



Department of Defense Lodging Adequacy standards

Approved December 18, 2020

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Department of Defense (DoD) Lodging Adequacy Standards are effective December 18, 2020 and replace previously published standards. These new standards must be used for annual reporting that begins with the FY21 reporting cycle and beyond. The standards ensure the care and satisfaction of official government travelers by providing adequate accommodations in quality facilities. It is DoD’s expectation that all DoD Lodging facilities meet 100 percent of the standards. Furthermore, all lodging rooms meeting these standards must be listed in the official government travel booking portal (e.g. Defense Travel System). If DoD Lodging rooms do not meet 100 percent of the DoD Lodging Adequacy Standards, the rooms will not be listed in the official government travel booking portal.

The Standards have been developed with input from Military Services and Defense Travel Management Office (DTMO) and are reflective of DTMO’s Integrated Lodging Program Pilot standards. All construction, renovations, room upgrades, and DoD Lodging brands must use these standards in planning and execution. Compliance with Adequacy standards will be reported to OUSD(P&R) annually at a minimum by the Military Departments.

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SECTION 1 Traveler Safety and Security

OSD Standard		Standard Specification (If Required)	DTMO Requirement
1.1	Complies with applicable parts from National Fire Protection Association (NFPA) 101 and the U.S. Fire Administration's standards for Hotel and Motel Fire Safety (Act of 1990). Facilities that do not meet the requirements of NFPA 101 for existing facilities must be brought up to at least the minimum requirements for existing facilities.		Yes
1.2	Complies with all applicable federal codes and DoD Unified Facilities Criteria (UFC).		Yes
1.3	Complies with Americans with Disabilities Act (ADA) and Architectural Barriers Act (ABA) Accessibilities Standards.		Yes
1.4	Complies with Virginia Graeme-Baker Act for swimming pools, if applicable.		Yes
1.5	Complies with DoD minimum antiterrorism standards for buildings as applicable, or the installation has adequately mitigated the property's risk to the satisfaction of the installation commander.	Complies with DoDI O-2000.16 Vol 1 and related DoD UFCs.	Yes
1.6	Documented Fire and Emergency Plan in place and available to all staff members.	Emergency evacuation routes posted on guest rooms exit door.	Yes
1.7	Security program in compliance with installation policy.	DoD Lodging located off-installation requires 24/7 security/crisis management plan which may include security patrol or surveillance cameras. Complies with Section 889 of 2019 NDAA.	Yes
1.8	Guest rooms accessible only through interior corridors if property located outside the installation-controlled perimeter for all new construction or replacement facilities.		Yes
1.9	Adequate parking (paved, marked, and illuminated).	Complies with applicable installation standards.	Yes
1.10	Good illumination in all public areas (e.g., entry, corridors, walkways, stairways, landings).		Yes
1.11	Guest room exit doors (on the room side) equipped with a diagram showing the exit path from the guest room to the safe area.		Yes
1.12	Dead bolts, safety chains, or swing lock, and one-way door viewer on all guest room doors (subject to local law and fire code). Doors of connecting/adjoining rooms must be secured by non-keyed deadbolt.	Cover over door viewer is preferred, but not required. Doors of connecting/adjoining rooms must be secured by non-keyed deadbolt.	Yes

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SECTION 2 Traveler Quality - General

OSD Standard		Standard Specification (If Required)	DTMO Requirement
2.1	Procedures in place for responsible representative to be available 24/7 to address guest needs or requests.		Yes
2.2	Permanent accurate and legible directional signage in appropriate public areas (e.g., entry, corridors, walkways, stairways, landings, parking areas) meeting ADA requirements.		Yes
2.3	Rooms will be clearly posted/advertised as "Non-smoking" rooms.		Yes
2.4	On-installation food service outlet or restaurant, or commercial restaurant located within a reasonable walking distance or accessible via public transportation and/or shuttle service with food available during common meal times.	Replacement meals (e.g., pre-made sandwiches, frozen dinners) made available through sundries shop meets this requirement.	Yes
2.5	Free high-speed internet and/or in-room Wi-Fi (or hard-wire access in restricted areas) with consistent signal strength available in guest rooms and public areas.	Wi-Fi signal strength must be excellent to good.	Yes
2.6	Indoor areas are properly ventilated, heated and air conditioned (HVAC).		Yes
2.7	Exercise area/facility accessible on site, nearby or on the installation.		Yes
2.8	Business center services located within the lodging facility with minimum of one internet connected computer workstation and access to printer and paper located in public area.	Computer located in publicly-available space.	No
2.9	Self-dispensing ice machine(s) or access to ice.		Yes
2.10	Washer/dryer available in common/public areas or guest rooms, in-house one day valet service or dry cleaning available.	Washer/dryer being available meets this standard.	Yes

