

PROPERTY IMPROVEMENT PLAN

Hilton



PREPARED FOR:

La Quinta Inn & Suites

To be converted to a Spark by Hilton



(InnCode: , Facility ID: 62566)

PIP Number: PIP-008978

6950 Nova Way,
Manassas, Virginia,
United States,
20109

Inspection Date :1-May-2024
by Algirde Vitkeviciute

Not for Contractual Use

PIP CONTACT

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LXR

CONRAD

canopy

Signia
by Hilton



CURIO
COLLECTION



TAPESTRY
COLLECTION



TEMPO

MOTTO

Hilton
Garden Inn



spark

HOMEWOOD
SUITES

HOME
SUITES



Hilton
CLUB

Hilton
GRAND VACATIONS CLUB

Hilton
VACATION CLUB



Generated on: 6-May-2024

BRAND STANDARDS

#	ITEM DESCRIPTION	DUE DATE
PIPI-1224092	This PIP will expire one year after the Inspection Date ("PIP Expiration Date") unless you have entered into a Franchise Agreement or Branding and Management Agreement with Hilton or its affiliates prior to the PIP Expiration Date.	1-May-2025
PIPI-1224093	The proposed layouts and finishes for all renovations must be approved in advance by the Hilton Architecture, Design, and Construction team prior to any work commencing. Visit https://designinformation.hilton.com/ for resources that can help you with many of the subjects covered in this document.	Per Brand Standards
PIPI-1224094	You must obtain Brand Package and OS&E procurement services from our affiliate, HSM. You may not obtain any item within a Brand Package or Brand Package procurement services from any other sources. In addition, we require you to obtain and use certain finishes, furniture, furnishings, fixtures, equipment, décor, amenities, and other supplies that are not included within a Brand Package. We have a designated grouping of specifically-selected finishes, specifications, casegoods, furnishings, fixtures, equipment, and operating supplies and equipment ("OS&E") (the "Brand Package") that meet our Standards and specifications for the conversion of your property to a Spark by Hilton brand. You must use this package for the Conversion of your hotel, and you must purchase or lease the items in the Brand Package only from approved suppliers.	Per Brand Standards
PIPI-1224095	Fixed Renovation Cycle Management (FRCM) - This hotel must be renovated to meet the fixed renovation cycle brand standard. A soft goods renovation must begin no later than 7 years after the date the hotel opens as a Spark by Hilton. The renovation must be complete no later than 7 years plus 90 days after the date the hotel opens as a Spark by Hilton.	Per Brand Standards

EXTERIOR

BUILDING

#	SCOPE OF WORK	DUE DATE
PIPI-1224004	Statement Mural: Provide the painted Spark by Hilton Statement Mural in a prominent location. Submit the location and size of the mural to Project HUB for review and approval by Hilton.	Pre Conversion
PIPI-1224005	Building exterior: Complete the following scope of work using the required Spark by Hilton specifications: - Clean, repair, and paint exterior finishes, exhaust louvers and pipes, soffits, exterior doors and frames, and other wall components to match their adjacent wall color. - Paint gutters and downspouts - Paint PTAC grilles - Remove brown tile from building exterior	Pre Conversion
PIPI-1224007	- Replace window units that are broken, fogged and/or have broken seals. - Remove window screens.	Pre Conversion
PIPI-1224008	Secondary entrances: - Replace electronic lock and provide "building locked- key card required" signage - Replace fabric awnings or provide updated structures to match the new building finishes. - Provide wall sconces or recessed can lights to illuminate the secondary entrances of the building. - Remove hardware from stairwell entries so they are exit only and do not allow access from the exterior.	Pre Conversion
PIPI-1224009	Paint the metal roof the required Spark by Hilton roof color specification. This includes main entrance and both secondary entrances.	Pre Conversion
PIPI-1224010	Porte cochere: - Replace trash receptacles, seating, and planters. - Provide new clearance height signs on both sides of the porte cochere.	Pre Conversion

