE ACTIVITY

(Based upon actual 1987 bookings)

LIVESTOCK STALLS AND ARENA

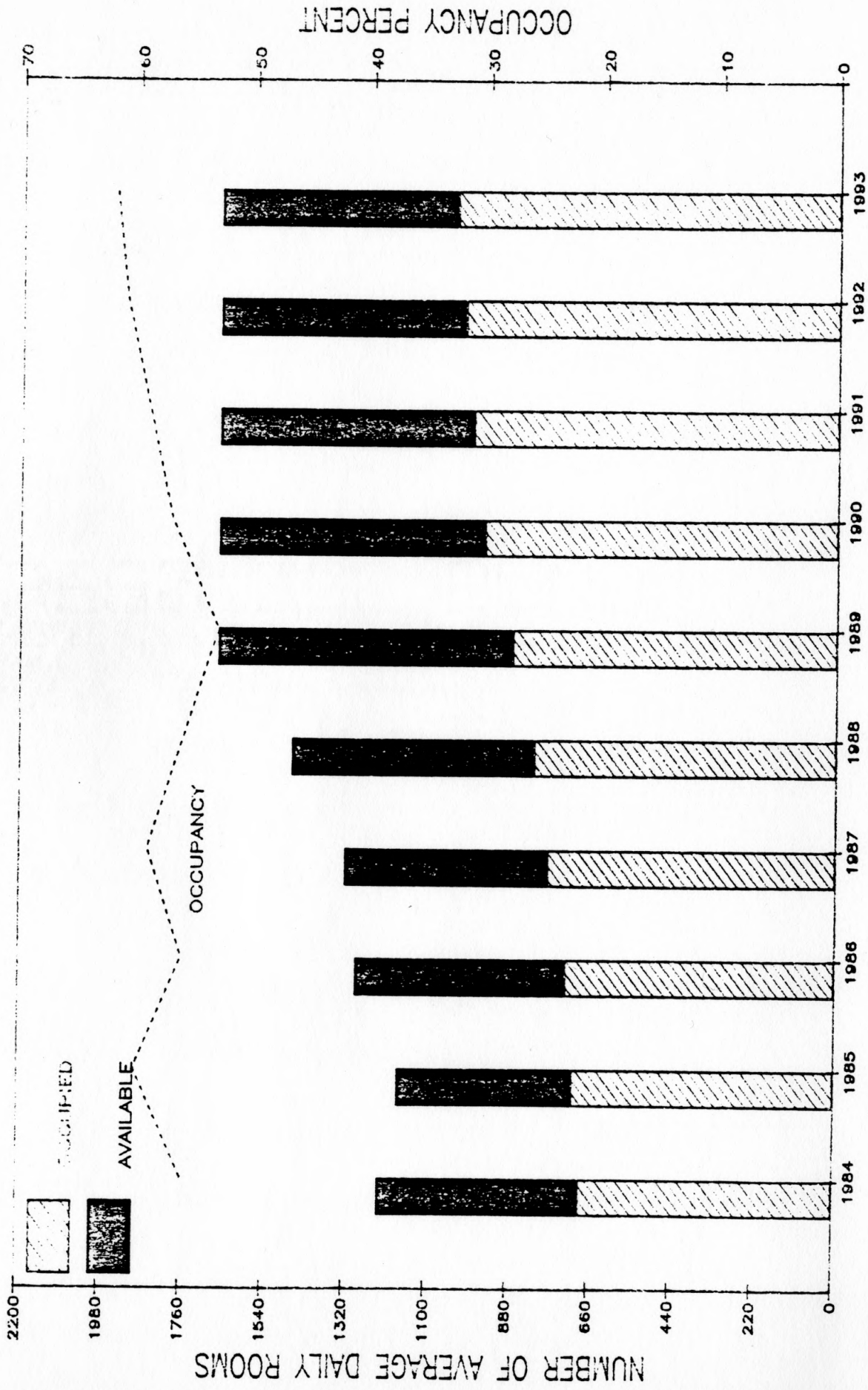
Event	Estimated attendance per performance	Number per year(2)	Estimated total attendance	Percent using rooms(1)	Number of rooms per event night(3)	Number of nights(3)	Total rooms demand	Total new demand(1)
4-H fair	2,500	5	12,500	10.0%	167	2	1,670	334
Horse shows	350	40	14,000	10.0	23	2	1,840	368
Livestock shows	125	5	625	10.0	8	2	80	16
Dog shows	500	3	1,500	10.0	33	2	198	40
Rabbit shows	200	2	400	5.0	7	2	28	6
Poultry shows	200	2	400	5.0	7	2	28	6
Autocross	300	2	600	1.0	2	1	4	1
		<u>59</u>	<u>30,025</u>		<u>247</u>	<u>13</u>	<u>3,848</u>	<u>771</u>