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SECTION 3 Traveler Quality – Public Area Including Lobby

OSD Standard		Standard Specification (If Required)	DTMO Requirement
3.1	General curb appeal is well maintained and clean with sidewalks clear of snow, debris, uneven cracks, and other safety hazards and does not result in any safety incidents/reports; entrance is well-lit with directional signs readily visible.		Yes
3.2	General décor/style in lobby and all public areas interior designs are coordinated for enhanced comfort and appeal.	Each program will have a mid-grade commercial grade design package with prescribed/coordinated detail and FFE.	Yes
3.3	Guest service area has modest enhancements to include ergonomic front desks to support well-being of staff and capacity to serve multiple guests during peak hours. Staff attired in uniforms with nametags.	Multiple bays for guests to check in or out when/where space permits at peak check in/check out times.	Yes
3.4	Sundries/shops provide a modest selection of most-commonly used amenities available at front desk or in vending machines.	Amenities available could include but are not limited to: toothbrush/paste, razor, mouthwash, shower cap, combs, etc.; Brand standards define whether they are free or an additional charge.	Yes
3.5	Restroom located in the lobby or a public area.	Brands determine additional specifications and requirements.	No
3.6	Luggage carts available.		No
3.7	Ceilings, floors, and walls have moderate enhancements to material and design similar to mid-grade commercial lodging facilities which are in good condition and consistent with current design trends.	Each program will have a commercial mid-grade design package with prescribed/coordinated detail and FFE.	Yes
3.8	Floors have adequate space for guest movement to include guests who have mobility issues.		Yes
3.9	Furniture is commercial mid-grade, easily cleaned, sanitized, and well maintained.	Each program will have a commercial mid-grade design package with prescribed/coordinated detail and FFE.	Yes
3.10	Seating in the lobby/public areas will be well-proportioned to the space available.		No

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OSD Standard		Standard Specification (If Required)	DTMO Requirement
3.11	All public areas, including lobby, are cleaned daily and well maintained, free of dust, stains, chips, dents, etc.		Yes
3.12	General curb appeal is well maintained and clean with sidewalks clear of snow, debris, uneven cracks, and other safety hazards and does not result in any safety incidents/reports; entrance is well-lit with directional signs readily visible.		Yes

SECTION 4 Traveler Quality – Guest Rooms

OSD Standard		Standard Specification (If Required)	DTMO Requirement
4.1	At a minimum, each guest room is thoroughly cleaned, with bed linens changed, every 7 days and between guest stays.	Each program will define guest room cleaning standards and procedures.	Yes
4.2	Rooms will be lightly cleaned and towels replaced on a daily basis unless guest declines the service.	Each program will define guest room cleaning standards and procedures.	Yes
4.3	Upon request, basic housekeeping services and supplies are available.	Each program will define basic housekeeping services and supplies.	Yes
4.4	Active light switch at the main entry.		Yes
4.5	Lighting fixtures, of coordinated design, that provide good level of overall illumination, including direct lighting at a writing surface, sitting area, and beside each bed using eco-friendly bulbs.	Each program will have a commercial mid-grade design package with prescribed/coordinated detail and FFE. LED lightbulbs are preferred.	Yes
4.6	Sleeping area includes a headboard, bed base, mattress, mattress cover, and bed covering that includes two pillows (thick cluster fiber) with pillow cases, two sheets per bed that are smooth to the touch, appropriate bedding (comforter, duvet, blankets) in good repair.	Each program will have a commercial mid-grade design package with prescribed/coordinated detail and FFE.	Yes
4.7	Extra pillows and blankets available upon request.		Yes

