



CONRAD[®]
TOKYO

NEVER JUST STAY. STAY INSPIRED.

A blue rectangular graphic containing the Hilton EventReady logo. The word "Hilton" is in a white serif font inside a white rectangular border. Below it, "EventReady" is in a white sans-serif font, with "Ready" in a bold weight. Underneath "EventReady" is the text "with CleanStay" in a smaller, lighter sans-serif font.



Sanitation checklist including 10 High Touch Clean Areas

Seal the door after all sanitize procedure has been done.

Date _____

EventReady Assessor _____

Catering/Event Manager Email _____

On-Site Contact Email _____



Meeting Room/Outlet _____

Event Name _____

All items are confirmed Hilton EventReady

	YES	N/A		YES	N/A
1 Tables	<input type="checkbox"/>	<input type="checkbox"/>	9 Static Room Furniture wiped with disinfectant	<input type="checkbox"/>	<input type="checkbox"/>
2 Chairs	<input type="checkbox"/>	<input type="checkbox"/>	10 Podium wiped with disinfectant	<input type="checkbox"/>	<input type="checkbox"/>
3 Door Pulls wiped with disinfectant	<input type="checkbox"/>	<input type="checkbox"/>	11 Stage Items	<input type="checkbox"/>	<input type="checkbox"/>
4 Thermostat Control wiped with disinfectant	<input type="checkbox"/>	<input type="checkbox"/>	12 Audio Visual Equipment	<input type="checkbox"/>	<input type="checkbox"/>
5 Lighting Controls wiped with disinfectant	<input type="checkbox"/>	<input type="checkbox"/>	13 Team Member PE As required by CDC, local/state/country or Hilton protocols	<input type="checkbox"/>	<input type="checkbox"/>
6 Window Shades & Drapes	<input type="checkbox"/>	<input type="checkbox"/>	14 Room Set meets physical distancing guidelines	<input type="checkbox"/>	<input type="checkbox"/>
7 Phones - Wall & Conference wiped with disinfectant	<input type="checkbox"/>	<input type="checkbox"/>	15 Food and Beverage in place and ready	<input type="checkbox"/>	<input type="checkbox"/>
8 Sanitizing Stations: In place with hand sanitizer solution, disinfecting wipes, napkins, lined waste receptable	<input type="checkbox"/>	<input type="checkbox"/>	16 Room CleanStay Sealed and EventReady	<input type="checkbox"/>	<input type="checkbox"/>

10 High Touch, Clean Areas in Event Space

- 1** TABLES
- 2** CHAIRS
- 3** DOOR PULLS
- 4** THERMOSTAT & LIGHTING CONTROLS
- 5** WINDOW SHADE & DRAPE CONTROLS
- 6** ROOM PHONES
- 7** STATIONARY ROOM FURNITURE
- 8** PODIUM & STAGE ITEMS
- 9** AUDIO VISUAL EQUIPMENT
- 10** SANITIZING STATIONS



Additional actions for you and your clients safety



Temperature Check



Hand Sanitizer



Acrylic Partition

Serving staffs will wear **masks** at anytime and staffs serve food and beverage will wear **gloves** as well.
For buffet style setup, **personal tongs cover** will be prepared.



Tongs Cover