SUMMARY

Facility	Total number of attendants	Total room nights	Total rooms to attendance	Estimated new demand(4)	Mix of new demand
Arena	292,500	145,252	58	3,452	44%
Exhibit hall	90,300	6,871	8	3,610	46
Livestock	30,025	3,848	13	771	10
	<u>412,825</u>	<u>24,971</u>	<u>68</u>	<u>7,833(5)</u>	<u>100%</u>

- (1) Laventhol & Horwath estimate based on ExpoCentre 1986 attendance survey
- (2) Estimates reflect actual 1987 bookings
- (3) Based on 1.5 double occupancy factor
- (4) New demand ranges from 20-100% of total estimated demand depending upon event
- (5) Rounded to an estimated 10,000 room nights

TOPEKA LODGING MARKET SUPPLY AND DEMAND ANALYSIS STABILIZED YEAR FORECAST



Expocentre complex could meet estimated future average market occupancies.

Forecasts of activity for a stabilized level of operation by Expocentre management indicate overall attendance figures which are fairly consistent with actual 1987 bookings; however, a greater percentage of functions held are state and regional meetings and conventions which create a greater demand for room-nights. The table on the following pages illustrates the increased room demand due to the anticipated mix of activity at the forecasted stabilized level of operation. Thus, growth rates used for the Expocentre segment of demand are more aggressive than the previous Expocentre segment base-line scenario and are estimated as follows:

Expocentre Segment Growth

1988	75%
1989	85
1990	60
1991	10
1992	2
1993	2

Estimates of total market demand by segment based on the forecast of activity by Expocentre management are summarized in the following table and chart on the facing page.

SCENARIO TWO
MANAGEMENT'S STABILIZED FORECAST
MARKET DEMAND
(Annual room-nights)

	Actual 1986	Estimated				
		1989	1990	1991	1992	1993
Commercial	112,700	128,000	131,900	135,800	139,900	144,100
Convention/ group	93,100	98,800	100,800	102,800	104,800	106,900
Tourist/ other	55,700	65,000	68,900	71,700	73,100	74,600
Expocentre	<u>0</u>	<u>32,400</u>	<u>51,800</u>	<u>57,000</u>	<u>58,100</u>	<u>59,300</u>
Total	<u>261,500</u>	<u>324,200</u>	<u>353,400</u>	<u>367,300</u>	<u>375,900</u>	<u>384,900</u>
Composite growth rate		<u>7.4%*</u>	<u>9.0%</u>	<u>3.9%</u>	<u>2.3%</u>	<u>2.4%</u>
Rooms available	<u>1,291</u>	<u>1,666</u>	<u>1,666</u>	<u>1,666</u>	<u>1,666</u>	<u>1,666</u>
Average market occupancy	<u>55%</u>	<u>53%</u>	<u>58%</u>	<u>60%</u>	<u>62%</u>	<u>63%</u>

*Compound annual percent change from 1986 to 1989.

ESTIMATED EXPOCENTRE ATTENDANCE SCENARIO 2 STABILIZED LEVEL OF OPERATIONS

(Based upon Expocentre management's stabilized year forecast of operation)

ARENA

Event	Estimated attendance per performance	Number per Year(2)	Estimated total attendance	Percent using rooms(1)	Number of rooms per event night(3)	Number of nights(3)	Total rooms demand	Total new demand(4)
Harlem globetrotters	6,000	1	6,000	0.5%	20	1	20	20
Wrestling	3,000	12	36,000	0.5	10	1	120	120
High school basketball	6,000	4	24,000	30.0	1,200	1	4,800	960
College basketball	7,500	3	22,500	30.0	1,500	1	4,500	900
Ice show	4,000	7	28,000	0.5	13	1	91	91
Sesame street	4,500	3	13,500	0.5	15	1	45	45
Chipmunk	4,500	3	13,500	0.5	15	1	45	45
Truck/tractor	5,000	2	10,000	0.5	17	1	34	34
Shrine circus	4,000	6	24,000	0.5	13	1	78	78
Pro rodeo	7,500	3	22,500	0.5	25	1	75	75
Musical concerts	8,000	12	96,000	0.5	27	1	324	324
State volleyball	7,000	3	21,000	30.0	1,400	1	4,200	840
Circus	5,000	5	25,000	0.5	17	1	85	85
	<u>72,000</u>	<u>64</u>	<u>342,000</u>		<u>4,272</u>	<u>13</u>	<u>14,417</u>	<u>3,617</u>