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OSD Standard		Standard Specification (If Required)	DTMO Requirement
4.8	Nightstand or equivalent by each bed and additional storage space provided (e.g. open area shelving, credenza, drawer space, luggage rack).	Each program will have a commercial mid-grade design package with prescribed/coordinated detail and FFE.	Yes
4.9	A waste container is provided. Where recycling programs are available, a separate recycling container is provided.	Each program will have a commercial mid-grade design package with prescribed/coordinated detail and FFE.	Yes
4.10	An upholstered/soft seating chair.	Each program will have a commercial mid-grade design package with prescribed/coordinated detail and FFE.	Yes
4.11	One coffee maker; coffee with condiments; non-disposable or recyclable cups for coffee, tea, and water.	Each program will have a commercial mid-grade design package with prescribed/coordinated detail and FFE; Style of cups can be decided by each program (can include mugs or to-go cups with lids); Coffee maker to have auto shut-off function. Complimentary coffee, tea available in the lobby or public area satisfies this standard.	No
4.12	A microwave and refrigerator/mini-fridge or refrigerator/microwave unit.	A microwave and refrigerator/mini-fridge or refrigerator/microwave unit (can be made available on request or in public area).	Yes
4.13	An Ice bucket with liner and lid.		No
4.14	Steam iron with self shut-off capability and ironing board with a clean cover.		Yes
4.15	Alarm clock in each room and/or wake-up service available.	Radio feature with alarm clock is optional.	Yes
4.16	Touch tone telephones with message light or indicator with easy access to 24-hour incoming/outgoing phone service and prompt message delivery.	Touch tone telephone service (Complies with section 889 of 2019 NDAA).	Yes
4.17	Permanently secured in-room safe (or access to a safety deposit box).		Yes

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OSD Standard		Standard Specification (If Required)	DTMO Requirement
4.18	All sliding door(s), French doors, and windows are equipped with an effective locking device; secondary security lock on all exterior-facing doors.		Yes
4.19	General décor/style in guest rooms are coordinated and of commercial hotel industry mid-grade design.	Each program will have a commercial mid-grade design package with prescribed/coordinated detail and FFE.	Yes
4.20	Ceilings, floors, and walls are coordinated and have commercial hotel industry mid-grade material and design.	Each program will have a commercial mid-grade design package with prescribed/coordinated detail and FFE.	Yes
4.21	Commercial hotel industry mid-grade shades, drapes, or blinds to cover all windows or other transparent areas, and provide blackout effect and privacy.	Each program will have a commercial mid-grade design package with prescribed/coordinated detail and FFE; Blackout effects include blinds, full-length drapes, shutters, sheers, fabric side panels, rods with finials, valance, glass treatment, cornice.	Yes
4.22	Floors have adequate space for guest movement to include guests who have mobility issues.		Yes
4.23	Floor space has modest restrictions, as placement of furnishings and fixtures is well-proportioned to room size and traffic flow.	Each program will have a commercial mid-grade design package with prescribed/coordinated detail and FFE.	Yes
4.24	Work space/writing surface (a writing surface is judged on the basis of available space) has sufficient space for a laptop computer and two 8.5x11 inch items; is near power outlets for electronics and powered USB port; pen and notepad should be included in each unit; with comfortable office-style chair.	Each program will have a commercial mid-grade design package with prescribed/coordinated detail and FFE; USB port preferred but not required.	Yes
4.25	Guest information is provided through a guest service directory (hard copy and/or digital option); includes safety information.		Yes

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OSD Standard		Standard Specification (If Required)	DTMO Requirement
4.26	Full length mirror is required.	Each program will have a commercial mid-grade design package with prescribed/coordinated detail and FFE.	Yes
4.27	Clothes-storage space in a recessed area or free-standing armoire; hangers available.	Each program will have a commercial mid-grade design package with prescribed/coordinated detail and FFE.	Yes
4.28	Minimum 32-inch flat panel television with remote control; basic cable and channel directory.		Yes
4.29	Guest-controlled heating, ventilation, and air conditioning (HVAC).	If installation policy requires a no-heat/no-cool period, rooms will be taken off DTS during that time.	Yes

SECTION 5 Traveler Quality – Guest Bath

OSD Standard		Standard Specification (If Required)	DTMO Requirement
5.1	Each guest room has a private bathroom.		Yes
5.2	Fully operational eco-friendly, commercial-grade toilet in good condition with seat and lid.	A two-piece elongated toilet is preferred, but not required; Each program will have a commercial mid-grade design package with prescribed/coordinated detail and FFE. Toilet lids are preferred, not required.	Yes
5.3	Sink with well-lit mirror and GFCI controlled outlet.	Each program will have a commercial mid-grade design package with prescribed/coordinated detail and FFE.	Yes

