

ALBERTA BED & BREAKFAST ASSOCIATION

Inspection Checklist

Revised: April 18, 2009 AGM

This checklist is comprised of the Establishment Standards that were approved by the membership of ABBA at the AGM on April 18, 2009.

<p><i>For Office Use Only</i> B&B Name _____ _____ TDR# _____ Date Inspected _____ Follow-up Required: _____</p>

Name of B&B _____ Owner/Manager _____
 Address of B&B _____ Phone () _____
 Inspector's Name _____ Phone () _____
 How many rooms does the B&B operate? _____
 Are all rooms listed in print & electronic media? ___yes ___no
 Are resident pets disclosed to guests in all advertising? _____ Where does the B&B allow smoking? _____
 Are guests advised if there is a resident smoker in the B&B? _____ Yes ___No

SECTION 1 – Minimum Standards	Pass	Discrepancies
1. Observes minimum standards of cleanliness as required by the local Municipality, and as set out in Alberta Health Standards & Guidelines		
2. Maintains high standards of housekeeping as per ABBA Standards (see Handbook) for Kitchen, Dining Area, Common Areas, Bedrooms, Bathrooms		
SECTION 2 – Fire Regulations		
1. Have <i>smoke detectors</i> located in or near each guestroom (suggested inspect them monthly).		
2. Have <i>fire extinguishers</i> (checked annually by a qualified technician) readily available on each floor. Last inspection date _____.		
SECTION 3 - Lighting		
1. Bedrooms have two sources of electrical light.		
2. Bathrooms have nightlight and overhead electrical lights.		
3. Hallways have nightlights.		
4. Outside entry has two sources of light.		
SECTION 4 – Ceiling Height and Sloping Ceilings		
1. Ceiling height is at least 2.3 m (7 ft 6 in) in standing/walking areas.		
2. For sloped ceilings, the slope does not remove more than 25% of the standing area.		
3. In the sloped area of the ceiling, the minimum height should be 137.2 cm (4 ft 6 in).		
4. Where basement stairs meet the basement floor, the overhead beam to the lowest stair nosing is at least 1.95 m (6 ft 4 in) if basement is used for guestrooms.		
Section 5 – Bedroom Floor Space, not including closet or storage area		
1. Single room has a minimum of 7.0 sq. m (75 sq. ft)		
2. Double room has a minimum of 8.4 sq. m (90 sq. ft)		
3. Three or more persons in one room have a minimum of 3.3 sq. m (35 sq. ft) per person		
SECTION 6 – Bathroom Facilities		
1. Equipped with hot water.		
2. One toilet, one sink and a tub/shower for 4 occupants of the house, including owners (with a shared bathroom)		
3. Must have at least 2 toilets with 2 sinks and 2 tub/showers for 5-7 occupants including host family.		
SECTION 7 - Windows		
1. Each guestroom has a window that opens. Each window is at least .35 sq. m (3.76 sq. ft) with no dimension less than 380mm (15”). Minimum clearance past a window-well is 550mm (22”).		
2. The window is unobstructed (e.g. has no security bars)		
SECTION 8 – Breakfast		
1. Served or self-served with suitable area provided for dining, with table(s) and necessary amenities provided to the guests as part of the room charge. May be full or continental. See Sec. 8 ABBA Establishment Standards for examples.		
SECTION 9 – Exclusive Use of Guest Rooms		
1. Designated bed and breakfast bedrooms are for the exclusive use of the guests and do not contain any personal effects of the owners.		
SECTION 10 – Local Business Operational Requirements		
1. Each member assumes full responsibility for meeting all applicable B&B business		

requirements for their area. (See also Section 10 of ABBA Establishment Standards)		
2. Has displayed or can produce current Development Permit.		
3. Has displayed proof of a current Business Licence.		
4. Has displayed proof of a Food Permit from the Regional Health Authority.		
5. Has displayed proof of a Food Permit for extra meals.		
6. Has displayed proof of a current Swimming Pool Permit.		
7. Has displayed proof of a current Hot Tub Permit.		
8. Is aware of collecting current tourism levy on 4 or more rooms.		
SECTION 11 - Insurance		
1. Has a minimum of one million dollars liability B&B insurance noted on policy. \$2M is recommended.		
2. Transportation insurance, if applicable. \$2M is recommended. (See Section 11.2 ABBA Establishment Standards)		
3. Member agrees to release ABBA from any claim of liability. Please have member initial _____		
SECTION 12 – Security & Safety		
1. Each guestroom has a unique keyed lock entry.		
2. Connecting guestroom doors are equipped with an effective keyed locking device opening from both sides.		
3. Sliding patio doors are equipped with an effective security lock.		
4. All ground floor doors have a security lock.		
5. Other doors on floors where there are balconies have a security lock.		
6. Each opening window in guestrooms is equipped with a locking device.		
7. Each bedroom window and bathroom window has a covering for guest privacy.		
SECTION 13 - Exterior		
1. Clear and safe access to the B&B		
2. Exterior is in good repair.		
3. Grounds are attractive.		
SECTION 14 – Guest parking is adequate according to Municipal requirements.		
SECTION 15 – Common Area is provided.		
SECTION 16 – Written policies displayed on rates, pets, smoking, children, deposit, cancellation, fire evacuation.		
SECTION 17 – Message-taking provisions are available for guest and/or potential guest telephone messages (answering machine).		
SECTION 18 - Inspection		
1. Member agrees to an inspection by ABBA designate when joining the Association, and at appropriate intervals (biennially) and upon any complaint lodged with ABBA.		
SECTION 19 – Residence (Bylaw Article II.A.3)		
1. The manager lives on the property.		
2. The owner lives on the property.		

This Bed & Breakfast has been inspected on this date, and has received a _____ Pass _____ Conditional Pass

Describe any follow-up required: _____

_____ to be completed by _____

Additional Comments: _____

_____ Address _____ Phone No. _____ Date _____

Inspector

Owner/Manager _____ Date _____

Please note: your membership application is only complete if it includes:

- 1) copy of this Inspection Report
- 2) copy of your Membership Application
- 3) payment in full of ABBA and your local association fees.

Distribution: Original to Inspector/ABBA _____ Copy to B&B Owner _____