EXHIBIT HALL/CONFERENCE CENTRE

Event	Estimated attendance per performance	Number per Year(2)	Estimated total attendance	Percent using rooms(1)	Number of rooms per event night(3)	Number of nights(3)	Total rooms demand	Total new demand(4)
Large conference	3,000	16	48,000	75.0%	1,500	3	72,000	36,000
Small conference	1,000	30	30,000	75.0	500	2	30,000	15,000
Misc meetings	100	25	2,500	40.0	27	1	675	473
Receptions	300	12	3,600	1.0	2	1	24	17
Parties	500	12	6,000	1.0	3	1	36	25
Banquets-small	300	15	4,500	1.0	2	1	30	21
Banquets-medium	500	10	5,000	1.0	3	1	30	21
Banquets-large	750	4	3,000	1.0	5	1	20	14
Banquest-extra large	1,000	1	1,000	1.0	7	1	7	5
Trade shows	3,000	12	36,000	1.0	20	1	240	168
	<u>10,450</u>	<u>137</u>	<u>139,600</u>		<u>2,069</u>	<u>13</u>	<u>103,062</u>	<u>51,744</u>

LIVESTOCK STALLS AND ARENA

Event	Estimated attendance per performance	Number per year (2)	Estimated total attendance	Percent using rooms (1)	Number of rooms per event night (3)	Number of nights (3)	Total rooms demand	Total new demand (4)
4-H fair	2,500	5	12,500	10.0%	167	2	1,670	334
Horse shows	350	83	29,050	10.0	23	2	3,818	764
Livestock shows	125	11	1,375	10.0	8	2	176	35
Dog shows	500	3	1,500	10.0	33	2	198	40
Rabbit shows	200	2	400	5.0	7	2	28	6
Poultry shows	200	2	400	5.0	7	2	28	6
Autocross	300	2	600	1.0	2	1	4	1
	<u>4,175</u>	<u>108</u>	<u>45,825</u>		<u>247</u>	<u>13</u>	<u>5,922</u>	<u>1,186</u>

SUMMARY

Facility	Total number of attendants	Total room nights	Total rooms to attendance	Estimated new demand (4)	Mix of new demand
Arena	342,000	14,417	48	3,617	68
Exhibit hall	139,600	103,062	74	51,744	92
Livestock	<u>45,825</u>	<u>5,922</u>	<u>13</u>	<u>1,186</u>	<u>2</u>
	<u>527,425</u>	<u>123,401</u>	<u>238</u>	<u>56,547</u>	<u>100%</u>

- (1) Laventhol & Horwath estimate based on ExpoCentre 1986 attendance survey
- (2) Estimates reflect ExpoCentre management's forecast of a stabilized year of operation
- (3) Based on 1.5 double occupancy factor
- (4) New demand ranges from 20-100% of estimated total demand depending upon event

Under this more aggressive Expocentre demand forecast scenario, and considering the proposed hotel's potentially dominant position with regard to that demand, it is likely that an Expocentre hotel could slightly exceed estimated future average market occupancies by the time the proposed hotel's market position has been established.

Questionnaire

As additional support to our lodging market analysis, we surveyed the directors of 270 Kansas State Associations as listed by the June, 1986 Kansas State Association directory. The questionnaire included twenty questions and was designed to quantify demand, test for facility and locational preferences, type of associations utilizing meeting facilities and changes in membership. A sample questionnaire is included at the end of this letter as Exhibit A.

The number of respondents totaled over one hundred in an approximate three week time period. Ten major conclusions reached as indicated by the survey include:

- . the type of organizations responding was primarily professional, educational or trade associations;
- . the average meeting length is 2.9 days with approximately 650 attendants and each group holding 2.3 meetings per year;
- . the average number of hotel rooms used is 260 with approximately one-half indicating a range between 50 and 199 rooms;
- . the majority of respondents indicated a requirement of under 10,000 square feet of exhibit space and approximately 350 seats for both banquet and general session seating;
- . 69 associations indicated that they would use the Conference Center, 28 would use the Exhibition Hall, and less than ten would use the livestock facilities and arena;
- . of the 25 respondents citing they would not use the Expocentre, reasons included 38 percent for lack of hotel support, 21 percent for low density membership in Topeka, 19 percent for limited access; and the balance for facilities restraints and unidentified other,
- . the most frequently noted future convention site for the next three years was Wichita with 63, Kansas City with 34, Topeka with 33, Hutchinson with 16, and 52 for cities outside of Kansas;
- . approximately 77 percent of respondents do not require use of a convention center facility, but prefer to use hotel meeting space;

- . 64 percent of respondents indicate the use of automobiles as the means of transportation and 28 percent use airplanes, either commercial or private; and
- . hotel amenity preferences are for a standard room type, coffee shop and upscale restaurants, an entertainment lounge, indoor pool, meeting space and rates ranging between \$50 and \$59.