GROUNDS

#	SCOPE OF WORK	DUE DATE
PIPI-1224011	Trash Collection Area: - Replace the trash container enclosure gates. - Paint the exterior, interior, and gates of the existing trash enclosure to match the main building. - Remove outdoor debris, storage, and trash from the site.	Pre Conversion
PIPI-1224012	- Remove temporary outdoor storage building. If outdoor storage is provided, submit proposed design to Project HUB for review and approval by Hilton.	Pre Conversion
PIPI-1224013	Clean and repair damaged sidewalks, curbs, and gutters.	Pre Conversion
PIPI-1224031	- Provide landscaping or fencing to screen ground-mounted equipment from guest view around the main entry of the building.	Pre Conversion
PIPI-1224032	Retaining walls, fencing, and guardrails: - Paint guardrails to match the main building color. - Remove chain link property fence. Provide proposed fencing to Hilton for Approval. - Replace damaged wood fence. Repair fence to eliminate any leaning.	Pre Conversion

PARKING

#	SCOPE OF WORK	DUE DATE
PIPI-1224014	- Replace parking signage including branded signage and park at your own risk signage - Provide Hilton Honors parking signage	Pre Conversion
PIPI-1224015	- Repair damaged areas in the parking lot. - Seal and Stripe the parking lot.	Pre Conversion
PIPI-1224016	Parking light levels: The PIP inspection was conducted during daylight hours and the exterior light levels could not be observed. Repair and/or re-lamp any existing fixtures that are not operable.	Pre Conversion

LOBBY AREA**ENTRANCE**

#	SCOPE OF WORK	DUE DATE
PIPI-1224054	Vestibule/Entrance: Complete the following scope of work using the required Spark by Hilton Specifications and Brand Package: - Paint walls where there is existing paint - Paint hard ceilings - Paint exhaust grills - Install Spark by Hilton signature graphics in the vestibule. - Replace walk-off mat	Pre Conversion
PIPI-1224055	Vestibule: - Install a card reader and replace intercom.	Pre Conversion

LOBBY

#	SCOPE OF WORK	DUE DATE
PIPI-1224056	- Remove decorative stone wall and black stone tops.	Pre Conversion
PIPI-1224057	Provide the Spark accent wallcovering and storage cubbies at the TVs. - Replace TV with 50" wall mounted TV	Pre Conversion
PIPI-1224058	Completely remove the existing Business Center seating, desks, equipment, graphics, and OSE and provide a single print station for guests at the front desk.	Pre Conversion
PIPI-1224059	Provide the Spark by Hilton Elevated Coffee Cart near the breakfast and lobby area. - Remove existing coffee station serving equipment and wall graphics.	Pre Conversion
PIPI-1224061	Provide a water bottle filler by replacing the existing water fountain or by providing a mobile water bottle filling unit. Locate near the fitness center or other location on first floor that is accessible to guests without key card access.	Pre Conversion
PIPI-1224064	General (Lobby, Registration, Retail, Vestibule) Complete the following scope of work using the required Spark by Hilton Specifications and Brand Package: - Replace wallcovering where there is existing wallcovering	Pre Conversion

	- Paint hard ceilings - Paint door frames - Replace exhaust grills - Replace corner guards to match new color scheme - Replace carpet and carpet base - Paint existing wood base - Replace FFE- Seating, decorative lighting, casegoods, window treatment, artwork/mirrors - Adjust electrical location for new decorative lighting/pendants	
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MARKET/RETAIL

#	SCOPE OF WORK	DUE DATE
PIPI-1224060	Retail: - Refinish the existing retail millwork to match the Spark by Hilton finishes. Provide new white stone countertops. - Provide refrigeration units, merchandising units, and microwave unit.	Pre Conversion

REGISTRATION

#	SCOPE OF WORK	DUE DATE
PIPI-1224062	Arrival Desk: Complete the following scope of work using the required Spark by Hilton Specifications and Brand Package: - Replace wallcovering where there is existing wallcovering - Replace existing guest-facing desk cladding with tambour cladding. - Provide the Arrival Wall graphics near the arrival desk and in line of sight of the main entry - Paint hard ceilings - Replace carpet and base behind the front desk	Pre Conversion
PIPI-1224063	- Provide a remote release switch tied to the main entry door for after hours guest access. - Replace damaged or stained acoustical ceiling tiles. Paint existing ceiling grid. - Remove LED decorative wall behind the front desk	Pre Conversion

