



## Global Projects Program Off-Campus Accommodations Assessment

*Prior to entering into any formal agreement for, or occupation of, physical space/accommodations (the "Accommodation") as a Project Center in the Global Projects Program, the Project Center Director, IGSD staff member, or other designated WPI affiliate (i.e. Local Coordinator, Program Provider, etc.) with authority over that Project Center, must complete this survey and send COMPLETED forms to the IGSD. Your responses will be reviewed, and if necessary, a follow up meeting will be scheduled, if more information or clarification on any points is required. Please complete all questions to the best of your ability.*

### Part One: Contact Information

Name of Assessor:

Relationship to Project Center:

Date of Assessment:

Property Name:

Mailing Address:

City/Country/Postal Code:

Main Telephone Number:

Fax Number:

Primary Contact Name:

Primary Contact Phone:

Primary Contact Email:

Billing Contact Name (if different than primary):

Billing Contact Phone:

Billing Contact Email:

### Part Two: General Overview

Type of Property (Yes/No):

Bed and Breakfast

Homestay

Hotel

Self-Catered Apartment

Student Residence

Will all students be housed in the same building, or buildings within walking distance of each other? (Yes/No)

Number of floors in building:

On which floors will students be housed?

Total number of guest rooms:

Expected roommate layout (pairs, threes, fours, other):

Will every student have their own bed? (Yes/No)

Are any beds located in common living spaces (i.e living rooms or common space? (Yes/No)

*If Yes, please contact IGSD to discuss sleeping arrangements in further detail.*

Are single rooms available? (Yes/No)

If Yes, is there an extra cost? (Yes/No)

Can gender inclusive (mixed-sex) rooms be accommodated at this location? (Yes/No)

If Yes, are locks available on bedroom doors? (Yes/No)

If Yes, are locks available on bathroom doors? (Yes/No)	
Will there be other non-WPI guests living at the property at the same time as our group? (Yes/No)	
If Yes, please describe who they are and the proximity of our students to other guests at the property (for example: shared common areas, shared kitchen, shared bathroom, etc.)	
<b>Part Three: Location</b>	
Type of Neighborhood (Yes/No):	
Business District	
Campus	
Urban	
Rural	
Suburban	
Other:	
Is there easy access to public transportation from the property? (Yes/No)	
Mode of transport available (bus, metro, etc):	
Walking distance from housing (in minutes):	
Can students hail taxis easily on the street? (Yes/No)	
Is there a suggested taxi service? (Yes/No)	
If Yes, please provide contact info:	
Please check the services that are available within walking distance of the property (under 10 minutes):	
Pharmacy	
Grocery	
Post Office	
ATM	
Café	
Other	
Can students travel by foot after dark? (Yes/No)	
Are there any areas of the neighborhood where students should not visit (park, plaza, beach, etc.)? Please describe where these locations are, and why students should avoid them:	
Are there any concerns regarding animals in the accommodation or surrounding area (pets, pests, stray or wild animals)? Please describe:	
Any other safety concerns specific to the region and/or neighborhood?	

<b>Part Four: Features and Accessibility</b>	
Are guestrooms fully furnished? (Yes/No)	
Please identify access to the following in the guestroom (Yes/No):	
Stovetop	
Oven	
Microwave	
Refrigerator	
If No to any above, please indicate other access to these amenities:	

Are laundry facilities available at the property? (Yes/No)	
If Yes, please describe the laundry (coin-operated, washing machine only, etc):	
If No, how close is the nearest laundry facility? Please indicate the cost.	
Are cleaning services provided in the guestrooms? (Yes/No)	
If Yes, how frequently are rooms cleaned?	
Are linens (towels and sheets) provided? (Yes/No)	
Are pillows provided? (Yes/No)	
Are blankets provided? (Yes/No)	
Is there adequate and reliable internet access? (Yes/No)	
If Yes, is the internet wired or wireless? Is there an additional cost?	
Are there concerns for adequate and reliable power (generators, government control, brownouts, etc.)? (Yes/No)	
If Yes, does the property have a response plan in place? Please describe:	
Is the water potable? (Yes/No)	
If No, do students have adequate access to drinking water? Please describe:	
Is there hot water in the kitchen area? (Yes/No)	
Is there hot water in the bathrooms? (Yes/No)	
Are there screens on the windows of guestrooms and public areas? (Yes/No)	
Is the property smoke-free? (Yes/No)	
If Yes, are smoking policies clearly posted? (Yes/No)	
Does the property contain (check all that apply):	
Pool	
Fitness Center	
Restaurant	
Other	
If Other, please note:	
Is the property wheelchair accessible? (Yes/No)	
Is there an elevator? (Yes/No)	
If Yes, do elevators have an emergency alarm or communication system? (Yes/No)	
Is there an ADA accommodated bathroom and shower? (Yes/No)	
Are there any concerns related to accessibility at this location? Please describe:	
Other important features to mention about the property?	

### Part Five: Safety and Security

Please consider the following guidance when selecting appropriate accommodation for students from a safety and security perspective:

- Is the outside of the property, including entrances and exits, well-lit?
- Is there a 24/7 security guard or concierge?
- Is the front door always locked?
- Are latches and locks to all guestrooms functional?
- Are there security cameras? Where are they located and how long is the footage saved?
- Consider how security, cleaning, and other staff who may interact with WPI students are hired and vetted.

Are there any other concerns related to safety and security for this property?

### Part Six: Fire Safety

Please consider the following guidance when selecting appropriate accommodation for students from a fire safety perspective:

- Is the property address clearly visible from the street to assist with emergency response?
- Does the property have a fire emergency plan (including evacuation assembly areas)? Is it posted in public areas?
- Are there at least two ways out from any level or floor of the building? And if so, is the second exit clear of obstruction, accessible to students and well maintained?
- Does at least one window in all guestrooms open without barrier (bars, etc)?
- Is there an outdoor fire escape for students housed above the first floor? If not, will a portable fire escape ladder be effective in an emergency?
- Are the property's smoke detectors, sprinklers, fire extinguishers and fire alarms in proper working order? Consider asking the building manager when the last time the equipment was checked. Do you need to consider purchasing portable smoke detectors for the group?
- For properties where gas, oil, wood, or other fuel is being used for heating or cooking, are carbon monoxide detectors visible and in proper working order?

Are there any other concerns related to fire safety?

### Part Seven: Summary

Are there any other details that you feel are important to share with students about this property and the surrounding location?