A complete summary of all responses collected during the survey can be found in Exhibit B, at the end of this letter.

Comparable convention facility analysis

In order to assess a reasonable level and mix of activity at the Expocentre Complex, we performed an analysis of activity at comparable Kansas convention sites. Seven cities were deemed most comparable based on past usage as indicated by our survey of Kansas State Associations. Total activity was subsequently broken down into five categories including local entertainment, local meetings, livestock, trade/public shows and state/regional meetings. The number and mix of events at the seven comparable sites were then compared to the 1987 actual bookings and to the stabilized year forecast as prepared by Expocentre management, as summarized in the chart on the following page.

CONCLUSION

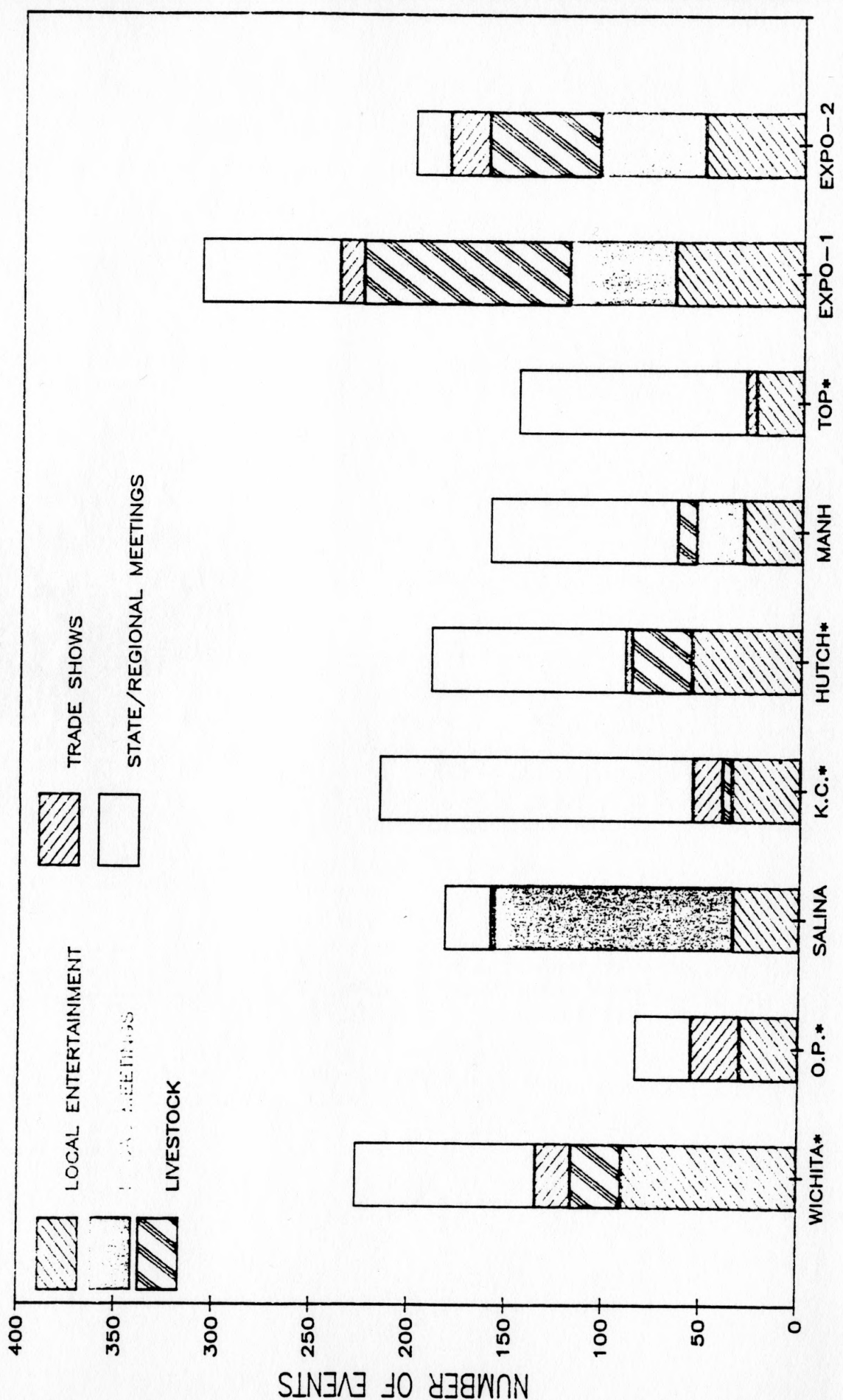
Considering moderate growth from actual 1987 Expocentre bookings, adequate market support for the proposed 200-room Expocentre hotel appears unlikely given the demand generated from the present mix of events at the Expocentre complex, as well as the competitive disadvantage experienced due to the distance to highway, legislative, and commercial demand generators. Market support for the proposed 200-room hotel in the more aggressive scenario, which reflects management's forecast of stabilized operations, including a greater share of state/regional conventions, is marginal in light of the low occupancies experienced by the market as a whole, limited potential for increased rooms demand due to modest economic growth indicators, and the proposed hotel's competitive disadvantages due to its isolated location from demand generators other than those of the Expocentre Complex.