PUBLIC RESTROOMS

#	SCOPE OF WORK	DUE DATE
PIPI-1224068	Public Restrooms: - Replace wallcovering where there is existing wallcovering - Replace ceiling tiles that are damaged or stained. Paint the existing grid where damaged and chipped. - Clean existing doors - Paint door frames - Replace door hardware with an auto-release push button lever latchset. - Replace vanity light fixture	Pre Conversion
PIPI-1224080	Toilet accessories: Replace coat hooks, toilet paper dispenser, and mirror.	Pre Conversion

FOOD AND BEVERAGE

COMP FACILITIES

#	SCOPE OF WORK	DUE DATE
PIPI-1224026	Breakfast (General- seating and serving area): Complete the following scope of work using the required Spark by Hilton Specifications and Brand Package: - Replace wallcovering where there is existing wallcovering - Paint hard ceilings - Paint wood trim and other decorative wood items - Replace corner guards to match new color scheme - Replace carpet and carpet base - Replace FFE- Seating, tables, casegoods, decorative lighting - Clean existing doors	Pre Conversion
PIPI-1224027	Breakfast (General- seating and serving area): - Remove decorative orange wall - Remove booth seating	Pre Conversion
PIPI-1224029	Breakfast serving counter: Complete the following scope of work using the required Spark by Hilton Specifications and	Pre Conversion

	Brand Package: - Paint base cabinets and provide new hardware - Provide tile backsplash extending the new chair rail - Install chair rail millwork for artwork - Install tambour panel with "Good Morning" design - Replace display ware, fixtures, and graphics	
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KITCHEN

#	SCOPE OF WORK	DUE DATE
PIPI-1224030	Food Prep: - Provide one microwave. Remove extra microwaves. - Provide a juice machine in the back of house kitchen	Pre Conversion

RECREATION FACILITIES**FITNESS**

#	SCOPE OF WORK	DUE DATE
PIPI-1224069	Fitness centers are optional. If the fitness center is to be removed, convert the room to storage or other use approved by Hilton. Remove the equipment. If the fitness center remains, complete the following scope of work listed in other lines of this section.	Pre Conversion
PIPI-1224070	- Replace wallcovering where there is existing wallcovering - Provide an accent wall - Replace flooring with rolled resilient fitness flooring with a matching base - Wire lighting to remain on 24/7 or provide occupancy sensor with a 30 minute delay and a minimum of one light on 24/7. - Paint wood trim.	Pre Conversion
PIPI-1224071	Replace all equipment and provide minimum of 3 zones- cardio, strength, and stretch. Contact a Hilton approved fitness supplier to provide the equipment and submit to Hilton ADC for approval.	Pre Conversion

SWIMMING POOL

#	SCOPE OF WORK	DUE DATE
PIPI-1224072	The pool is optional. Swimming pools are optional. If the swimming pool is to be removed, submit a repurposing proposal to Hilton for approval. The pool and all associated equipment must be removed. If the pool remains operable complete the following work listed in other lines of this section.	Pre Conversion
PIPI-1224073	Pool area: - Paint walls and ceilings - Replace all rusted metal components including, but not limited to doors, storefront frames, duct components, sprinkler components, railings, and pool lift - Provide a card reader to prevent after hours access by guests - Wire lighting to remain on 24/7 - Deep clean pool deck tile and grout - Replace the pool furniture with Spark by Hilton pool furniture	Pre Conversion
PIPI-1224074	- Repair and refinish the pool surface area to a like new finish. - Clean waterline tile.	Pre Conversion
PIPI-1224076	Repair or replace the HVAC and dehumidification system to design specified operations. If system modification is required, submit proposed design to Project Hub for review by Hilton Engineering.	Pre Conversion
PIPI-1224078	Have the pool equipment inspected. This includes, but is not limited to, pool filtration system, pool heaters, and sanitation systems. Replace or repair as needed to reinstate equipment into safe and working order.	Pre Conversion
PIPI-1224082	Provide addressable smoke, heat, and carbon monoxide detectors in the pool equipment room.	Pre Conversion

