

# The Franklin City Hotel

Verified room release, critical assets, safety, utilities, and capital  
Urban full-service | September 18-20, 2026 | Record CQH-0918-URBAN

|               |                               |
|---------------|-------------------------------|
| DECISION TYPE | Rate + capacity               |
| APPROVAL      | Approved with conditions      |
| AUTHORITY     | General manager               |
| DUE           | September 17, 2026 at 2:15 PM |

ROLE CALL

Release only verified rooms. Keep safety, same-day repair, and deferred capital as separate states.

Engineering owns technical release evidence. It does not independently reopen commercial inventory or hide asset exposure.

|                                         |                                             |                                        |                                       |
|-----------------------------------------|---------------------------------------------|----------------------------------------|---------------------------------------|
| OOO ROOMS<br><b>3</b><br>1 premium type | OPEN TICKETS<br><b>14</b><br>4 guest-facing | PM COMPLETION<br><b>91%</b><br>monthly | LIFE SAFETY<br><b>100%</b><br>no stop |
|-----------------------------------------|---------------------------------------------|----------------------------------------|---------------------------------------|

BLOCKER, WARNING, AND LEVER

What changes the call

| STATE   | SIGNAL AND REASON                                                                                                               | OWNER               |
|---------|---------------------------------------------------------------------------------------------------------------------------------|---------------------|
| BLOCKER | <b>Premium HVAC room release</b><br>A room on the arrival path has no final test result and remains outside sellable inventory. | Chief engineer      |
| WARNING | <b>\$18k deferred exposure</b><br>Capital classification and recurrence risk must remain visible to the asset owner.            | Engineering + Asset |
| LEVER   | <b>Room-level release sequence</b><br>Prioritize guest-promise rooms, test, document, and reconcile every return in the PMS.    | Engineering         |

ROLE ACTION REGISTER

Owner, action, due, state

| OWNER          | ACTION                                         | DUE        | STATE   |
|----------------|------------------------------------------------|------------|---------|
| Engineer       | Repair, test, and document each affected room. | 1:15 PM    | Open    |
| Chief engineer | Confirm vendor ETA and technical contingency.  | 12:45 PM   | Open    |
| Rooms          | Reconcile every released room in the PMS.      | 1:40 PM    | Pending |
| Asset manager  | Disposition deferred HVAC exposure.            | End of day | Pending |

|                                                                                                                                                           |                                                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>APPROVE ONLY IF</b><br>Life safety remains clear and every room or asset release carries test evidence, a named verifier, and reconciled system state. | <b>HOLD WHEN</b><br>Life-safety status changes; a critical asset has no contingency; vendor timing misses guest need; PMS inventory does not reconcile. |
| <b>NEXT HANDOFF</b><br>Room-level release list to Rooms; critical exposure, utility variance, and capital need to GM and owner packet.                    | <b>ACTUALS RULE</b><br>Close downtime, repair labor, vendor cost, rooms returned, recurrence, guest impact, utility variance, and capital follow-up.    |

RELEASE CONTROL

Why, who, evidence, and override

|                                                                                                                     |                                                                                |                                                                |
|---------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|----------------------------------------------------------------|
| <b>WHY THIS CALL</b><br>A room on the arrival path has no final test result and remains outside sellable inventory. | <b>RELEASE OWNER</b><br>General manager<br>Due September 17, 2026 at 2:15 PM   | <b>EVIDENCE ANCHOR</b><br>Premium HVAC room release            |
| <b>OVERRIDE CONTROL</b><br>Written reason, named authority, and source reference required.                          | <b>OPEN FACTS</b><br>Final HVAC vendor ETA; Room-level post-repair test result | <b>RECORD STATE</b><br>Approved with conditions   hotel-os-1.0 |

# Operating evidence and closeout

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OPERATING EVIDENCE

Current value and role read

| AREA      | CURRENT EVIDENCE                                   | OPERATING READ                               |
|-----------|----------------------------------------------------|----------------------------------------------|
| Inventory | 3 rooms OOO; 1 premium type on arrival path.       | All three are removed from sellable count.   |
| Tickets   | 14 open; 4 guest-facing; no open life-safety stop. | Guest impact and safety remain distinct.     |
| PM        | 91% completion; one critical asset under review.   | Current month remains above guardrail.       |
| Vendor    | Coverage 92%; HVAC ETA is manual until confirmed.  | Contingency must be named.                   |
| Utilities | Forecast \$3.4k versus \$3.2k budget.              | Variance is owner-visible.                   |
| Capital   | \$18k deferred HVAC exposure.                      | No same-day repair claim hides capital need. |

SOURCE STATUS

State and permitted use

| SOURCE      | STATE    | AS OF         | USE                  |
|-------------|----------|---------------|----------------------|
| CMMS        | Reviewed | 09:10         | Tickets, assets, OOO |
| Life safety | Reviewed | 08:30         | Safety state         |
| PMS         | Imported | 09:20         | Sellable inventory   |
| Vendor      | Manual   | 09:00         | ETA and coverage     |
| Utilities   | Reviewed | Prior close   | Cost and use         |
| Capex       | Reviewed | Prior meeting | Deferred exposure    |

MISSING AND PENDING FACTS

No silent completion

| MISSING OR PENDING FACT            | DECISION EFFECT                                                  |
|------------------------------------|------------------------------------------------------------------|
| Final HVAC vendor ETA              | Keep visible. Do not infer completion or silently fill the fact. |
| Room-level post-repair test result | Keep visible. Do not infer completion or silently fill the fact. |
| Asset owner capital disposition    | Keep visible. Do not infer completion or silently fill the fact. |

ACTUALS AND CLOSEOUT OBLIGATION

Fields this role must return

|                                    |                              |                                        |
|------------------------------------|------------------------------|----------------------------------------|
| DOWNTIME<br>Start, repair, release | ROOM<br>Test and PMS return  | LABOR<br>Internal and vendor hours     |
| COST<br>Repair, vendor, utility    | GUEST<br>Impact and recovery | ASSET<br>Recurrence and capital action |

|               |                                                                                                                                                                                                                            |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ROLE BOUNDARY | Technical confidence and room-release evidence are visible. Private vendor terms and individual people data are not distributed beyond need.                                                                               |
| AUDIT STATE   | Approval Approved with conditions; authority General manager; method hotel-os-1.0; generated 2026-08-31 15:34.                                                                                                             |
| METHOD BASIS  | Hotel finance and revenue measures align to STR/CoStar terminology and HFTP USALI 12. Displacement follows HSMAI practice. People safeguards apply response thresholds, purpose limitation, and no adverse employment use. |