It is apparent from discussions with Expocentre management and from our survey of Kansas State Associations, that the availability of the hotel adjacent to the Expocentre complex would greatly enhance the facility's appeal to convention groups.

The prospects for successful operation of a hotel facility at the Expocentre complex will be partially determined by the future level and mix of activity at the Expocentre facility. Therefore, the prospects of development of such a hotel will be determined by the development community's perception of the Expocentre's future operating potential. Further consideration of the development potential of the hotel at the Expocentre complex should be

KANSAS CONVENTION SITES ACTIVITY ANALYSIS

* Local Meetings not available



predicated on a thorough analysis of the Centre's convention activity potential.

In the interim, cooperative marketing efforts between existing Topeka area hotels and the Expocentre, including organized delegate transportation systems (e.g. buses) should be pursued.

DISCLAIMERS AND RESTRICTIONS

This letter report pertaining to the proposed Expocentre hotel in Topeka, Kansas, has been prepared in accordance with our engagement letter dated December 17, 1986 and correspondence on June 25, 1987.

The letter report consists of a description of the site and its location, analyses of the general market conditions and the supply and demand characteristics of the lodging market.

The scope of our work included inspection of the site, discussions with representatives of government, commerce and industry concerning demand for the facilities, review of available economic and demographic data for the Topeka metropolitan area and analysis of competitive factors as they pertain to the hotel. Additional work including a survey of meeting planners likely to use the Expocentre and comparative analyses of other Kansas convention facilities was also performed.

In accordance with our engagement letter, we did not ascertain the legal and regulatory requirements applicable to the property, including zoning, other state and local government regulations, permits and licenses. Further, no effort was made to determine the possible effect on this project of present or future federal, state or local legislation, including any environmental or ecological matters or interpretations thereof, nor did we attempt to quantify the potential impact of possible energy shortages.

Our estimates are based on the assumption that the United States will not experience a severe economic disturbance during the analysis period.

Further, we neither evaluated potential management's effectiveness nor are we responsible for future marketing efforts and other management actions upon which actual results will depend.

The letter report is based on estimates, assumptions and other information developed from research of the market, knowledge of the industry and discussions with county representatives, during which we were provided certain information. The sources of information and bases of the estimates and assumptions are stated in the report. The terms of this engagement are such that we have no obligation to revise the report to reflect events or conditions which occur subsequent to February 1, 1987. However, we will be available to discuss the necessity for revision in view of changes in the economic or market factors affecting the project.

The prospective occupancy levels are based on estimates and assumptions developed in connection with the market study. However, some assumptions inevitably will not materialize, and unanticipated events and circumstances may occur; therefore, actual results achieved during the analysis period will vary from the prospective levels and the variations may be material.

The report and analyses included herein were prepared for your internal information. Neither our report nor its contents may be included or quoted in any offering circular or registration statement, prospectus, sales brochure, loan, appraisal or other document without Laventhol & Horwath's prior written approval of the form and context in which it appears.

February 1, 1987

Laventhol & Horwath

SURVEY OF KANSAS STATE ASSOCIATIONS

1. Zipcode of headquarters _____.
2. Which category best describes your organization?

☐ Educational	☐ Religious
☐ Engineering/scientific	☐ Social service
☐ Fraternal/social	☐ Union
☐ Professional	☐ Trade association
☐ Government	☐ Agricultural

3. How many major meetings per year do you hold? _____
4. Where have you met in the last five years and what was the approximate delegate attendance?