CIRCULATION**CORRIDORS**

#	SCOPE OF WORK	DUE DATE
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PIPI-1223997	General (corridors, elevator lobbies, guest laundry): Complete the following scope of work using the required Spark by Hilton Specifications and Brand Package: - Replace wallcovering where there is existing wallcovering - Paint walls where there is existing paint - Paint hard ceilings - Replace corner guards to match new color scheme - Replace carpet and carpet base - Replace FFE- Decorative lighting (ceiling and wall sconces) and furnishings - Clean existing doors - Replace door hardware	Pre Conversion
PIPI-1223998	- Replace ceiling tiles that are damaged or stained. Paint the existing grid where damaged and chipped.	Pre Conversion

ELEVATORS

#	SCOPE OF WORK	DUE DATE
PIPI-1224000	Elevators: - Provide emergency egress "in case of fire" signage in the cab - Replace egg crate diffusers with frosted lenses	Pre Conversion

ELEVATOR LOBBIES

#	SCOPE OF WORK	DUE DATE
PIPI-1224001	Elevator lobbies: - Paint elevator doors and frames - Provide emergency egress "in case of fire" signage	Pre Conversion

GUEST LAUNDRY

#	SCOPE OF WORK	DUE DATE
PIPI-1224002	Guest laundry: Guest laundry is optional. If removed, submit a proposed re-use solution to Hilton for approval. If Guest laundry remains, complete the following scope of work: - Replace wallcovering where there is existing wallcovering - Clean tile and grout - Remove decorative plant	Pre Conversion

STAIRS

#	SCOPE OF WORK	DUE DATE
PIPI-1224003	Stairwells: - Paint rails and ceilings - Replace flooring base - Provide panic hardware and door closer on the door - Remove all storage from under the stairs	Pre Conversion

GUEST ROOMS / SUITES**BATHROOM**

#	SCOPE OF WORK	DUE DATE
PIPI-1224038	Complete the following scope of work using the required Spark by Hilton Specifications and Brand Package: - Replace wallcovering where there is existing wallcovering - Paint walls where there is existing paint - Paint hard ceilings - Replace bath exhaust grilles - Replace existing vanity and Decorative lighting - Existing mirror can remain - Replace all toilet accessories, including grab bars and curtain rods - Replace sink and faucet - Replace existing shower head	Pre Conversion
PIPI-1224039	- Replace ivory outlets, switches, and coverplates with white components. - Remove recessed toilet paper holder. Patch/repair to match with the adjacent finishes. - Remove wall-mounted hair dryers. Patch/repair to match with the adjacent finishes.	Pre Conversion
PIPI-1224041	- Refinish/reglaze tubs with a white finish returning to a like-new appearance. - Remove existing caulk around the tubs and surrounds and replace with new caulk	Pre Conversion

	- Replace surrounds that are damaged with cultured marble surrounds that extend to the ceiling	
PIPI-1224042	Bathroom doors: - Paint existing doors - Replace door hardware. Provide privacy latchset with push button-lock with auto release when the door is shut closed or the lever turns.	Pre Conversion

