

E7 - Standards Checklist: For completion by Inspector

Name of Accommodation: _____

Name of Owner: _____ Date: _____

Address: _____

Owner's Phone: _____ Email: _____

*Items in **Blue** are mandatory requirements. Items in italics are meant to provide helpful suggestions to encourage members to attain a high standard of service for their guests.*

Documentation Required – Copies Must Be Attached to this checklist

✓	Comments
<p>Current Food-Safe Certificate (if preparing or serving food) One day courses are offered by Paul Lith of Rosemarie's Guest House ph: 604 885-7307, the Samaritan Training Agency in Sechelt, Malaspina College in Powell River ph: 604 485-2878, or a two-week correspondence course through the Vancouver Health Board.</p>	
<p>Business License (Town of Gibsons, District of Sechelt and the City of Powell River)</p>	
<p>Photocopy of Insurance showing Liability coverage for B&B and/or short term rental</p>	
<p>Short Term Rental Deposit Receipt (District of Sechelt Bylaw – contact District of Sechelt)</p>	
<p>Copy of confirmation letter sent to your guests indicating your cancellation policy and check in and checkout times.</p>	
<p>Copy of your brochure (if you have one). Please highlight Services and Amenities.</p>	
<p>Attach a copy of your website (if you have one) and highlight amenities and services that you provide. Eg. Highlight words such as ocean view, bright, elegant, peaceful, waterfront, full breakfast, spa services, hot tub. Your inspector will be ensuring accuracy in advertising.</p>	
<p>Completed SCBBCOA Performance Contract and a printed Checklist. Please ensure you have printed extra bedroom, bathroom or kitchen pages if you have more than 3 of each</p>	

Advertising

✓	Comments
Website Advertising: Does highlighted descriptive text accurately reflect website? For example does your B&B really provide a mountain or ocean view? If you advertise a view, your guest should enjoy the view from a seated position in either their room, or from a seated position on a deck or in a common area which is available to your guests all day. As a helpful suggestion, emphasize strengths and proximity to local attractions, for example, 'A peaceful tranquil garden', or 'a lovely local beach' is a real bonus to most travelers.	
Does Website accurately reflect services offered. Eg. hot tub must be working	
If you use outside services for spa, tours, charters, boat trips etc, have their service brochures available.	
If you serve breakfast, advertising must indicate type of breakfast offered	
Designation of smoking or non- smoking Indicated on premises	
Bed sizes must be indicated in your advertising material	

Safety

✓	Comments
Mounted Fire extinguisher on each floor. Must be visible, fully charged and current date	
First Aid kit available	
All light fixtures must be fire safe	
Telephone access on premises, with emergency numbers and address prominently displayed in a glass covered picture frame. Cottages on properties separate from the owner must have an installed telephone.	
Emergency Evacuation Exit Plan prominently displayed inside a glass covered frame in each room, suite or cottage. Example: http://www.bbsunshinecoast.com/sunshine-coast/fire-escape.php	
<i>Additional fire extinguishers and smoke alarms</i>	
<i>Emergency lighting in each guest room/suite/condo/cottage Flashlight etc.</i>	

Hospitality

✓

Comments

	<i>Directories of local tourist information- Restaurants, transportation, attractions, routes, etc.</i>	
	<i>Binder of house rules and amenities provided</i>	
	<i>Reading material, videos, games available</i>	
	<i>Ironing Board available</i>	
	<i>Guest book available</i>	
	<i>SuperHost course strongly recommended and will be required by 2008</i>	

Living rooms /Common Areas /Hall Ways (All areas available to guests)

✓

Comments

	Smoke alarms (battery or hardwired) in hallways	
	Clean, neat, uncluttered	
	Corridors and hallways free from obstruction	
	Adequate level of lighting for guest safety and comfort. Working lights in hallways and stairwells	
	Night lights available for guests to use	
	Small mats have non-skid backing or non-skid underlay	
	Cleanliness: There should be no evidence of hair, mould, mildew, dust, lint, spots, marks, dirt, cobwebs, flies, or odor.	
	Furnishings in good condition: No evidence of scratches, chips, wear, discoloration, stains, watermarks, tears, chips, cracks, holes, peeling, burns, breakage or mechanisms out of order.	
	Adequate lighting/reading lamps	
	Adequate heat and ventilation	
	<i>Inviting and comfortable</i>	
	<i>If applicable, well maintained fire place</i>	
	<i>Television with video or DVD player</i>	
	<i>High speed Internet access</i>	
	<i>Decorative items including framed/matted pictures or prints are to be in good condition</i>	
	<i>Display Check-in and Check-out times</i>	