	<u>City</u>	<u>Headquarter hotel</u>	<u>Attendance</u>
1986	_____	_____	_____
1985	_____	_____	_____
1984	_____	_____	_____
1983	_____	_____	_____
1982	_____	_____	_____

5. Does your organization require/prefer the use of a convention center's facilities rather than meeting and exhibit space offered by hotels? Yes or No
6. What is the average length of your largest annual convention?
- ☐ 1 to 2 days
- ☐ 3 to 4 days
- ☐ over 4 days
7. What are your hotel room requirements for this convention?
- | | |
|---|---|
| ☐ under 50 rooms | ☐ 300 to 499 rooms |
| ☐ 50 to 99 rooms | ☐ 500 to 749 rooms |
| ☐ 100 to 199 rooms | ☐ over 750 rooms |
| ☐ 200 to 200 rooms | |
8. What is the average dollar amount members are willing to spend on room accommodations per night? _____
9. What are your exhibit space requirements?
- ☐ no exhibit space needed
- ☐ under 10,000 square feet
- ☐ 10,000 to 19,999 square feet
- ☐ 20,000 to 39,999 square feet
- ☐ over 40,000 square feet

10. What are your general session and banquet seating requirements?

General session

_____	less than 50 seats
_____	50 to 99 seats
_____	100 to 249 seats
_____	250 to 499 seats
_____	500 to 750 seats
_____	over 750 seats

Banquet seating

11. Which of the following Expocentre's facilities would your group use: (check all that apply)

____ Livestock Arena (2,000 seats)

— Exhibition Hall
(43,200 square feet)

____ Livestock Stalls (237 stalls)

____ Conference Center
(banquet style
seating for 30-1100
persons)

_____ Arena (10,000 seats)

12. If you do not intend to use the Expocentre's facilities in the future, please check the following reason(s):

- _____ hotel support
- _____ exhibit space constraints
- _____ promotion efforts by the
Expocentre
- _____ access, transportation to
city

_____ low membership
density in area
_____ availability of
meeting space

13. Please indicate for each category the type of facility/amenity your group would prefer. (check all that apply)

Room type:

- economy
- standard
- 1-room suite
(large guest room with
entertainment area and
standard bed)

— 2-room suite (separate
entertainment room and
sleeping room)

Food & Beverage:

- _____ Coffee shop
- _____ Upscale restaurant
- _____ Quiet lounge

— Entertainment lounge
— Room service

13. (continued)

Other Amenities:

☐ Indoor pool	☐ Bellstaff
☐ Outdoor pool	☐ Concierge floor
☐ Health club	☐ Complimentary cocktails
☐ Meeting space	☐ Airport transportation

Room Rates:

☐ \$30-\$39	☐ \$60-\$69
☐ \$40-\$49	☐ over \$70
☐ \$50-\$59	

14. Where will you meet over the next three years?

	<u>City</u>	<u>Headquarter hotel</u>
1987	_____	_____
1988	_____	_____
1989	_____	_____

15. Is there need for your association to lease permanent office space on one of the floors of the hotel? Yes or No
If yes, approximately how many square feet _____

16. Rank the following from 1 to 6 in terms of importance in selecting a site (1 = most important, 6 = least important):

	<u>Rank</u>
Quality of hotels	_____
Facilities at convention center	_____
Access and transportation to city	_____
Delegate costs (rates)	_____
Proximity of hotels to convention center	_____
Size/amenities of head-quarter hotel	_____

17. Do you anticipate any change in your convention attendance over the next five years?

_____ Decline _____ Increase _____ Same _____ Estimated % change

18. And to what do you attribute this (check all that apply)?

☐ change in membership
☐ change in number of meetings
☐ change in industry
☐ change in economy
☐ other

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19. What mode of transportation is used to arrive at the convention site?

_____ car
_____ bus
_____ airplane
_____ other (please specify)

20. Additional comments:

21. Optional

Name: _____
Association: _____
Address: _____
Phone number: _____

SUMMARY OF KANSAS ASSOCIATION SURVEY

	ORGANIZATION TYPE						Other	TOTAL
	Professional	Educational	Trade	Social	Agricultural	Government		
1. TOTAL	26	25	29	5	13	5	2	105
PERCENT OF TOTAL	25%	24%	27%	5%	12%	5%	2%	100.0%
2. TOTAL								
AVERAGE NUMBER OF MEETINGS PER GROUP								
	2.3							
3. TOTAL								
AVERAGE LENGTH OF MEETING								
	2.9							
4. TOTAL								
AVERAGE SIZE OF MEETING								
	653.4							
5. TOTAL								
AVERAGE NUMBER OF HOTEL ROOMS USED								
	260.6							

6.