BEDROOM

#	SCOPE OF WORK	DUE DATE
PIPI-1224040	Complete the following scope of work using the required Spark by Hilton Specifications and Brand Package: - Replace wallcovering where there is existing wallcovering - Paint walls where there is existing paint - Paint hard ceilings - Paint door frames - Paint PTAC sleeves to match the new color scheme - Replace corner guards to match new color scheme - Replace carpet and carpet base - Replace LVT flooring. Provide tile flooring at wet areas, including vanities. - Replace FFE- Seating, decorative lighting, casegoods, window treatment, artwork/mirrors - Replace mattress/box spring/bed base - Replace TV with 50" TV - Provide Cubie Power Outlets - Replace refrigerators - Remove microwaves	Pre Conversion
PIPI-1224043	Entry Door and Hardware: - Clean existing laminate doors - Replace the evacuation signage on the door with Spark by Hilton signage. Hardware: - Replace Smoke seals, Door guard with safety flip latch, Door viewer with 180 degree door viewer with cover - Provide Vinyl threshold, Door sweep, Spring hinges.	Pre Conversion
PIPI-1224044	Connecting Door and Hardware: - Clean existing laminate doors Hardware: - Replace Latchset with one-way lever latchset, Deadbolt with one-sided thumb turn deadbolt - Provide Spring hinges, Full width adjustable vinyl threshold, Smoke seals, Safety flip latch (match entry door), Overhead stop or wall stop.	Pre Conversion
PIPI-1224047	Closets: - Replace the existing rod and shelf and OSE. - Remove all bi-fold closet doors and tracks and their associated hardware. Patch/repair frames, flooring, and walls where the hardware was connected to remove all evidence of an existing door. Replace the existing closet rod and shelf with the Spark by Hilton hanging cubby unit. Provide an accent wall on the backwall. Replace existing OSE.	Pre Conversion
PIPI-1224048	Recessed shelves: - Replace existing top in the recessed nook with a white stone top to match the Spark by Hilton finishes. - Remove upper shelf.	Pre Conversion
PIPI-1224051	Windows and storefronts: - Provide a child-proof locking device that prevents the window from opening more than 4" max.	Pre Conversion
PIPI-1224052	Smoke detectors: Provide hard-wired local smoke detectors with battery backup in all guestrooms.	Pre Conversion
PIPI-1224053	- Replace ivory outlet and switch coverplates with white coverplates when visible to guests. - Replace all double size beds with queen or king size beds. - Paint wood cap on the wing wall in guestroom suites. - Remove built-in corner millwork and stone top in suite guestrooms.	Pre Conversion

BACK OF HOUSE**EMPLOYEE AREA**

#	SCOPE OF WORK	DUE DATE
PIPI-1223990	Provide a dedicated employee break area and include the following: - Table and chairs	Pre Conversion

- Countertop, storage cabinets, and sink
- Full size refrigerator and microwave
- Lockers

LAUNDRY

#	SCOPE OF WORK	DUE DATE
PIPI-1223992	- Provide an addressable CO and smoke detector in the dryer enclosure and in the laundry room. - Provide a self-closing/self-latching door with functioning fusible link and smoke seals at the linen chute door. - Provide an eye wash station.	Pre Conversion

OFFICES

#	SCOPE OF WORK	DUE DATE
PIPI-1223993	Office area: - Install a one-way viewer in the entry door.	Pre Conversion
PIPI-1223994	Computer/PBX room: - Provide restricted access locking device - Replace existing equipment racks with Hilton compliant lockable racks - Duct fresh air into this room, or provide an independent HVAC system with thermostat	Pre Conversion

STORAGE ROOMS

#	SCOPE OF WORK	DUE DATE
PIPI-1223995	- Provide a flammable storage cabinet in maintenance room. - Remove all storage from in front of electrical panels.	Pre Conversion

MEP / SYSTEMS

#	SCOPE OF WORK	DUE DATE
PIPI-1224067	Mechanical/HVAC - - Submit an HVAC inspection report or a test and balance (TAB) report for all central HVAC equipment. Report shall include location of equipment, area served by equipment, amount of outside air supplied by equipment and/or amount of air exhausted by equipment. Any deficiencies that do not meet the minimum Hilton HVAC requirements must be addressed and corrected prior to converting to a Spark by Hilton hotel.	Pre Conversion

FIRE PROTECTION AND LIFE SAFETY

#	SCOPE OF WORK	DUE DATE
PIPI-1224017	Operable emergency lighting in corridors, stairs, and other public areas could not be confirmed at the time of the inspection and some units were not operable. Provide confirmation that adequate emergency lighting is provided in all public areas. Provide new light fixtures as needed to comply with Spark by Hilton standards.	Pre Conversion
PIPI-1224018	Fire and Life Safety - A Hilton Fire and Life Safety Survey checklist must be satisfactorily completed and signed by an appropriate engineer or approved hotel representative. All FLS conditions not in compliance with Hilton brand standards must be corrected prior to conversion. The more stringent requirements between brand standards and local or regional codes must be followed as a minimum.	Pre Conversion
PIPI-1224019	Fire Alarm: Install fire alarm pull station in "close proximity" to the front desk.	Pre Conversion
PIPI-1224020	Provide addressable Carbon Monoxide detectors in the following areas where not currently located: hotel laundry, pool pump room, and water heater room.	Pre Conversion
PIPI-1224021	Provide addressable smoke detectors in the following areas where not currently located: Interior guest suite corridors, elevator lobbies, mechanical rooms, electrical rooms, elevator/lift machine rooms, engineering, maintenance, utility rooms, computer/telecom/pbx rooms, storage rooms over 35sf.	Pre Conversion
PIPI-1224024	Provide fire extinguishers in the following areas where not currently located: Office areas, Laundry, Engineering and mechanical spaces, Kitchens, and storage rooms.	Pre Conversion

