

Alberta Bed & Breakfast Association Inspection checklist.

This checklist is comprised of the Establishment Standards that were approved by the membership of ABBA Oct.21, 2000, amended in 2004 and 2005. Each region may have, at its discretion, its own additional checklist, which may have criteria that exceeds ABBA's minimum standards.

	Yes	No
Observes minimum standards of cleanliness as required by the local Municipality as set out in Alberta Health Standards & Guidelines.	_____	_____
1. Maintains high standards of housekeeping in all areas:		
a. Kitchen:	_____	_____
b. Dining area:	_____	_____
c. Common areas:	_____	_____
d. Bedrooms:	_____	_____
e. Bathrooms:	_____	_____
2. All members must adhere to the following fire regulations:		
a. Smoke detectors:	_____	_____
b. Fire Extinguishers:	_____	_____
3. Lighting:		
a. Bedrooms: Two sources of light	_____	_____
b. Hallway: Night lights	_____	_____
c. Outside Entry: two sources	_____	_____
4. Ceiling height and sloping ceilings:		
a. Ceiling height in each guest room must be at least 2.3m throughout the standing/walking area	_____	_____
b. Where ceiling is sloped, the slope must not remove more than 25 % of the standing area.	_____	_____
c. In the sloped area of the ceiling, the minimum height should be 4'6"	_____	_____
d. Where basement stairs meet the basement floor, the beam overhead to the lowest stair nosing will be 1.95m.	_____	_____
5. Bedroom floor space, not including closet or storage area:		
a. Single room must be a minimum 75 sq. ft.	_____	_____
b. Double rooms must be a minimum of 90 sq. ft.	_____	_____
c. Three or more persons in one room, must have a minimum of 35 sq. ft. per person.	_____	_____
6. Bath Facilities:		
a. Equipped with hot water	_____	_____
b. One toilet, one sink and a tub/shower for 4 occupants of the House, including the owners (with a shared bathroom)	_____	_____
c. Must have at least 2 toilets with 2 sinks and two tub/showers For 5-7 occupants including host family	_____	_____
d. Must have at least 2 toilets with 2 sinks and 2 tubs/showers for 8-10 occupants including the host family	_____	_____
7. Windows:		
Each guest room must have a window that opens. The window Must be not less than 0.35m squared and with no dimension less than 380mm. Minimum clearance past a window well not less than 550mm. The window must be large enough to provide escape in the case of an emergency and should be unobstructed, e.g. have no security bars.	_____	_____
8. Breakfast;		
Self-served or served at a set table, must be provided to the Guests as part of the room charge. It may be full or continental	_____	_____
9. Designated bed & breakfast bedrooms are for the exclusive use of the guests and must not contain any personal effects of the owners.	_____	_____
10. Each member must assume full responsibility for meeting all applicable bed & breakfast business license requirements.	_____	_____

	Yes	No
11. Insurance		
a. Liability insurance: Must carry a minimum of one million dollars liability insurance and it must be indicated on the policy that the B&B property is insured. (Not just the home)	_____	_____
b. Transportation if applicable.	_____	_____
c. Each member will release ABBA from liability.	_____	_____
12. Facilities and Safety:		
a. Each guest room must have a unique keyed lock.	_____	_____
b. All connecting guestroom doors must be equipped with an effective Keyed locking device opening from both sides.	_____	_____
c. All sliding patio doors must be equipped with an effective security lock.	_____	_____
d. All ground floor doors must have a security lock.	_____	_____
e. Other doors on floors where there are balconies must have a security lock.	_____	_____
f. Each opening window in guestrooms must be equipped with a locking device.	_____	_____
g. Each window must have a covering which ensures guest privacy in The bedroom and bathroom.	_____	_____
13. Bed & Breakfast must present a well-maintained exterior appearance.		
a. Safe access:	_____	_____
b. Exterior in good repair:	_____	_____
c. Grounds attractive:	_____	_____
14. Adequate guest parking:	_____	_____
15. Common area for social interaction provided	_____	_____
16. Written Policies:	_____	_____
17. Provisions for taking guest telephone messages:	_____	_____
18. Members must agree to inspection by a designate of ABBA to join the Association, at appropriate intervals (e.g. every 2 years) and upon complaints.	_____	_____

Additional Comments: _____

Name of B&B _____

Address of B&B (City/Town) _____

Name of Inspector (Please print) _____ Phone _____

Signature of owner _____ Signature of Inspector _____

Date: _____