EXHIBIT SPACE REQUIRED (IN 000'S OF

	0	<10	10-19	20-39	>40	TOTAL
TOTAL	38	32	20	4	6	100
PERCENT OF TOTAL	38.0%	32.0%	20.0%	4.0%	6.0%	100.0%

7.

GENERAL SEATING REQUIREMENT

	Number of Seats	Number of responses	<50	50-99	100-249	250-499	500-750	<750	TOTAL
TOTAL	34,800	104	7	15	36	25	8	13	104
AVERAGE GENERAL SEATING REQUIRED PERCENT	334.6		6.7%	14.4%	34.7%	24.0%	7.7%	12.5%	100.0%

8.

BANQUET SEATING REQUIREMENT

	Number of Seats	Number of responses	<50	50-99	100-249	250-499	500-750	<750	TOTAL
TOTAL	38,799	103	13	7	34	25	10	17	106
AVERAGE BANQUET SEATING REQUIRED PERCENT	376.7		12.3%	6.6%	32.1%	23.6%	9.4%	16.0%	100.0%

9.

EXPO CENTRE FACILITY-WOULD USE

	None	Exhibition	Conference	Arena	Livestock Arena	Livestock Stalls	TOTAL
TOTAL	25	28	69	4	4	5	135
PERCENT OF TOTAL	18.5%	20.7%	51.1%	3.0%	3.0%	3.7%	100.0%

10.

REASON FOR NOT USING EXPOCENTRE

	Hotel Support	Low Density	Access	Meeting Restraints	Exhibition Restraints	Other	TOTAL
TOTAL	39	22	20	10	4	8	103
PERCENT OF TOTAL	37.8%	21.4%	19.4%	9.7%	3.9%	7.8%	100.0%

11.

FUTURE CONVENTION SITES 1987-1989

	Wichita	Topeka	K.C.	Manhattan	Hutchinson	Salina	Lawrence	McPherson	Hays	Other	TOTAL
TOTAL	63	33	34	11	16	7	8	2	2	52	228
PERCENT OF TOTAL	27.6%	14.5%	14.9%	4.8%	7.0%	3.1%	3.5%	0.9%	0.9%	22.8%	100.0%

PERCENT OF PRE-BOOKINGS IN 1987-1989

	1987		1988		1989	
	Total Possible	Total Actual	Total Possible	Total Actual	Total Possible	Total Actual
TOTAL	99	93	96	74	99	60
PERCENT PRE-BOOKINGS		93.9%		77.1%		60.6%

12.

ORGANIZATIONS REQUIRE/PREFER USE OF A CONVENTION CENTER

	Yes	No	Number of Responses
TOTAL	21	69	90
PERCENT OF TOTAL	23.3%	76.7%	

13.

ROOM RATE

	Rate	Number of Responses
TOTAL	\$58.28	89
AVERAGE ROOM RATE		

14.

	CHANGE IN MEMBERSHIP			TOTAL
	Increase	Decrease	Same	
TOTAL	43	7	47	97
PERCENT OF TOTAL	44.3%	7.2%	48.5%	100.0%

15.

	MODE OF TRANSPORTATION			TOTAL
	Car	Bus	Plane	Other
TOTAL	88	8	39	3
PERCENT OF TOTAL	63.8%	5.8%	28.3%	2.2%
				138
				100.1%

	REASON CITED				TOTAL
	Members	Meetings	Industry	Economy	Other
TOTAL	39	3	13	15	7
PERCENT OF TOTAL	50.6%	3.9%	16.9%	19.5%	9.1%
					100.0%

16.

PAST CONVENTION SITES 1982-1986

	<u>Wichita</u>	<u>Topeka</u>	<u>K.C.</u>	<u>Manhattan</u>	<u>Hutchinson</u>	<u>Salina</u>	<u>Lawrence</u>	<u>McPherson</u>	<u>Hays</u>	<u>Other</u>	<u>TOTAL</u>
	132	63	59	26	42	20	23	11	3	101	480
TOTAL	27.5%	13.1%	12.3%	5.4%	8.8%	4.2%	4.8%	2.3%	0.6%	21.0%	100.0%
PERCENT OF TOTAL											

17.

