

## DESIGN SUBMITTAL STATUS REPORT



InterContinental Hotels Group

**Design & Construction**  
 Three Ravinia Drive  
 Suite 100  
 Atlanta, GA 30346-2149  
 www.ihg.com

<b>Date:</b>	Date		
<b>Project Team:</b>	<b>PC Name</b>		
	Company Name Street Suite # City, XX 00000 000-000-0000 email		
<b>Property Information:</b>	<b>HEXS / HOLI – HOTEL NAME</b>	<b>Type/Action:</b>	ND
	City, XX	<b>Location #/ Inncode:</b>	<b>00000/XXXXX</b>
	7 Story with attached pkg garage, Built 19XX, (Wood/Concrete-full attic-laundry chute), Balanced/Corner Pavilion Prototype, Indoor/Outdoor Pool, 160 Licensed Units / 104 Units Provided		

<b>Action Required:</b>	➤ <b>Submit revised Construction Drawings prior to Construction Commence</b>		
<b>Construction Commence Date:</b>	XX/XX/XX <sup>1</sup>	<b>Opening Date:</b>	XX/XX/XX <sup>1</sup>

### DESIGN SUBMITTAL STATUS

It is the responsibility of the franchisee to submit one copy of each design submittal listed below to the IHG Design & Construction Department. All required submittals must be approved by IHG to meet the Design Review requirements of the license agreement. Refer to [www.ihgdesignconnect.com](http://www.ihgdesignconnect.com) (pass code is 'heart') for brand standards, green design resources, and submittal guidelines. [IHG Design Connect](#)

**LEGEND:** Each submittal is reviewed individually and given a Design Review Status for the specific submittal. The definition of each status type is listed below:

- DATE - Indicates date of approval to proceed to the next Project Phase. Any applicable conditions must be addressed but an additional submittal is not required.
- SUBMIT – Indicates information must be submitted for review
- RESUBMIT – Indicates revised information must be submitted for review
- VERIFY – Indicates additional information must be confirmed prior to installation. An email is an acceptable method to verify required information.

<sup>1</sup> The Construction Commence Date and Opening Date are listed above for scheduling purposes of submittals only. Contact your HOST Manager for more information and to discuss any issues related to adjusting these dates.

Item #	Design Submittal Description & Schedule	Status
<b>1.0</b>	<b>PRELIMINARY DESIGN DRAWINGS:</b> Submit via major courier one full size set of scaled prints of the drawings noted below. <b>Drawings must be approved by IHG prior to acquiring a building permit. Due 210 days (7 months) prior to Construction Commence date.</b>	
1.01	Site Plan	
1.02	Architectural Floor Plans (All floors)	
1.03	Architectural Elevations (All sides of building)	
1.04	Enlarged Guest Room Furnishing Plans (Dimensioned plans including furniture layouts)	
<b>2.0</b>	<b>CONSTRUCTION DRAWINGS:</b> Submit via major courier one full size set of scaled prints including all disciplines noted below. <b>Drawings must be approved by IHG prior to Construction Commence. Due 120 days (4 months) prior to the Construction Commence date.</b>	
2.01	Civil / Site	
2.02	Architectural	



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Six Continents Hotels, Inc.  
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2.03	Structural	
2.04	Mechanical	
2.05	Electrical	
2.06	Plumbing	
2.07	Exterior Design (Include exterior rendering, color scheme finish samples, door/window and roofing finish, placement of brand required global hallmark up and down lighting, etc.).	
2.08	Food & Beverage Design (Include a Kitchen Equipment List)	
2.09	.PDF copies of First floor plan and Main Exterior Elevation (non-prototype designs only)	
2.10	Audio/Visual System for the 'Hub' at Holiday Inn concept (Only required for 'Hub' designs)	
<b>3.0</b>	<b>FIRE PROTECTION SUBMITTALS:</b> Shop drawings showing the complete design of the fire protection systems must be submitted to IHG for review and approval. <b>IHG Brand Safety Standards may be more restrictive than local code. Refer to Link for copy of IHG Brand Safety Standards to provide to the contractor for implementation into the Fire Protection shop drawing design.</b> <a href="#">Brand Safety Standards</a> <i>Due 90 days after Construction Commence date.</i>	
3.01	Fire Alarm Shop Drawings	
3.02	Sprinkler Shop Drawings	
<b>4.0</b>	<b>INTERIOR FF&amp;E PROPOSALS:</b> FF&E proposals must be professionally designed and include manufacturer's specifications and color boards/samples. Click on the hot link for detailed FF&E Submittal Guidelines. <a href="#">FF&amp;E Guidelines</a> <i>Due 120 days after Construction Commence date.</i>	
4.01	Public Areas (Include final furnishing and finish plans)	
4.02	Guest Room Areas (Include final furnishing plans)	
4.03	Millwork Shop Drawings (Include finishes).	
4.04	.PDF copies of furniture plans for all guest unit room types (non-prototype designs only)	
4.05	Food & Beverage Design (Include final furnishing and finish plans)	
4.06	Guest Room Model Room (If applicable)	
<b>5.0</b>	<b>OTHER REQUIRED SUBMITTALS:</b>	
	<i>The following items due 90 days after Construction Commence date (xx/xx/xx).</i>	
5.01	Plumbing Fixtures (Include all fixtures not included in FF&E submittal).	
5.02	Lighting Fixtures (Include all lighting not included in FF&E submittal).	
	<i>The following items due 120 days prior to Hotel Opening Date</i>	
5.03	Pool Design Shop Drawings (Include pool deck finish and pool furnishings).	
5.04	Landscape Design (Include irrigation system)	
5.05	Branded Hallmarks Submittal (For The Hub @ Holiday Inn Pilot Hotels only)	
<p>All submittals shall be sent to:                  InterContinental Hotels Group  <b>Attn: Design &amp; Construction Department</b>                  Three Ravinia Drive, Suite 100                  Atlanta, GA 30346-2149</p>		<p>All submittals shall be clearly identified with the following:</p> <ul style="list-style-type: none"> <li>▪ Name of hotel, city and state</li> <li>▪ Location Number and/or INNCODE</li> <li>▪ Sender's name, address, contact number, <b>email address</b></li> </ul>
<p>Please plan ahead and allow 2-3 weeks to receive a Design Review letter in response to a submittal. Include a transmittal letter with name and email address to receive IHG confirmation via email that a submittal has been received. Contact 770-604-5118 to request verbal confirmation.</p>		

Thank you for the submittal. Please do not hesitate to contact me with any questions.

insert signature

Consultant Name, AIA, ASID, LEED AP  
Senior Design and Plan Review Consultant

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cc: File/DM      IHG - Design & Plan Review Manager / PIP Manager / PIP Consultant / HOST manager via email