Kitchen # 1 _____ B & B owner's kitchen where breakfast is prepared/
suite/cottage/room name

#2 _____ suite/cottage/room name

#3 _____ suite/cottage/room name

✓	✓	✓	Comments
1	2	3	Mounted Fire extinguisher in kitchen (2 ½# ABC recommended) Must be visible, fully charged and current
			Smoke alarms (battery or hardwired) in vicinity of kitchen
			Cleanliness: There should be no evidence of hair, mould, mildew, dust, lint, spots, marks, dirt, cobwebs, flies, or odor.
			Sink with hot and cold running water
			Kitchen must have counter/work area and cupboard or, side board/drawers, and a table and chairs for capacity of unit
			Appliances (fridge, stove) clean and in good working order
			Fridge set to under 40 degrees F. or 4 degrees C.
			Stove constitutes minimum two burners or a hot plate
			Small appliances including toaster and microwave clean and in good working order
			Quality tableware with no chips or cracks for maximum number of guests
			Quality cutlery for maximum number of guests
			Corkscrew, bottle opener, manual can opener, cutlery tray, cutting board, dishcloth, tea towels, oven mitts/potholders, drainboard, dish rack, glassware, and pots and pans for capacity of unit
			Housekeeping kitchens must include: Cleaning items e.g. Scouring pads, dish detergents, broom, dust pan.
			Complimentary snacks or refreshments (with the exception of breakfast which you serve) must be tamper-proof (sealed individual packaging) to prevent contamination
			Small mats have non-skid backing or non-skid underlay
			All garbage must be covered
			<i>No visible garbage storage</i>
			<i>Recycling bin</i>

Guest Bedroom #1 _____ suite/cottage/room name

#2 _____ suite/cottage/room name

#3 _____ suite/cottage/room name

			Comments
1	2	3	
			Operating smoke alarm (battery or hardwired)
			Keyed security for each guest accommodation
			Security lock on doors leading outdoors
			Exclusive to B&B/cottage use (No personal items belonging to the owner)
			Room in good condition. Painted, windows clean, odor free
			Cleanliness: There should be no evidence of hair, mould, mildew, dust, lint, spots, marks, dirt, cobwebs, flies, or odor.
			Furnishings in good condition: No evidence of scratches, chips, wear, discoloration, stains, watermarks, tears, chips, cracks, holes, peeling, burns, breakage or mechanisms out of order.)
			Storage for belongings (shelves, dresser or closet)
			Coat hangers - min 4 per person
			Extra Pillows
			Extra blankets/throws
			Wastebasket
			Minimum one bedside light
			Minimum one bedside table
			Night lights available for guests to use
			Chair(s)
			Luggage rack
			Good quality mattress cover
			Quality pillows
			Pillow protectors on every pillow
			Small mats have non-skid backing or non-skid underlay
			Shades or curtains for privacy where appropriate
			Adequate heat and ventilation
			<i>Room is inviting and comfortable</i>
			<i>Headboards</i>
			<i>Alarm clock</i>
			<i>Facial Tissue</i>

Bathroom #1 _____ suite/cottage/room name

#2 _____ suite/cottage/room name

#3 _____ suite/cottage/room name

✓ ✓ ✓

Comments

1	2	3		Comments
			Exclusive B&B/cottage use (no personal use or items for use by the owner)	
			Fixtures in clean, working order. No drips, cracks, mildew, stains, chips, wear, discoloration, watermarks, tears, cracks, holes, peeling, burns, breakage or mechanisms out of order.	
			Floors, walls, mirrors clean	
			Liquid soap or individually wrapped soaps	
			Good quality Bath towel, hand, and face cloth 1 set per person	
			Tub mat or nonskid tub/shower surface	
			Small mats have non-skid backing or non-skid underlay	
			Towel bars	
			Robe hooks	
			Privacy lock on door if not an ensuite bathroom	
			Outlets adjacent to washbasin must be Ground Faulted (GFI)	
			Bathroom is vented (opening window or fan)	
			Facial tissue	
			Drinking glasses	
			Wastebasket	
			Window covering ensuring privacy	
			Mirror	
			Bathmat	
			Impervious flooring (no carpet)	
			Shade or globe fixture covering light bulb	
			Hairdryer	
			Night lights available for guests to use	
			<i>Toiletries shelf</i>	
			<i>Toilet plunger</i>	
			<i>Shampoos, Conditioners, Hand lotions offered</i>	
			<i>Slippers provided</i>	
			<i>Robes provided</i>	