HOTEL AMENITY PREFERENCE

	<u>ROOM TYPE</u>			<u>FOOD AND BEVERAGE</u>					<u>Room Service</u>	<u>TOTAL</u>
	<u>Economy</u>	<u>Standard</u>	<u>1-Suite</u>	<u>2-Suite</u>	<u>TOTAL</u>	<u>Coffee</u>	<u>Upscale</u>	<u>Quiet Lounge</u>		
	38	88	37	33	196	94	74	44	55	313
TOTAL	19.4%	44.9%	18.9%	16.8%	100.0%	30.0%	23.6%	14.1%	17.6%	100%
PERCENT OF TOTAL										

OTHER

	<u>Pool Indoor</u>	<u>Pool Outdoor</u>	<u>Meeting Rooms</u>	<u>Health Club</u>	<u>Bellman</u>	<u>Conceierge Floor</u>	<u>Complimentary Cocktails</u>	<u>Airport Transportation</u>	<u>TOTAL</u>
	61	19	80	26	34	17	17	37	291
TOTAL	21.0%	6.5%	27.6%	8.9%	11.7%	5.8%	5.8%	12.7%	100.0%
PERCENT OF TOTAL									

	<u>ROOM RATE</u>			<u>TOTAL</u>
	<u>\$30-\$39</u>	<u>\$40-\$49</u>	<u>\$50-\$59</u>	
	19	36	45	14
TOTAL	14.1%	26.7%	33.2%	10.4%
PERCENT OF TOTAL				100.0%

18.

ORGANIZATIONS NEED FOR PERMANENT OFFICE SPACE

	<u>Yes</u>	<u>No</u>	<u>Number of Responses</u>
TOTAL	1	96	97
PERCENT OF TOTAL	1.0%	99.0%	100%

* NOTE: THE NUMBER OF RESPONSES IS NOT ALWAYS CONSISTENT AS INDIVIDUALS SURVEYED OCCASIONALLY DID NOT ANSWER THE QUESTION, OR RESPONDED MORE THAN ONCE.

**DESIGN OF EXPOCENTRE HOTEL
TOPEKA, KANSAS**

by

MAZHAR UL HAQ SIDDIQI

**B. Sc., The University of Punjab, Lahore, Pakistan, 1976
N.D.ARCH., National College of Arts, Lahore, Pakistan, 1983**

AN ABSTRACT OF A MASTER'S THESIS

**submitted in partial fulfillment of the
requirements for the degree**

MASTER OF ARCHITECTURE

Department of Architecture

**KANSAS STATE UNIVERSITY
Manhattan, Kansas**

1990

ABSTRACT

Hotels and lodging facilities have often been symbols of community pride. Early hotels in Kansas commonly boasted of being the largest, the tallest, or of having some attribute that separated them from their competition between Kansas City and Denver.

Historically, Topeka's major hotels have been located downtown where they served a loyal clientele that travelled to the capital city frequently on private business, state business, for shopping or to attend a variety of events hosted by a variety of organizations.

Today, there are two major downtown hotels with numerous lodging facilities, in the form of motels, clustered, primarily, along interstate I-70 by-pass highway on the West and Southwest sides of town. Many of the offices and shopping facilities have also moved to the west and southwest fringes of the community.

Recently, the former Shawnee County Fairgrounds located at 17th Street and Topeka Boulevard on what was at one time the edge of town, became the site of the Kansas Expocentre, a multi-purpose complex of buildings focusing on a large arena. Other buildings

on the site house convention and conference facilities, meeting rooms, and animal shows including rodeos. The master plan for the Expocentre site calls for a hotel to serve guests attending events held at the adjacent facilities and to serve as an activity and social center for the near south side area of Topeka.

This thesis presents a proposal for the design of this hotel and related facilities. The Laventhol & Horwath hotel feasibility study has been included in the appendix. The body of the thesis is a response to this study and includes a detailed program for the hotel, a statement of design goals, and a physical design proposal.

The program was developed after the author visited a number of hotels, talked to managers and employees, and was given a detailed tour of The Helmsley Palace Hotel in New York City.

Design goals evolved from a detailed visual analysis of the surrounding neighborhoods and from a general analysis of the city. The design goals require that the proposed hotel be both imageable and at the same time contextual; it must make a design statement helping viewers and users orient themselves to the

structure and its location in the city while relating to the scale of the surrounding neighborhoods.

Finally, the program and related studies have been translated into a physical design proposal. In addition to lodging facilities supporting the adjacent Expocentre activity area, the hotel complex includes restaurants, a cocktail lounge, a night club, a ballroom, banquet and meeting rooms, a convenience shopping area, and offices.

The proposed hotel has been designed to be imageable, contextual, and functional. It relates to the Expocentre Complex and should encourage community redevelopment in surrounding areas.