TECHNOLOGY

#	SCOPE OF WORK	DUE DATE
PIPI-1224087	Locks: Replace the electronic card lock system with a Hilton approved card lock model. New RFID locks must be compatible with Hilton Digital Key and have BLE technology.	Pre Conversion
PIPI-1224088	Connected Room: The Hilton Connected Room Edge Controller must be installed at all guestroom TVs. Connected Room resources are available on the Hilton Lobby upon signing of the FA. For questions regarding Connected room contact "in_room_technology@hilton.com"	Pre Conversion
PIPI-1224089	Free-To-Guest TV: Provide the minimum 40 HD Channel lineup in all guestrooms from the Hilton FTG TV Marketplace. An approved list of FTG providers and the required channel lineup can be found on the Hilton Lobby upon signing of the FA.	Pre Conversion
PIPI-1224090	Guest Internet Access: Install Stay Connected™ Guest Internet Access. The Guest Internet Access must be provided by a Hilton approved vendor and comply with all Stay Connected Technology requirements and UnoNet technical standards including, but not limited to minimum of CAT5e cabling throughout the building. Findings in the initial StayConnected survey may require additional work to update the network for compliance with Brand Standards. For more Stay Connected Resources contact your PIP Writer, ADC Project Manager, or visit the Hilton Lobby upon signing of the FA	Pre Conversion
PIPI-1224091	Property Management System: Install all components of the Hilton "PEP" Property Management System. Include proper wiring and outlets for all systems. *Only approved ancillary systems may be interfaced with OnQ. Non-approved systems must be replaced. Replace non-compliant phone and PBX systems with Hilton approved systems.	Pre Conversion

SIGNAGE

#	SCOPE OF WORK	DUE DATE
PIPI-1224085	Interior Signage: Replace existing interior signage with a Spark by Hilton interior sign package by a Hilton approved interior sign vendor. The interior sign package includes, but is not limited to wayfinding signage, directional signage, room signage, branded signage, fire life safety signage, and floor level signage. Replace all current or previous hotel branding collateral and marketing material.	Pre Conversion
PIPI-1224086	Exterior Signage: Replace all exterior signage. Install a new sign package meeting all Spark by Hilton exterior signage standards. Provide a minimum of one building mounted channel letter sign and one ground mounted monument sign. All sign packages must be designed and manufactured by a Hilton licensed sign vendor and submitted to the Hilton exterior Signage team for review and approval prior to purchasing.	Pre Conversion

GENERAL HOTEL ITEMS

#	SCOPE OF WORK	DUE DATE
PIPI-1224034	Window Treatments: Replace all window treatments at each window in the building with the required Spark by Hilton window treatments.	Pre Conversion
PIPI-1224035	Artwork: Replace all existing artwork at the hotel with Spark by Hilton required artwork.	Pre Conversion
PIPI-1224036	Doors: Unless noted otherwise in this PIP complete the following: - Clean all guest facing laminate doors including, but not limited to guestroom doors (entry and connecting), corridor doors, public area doors, and guest facing back of house doors such as storage rooms, mechanical rooms, and electrical rooms. - Paint guestroom bathroom doors. - Paint metal and wood veneer exit stair doors. - Paint all guest facing door frames.	Pre Conversion
PIPI-1224037	OSE: Replace all Operating Supplies and Equipment with the required Spark by Hilton OSE from the New Hotel Order Guide.	Pre Conversion

End of Report