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OSD Standard	Standard Specification (If Required)	DTMO Requirement	OSD Standard
5.4	Shower/tub in good condition (no chipping, peeling, or discoloration) with non-slip surface; basic materials.	Each program will have a commercial mid-grade design package with prescribed/coordinated detail and FFE; basic materials could include fiberglass, acrylic, porcelain on steel; tub or tub/shower combination is required recommended for extended stay rooms. A non-slip mat can be provided.	Yes
5.5	Provide a bath towel, a hand towel and a face cloth per room occupant (minimum two sets) and a cloth bath mat.	Additional bath linens available upon request.	Yes
5.6	Provide facial tissues, hair dryer, shampoo/conditioner, recyclable cups/glasses, rolls of toilet tissue, and soap.	Recyclable cups/glasses are preferred. However, non-disposable cups/glasses may be used.	Yes
5.7	Non-porous surfaces in good condition (e.g., floors, walls, baseboards) in all toilet, sink, and bath areas with commercial mid-grade materials and design.	Each program will have a commercial mid-grade design package with prescribed/coordinated detail and FFE; Moderate enhancements to materials could include acrylic or ceramic tile; Mud, non-slip, commercial-mid-grade porcelain tile with epoxy grout; Provide transition strips where different floor finishes meet. Finished mold-resistant gypsum wallboard. If wall coverings are used, seal wallcovering edges at ceiling base with clear caulk.	Yes
5.8	General décor/style in guest baths are coordinated and of moderate design, enhanced comfort, and in good condition.	Each program will have a commercial mid-grade design package with prescribed/coordinated detail and FFE.	No

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OSD Standard		Standard Specification (If Required)	DTMO Requirement
5.9	Ceilings, floors, and walls in good condition and are coordinated and have commercial hotel industry mid-grade material and design; materials designed for a wet environment.	Each program will have a commercial mid-grade design package with prescribed/coordinated detail and FFE; Acceptable wall coverings could include drywall with basic paint finish or plain vinyl coverings; acceptable floor coverings could include ceramic tile or LVT; ceiling should be painted and free of stains at a minimum.	Yes
5.10	Coordinated lighting fixtures in good condition that provide good level of overall illumination including direct lighting at the mirror(s) with matching eco-friendly lightbulbs.	Each program will have a commercial mid-grade design package with prescribed/coordinated detail and FFE; LED Lightbulbs preferred.	Yes
5.11	Floors have adequate space for guest movement to include guests who have mobility issues.		Yes
5.12	Cabinetry in good condition in accordance with commercial mid-grade design package with prescribed/coordinated detail and FFE.		No
5.13	Well-proportioned and functional counter or shelf space in good condition.	Each program will have a commercial mid-grade design package with prescribed/coordinated detail and FFE.	Yes
5.14	Eco-friendly, coordinated sink fixtures in good condition with adjustable settings (i.e. temperature) acceptable materials include metal or plastic.	Each program will have a commercial mid-grade design package with prescribed/coordinated detail and FFE.	Yes
5.15	Eco-friendly, coordinated shower fixtures in good condition with adjustable settings (i.e. temperature) acceptable materials include metal or plastic.	Curved shower rod when space permits; Each program will have a commercial mid-grade design package with prescribed/coordinated detail and FFE.	Yes

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OSD Standard		Standard Specification (If Required)	DTMO Requirement
5.16	At a minimum, each guest bathroom is thoroughly cleaned, with bath linens changed between guest stays.	Each program will define and provide guest bathroom cleaning standards and procedures. If required by health officials, room cleaning and bath linen replacement may be delayed to guest departure. However, upon request, new linens, towels, and cleaning products are available.	Yes
5.17	All parts of the guest bathroom are clean and well maintained. All parts of guest bathroom are free of dust, stains, chips, dents, etc.	Each program will define and provide cleaning/maintenance standards for guest baths.	Yes

SECTION 6 Traveler Financial Protections

OSD Standard		Standard Specification (If Required)	DTMO Requirement
6.1	No added or hidden fees for facility amenities/services not used.		Yes
6.2	No advanced room deposits for official travel.		Yes
6.3	No fee for cancellations prior to 4PM (local) on day of arrival.		Yes
6.4	No charge for early departure for official travel.	-	Yes
6.5	No minimum stay for official travel.	-	Yes
6.6	Offers Non-Availability Control Numbers issued by lodging staff or through DTS.		Yes

SECTION 7 Traveler Convenience

OSD Standard		Standard Specification (If Required)	DTMO Requirement
7.1	Adequate lodging rooms meeting 100% of the DoD Lodging Adequacy Standards will be made available for booking in the DoD On-line Booking Tool(s).	If not available in the on-line tool the facilities is considered "not available" and travelers are not required to use the facility.	No
7.2	Accepts the Government Travel Charge Card.		Yes

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OSD Standard		Standard Specification (If Required)	DTMO Requirement
7.3	For reservations where space is not available, assists guest with finding alternate accommodations.	Contact local DoD Preferred Lodging (if available) or other alternative lodging or provide materials to direct travelers to alternative accommodations in compliance with established policies.	Yes