

Anchorage Alaska Bed and Breakfast Association Evaluation

Date _____ Number of Rooms: _____

(Muni Permit)

B&B Name: _____

Owner _____

Address _____

Phone # _____ Fax # _____ E-mail _____

URL _____

Yes / No

Yes / No

Page 1 of 3

Exterior Maintenance and Safety

Guest parking will be available on the premises or nearby.

Parking areas, walkways and entries are well lighted at all times.

Hand rails are provided for exterior stairways of three steps or more.

If hot tub or spa is available to guests, it will be clean and in good repair.

If hot tub or spa is available to guests, there are appropriate warning signs.

B&B sign or street numbers are clearly visible from the street.

Building is in good repair and pleasant in appearance.

Outdoor furniture is clean and well-maintained.

Lawn and surrounding grounds well-groomed.

Parking areas, walkways, porches and guest areas are kept free of ice, snow and debris. Ice melt, sand or another form of traction will be applied when needed.

Outdoor furniture is clean and well-maintained.

Lawn and surrounding grounds well-groomed.

Operating Permits/License Posted

State Business License posted

Municipal Permit posted

Bed Tax Collection Permit posted

Professionalism

Owner / manager / host lives on the premises.

Voice mail will be used and checked.

Resident pets are noted on website or discussed if reservations is made over the phone.

'House Rules' are **posted** or **verbalized**. (circle one)

Guests are informed as to how they can locate and communicate with host/manager at night.

Type of breakfast served is accurately represented in brochure or on website.

Food provided, guest prepares

Continental breakfast

Full breakfast

General Safety and Security

Emergency phone number as well as B&B name, address, and phone number is posted.

Functional smoke detectors are located in each bedroom and on each level of the house.

Carbon monoxide detector is located near possible source of CO as well as on every sleeping level.

Basic first aid kit easily accessible for guest use.

Emergency Exit Plan prominently posted.

Yes / No

Interior Maintenance, Safety and Decor

All interior public rooms, hallways, and stairs are well maintained, in good repair & free of debris.

All furnishings, floor coverings & areas in the B&B public space are clean and in good repair.

Public rooms, stairs and halls are well lighted at all times.

Hand rails are provided for interior stairways of four steps or more and meet municipal code.

All windows are equipped with a locking device.

Non-public areas are noted by appropriate signage.

Kitchen/Dining Area

Garbage kept in closed containers.

Kitchen and all appliances are visually clean and well maintained.

___ Oven/Stove ___ Dishwasher

___ Microwave ___ Refrigerator

Refrigerator is kept at 40 degrees Fahrenheit or cooler.

Visible, easily accessible fire extinguisher. **

Breakfast which is included in the room rate is provided on the premises to guests.

Breakfast is presented with place settings of good quality dishes and utensils. (Set up a place setting for your review)

**** NOTE: If the fire extinguisher is located in a cabinet then the outside of the cabinet must be clearly labeled. 10 lb. ABC recommended.**

Guest Room Safety and Décor

Guest room is equipped with a smoke detector.

Guest room has 2 exits, 1 door and 1 egress window. Window is equipped with a functioning locking device.

A visible and easily accessible fire extinguisher is located in or near guest room.

All host's personal belongings are removed from guest room.

Room demonstrates a high level of cleanliness and maintenance of floors, fixtures, woodwork and furnishings.

Adequate heating and ventilation is provided.

Window coverings are in place for privacy and light control.

Area for hanging clothes is available.

Adequate number of quality hangers is provided.

Lighting (minimum of 60 watts or equivalent)

___ Twin beds require at least 1 light at bedside.

___ Double beds or larger require a light on each side of the bed.

___ Desk area, if applicable.

Adequate flat surfaces for guest's personal effects are provided.

Lined wastebaskets provided.

The bed mattress is in good condition.

Bed linens (each bed) are clean and in good repair.

___ Mattress pad

___ Top and bottom sheet

___ One pillow per person

___ Pillow protectors for all pillows

___ Pillow cases for all pillows

Adequate blankets, quilts, spreads, extra pillows provided

___ Robe is in any room that shares, or has a designated private bath.

___ Comfortable seating, chair or bench is provided.

___ Luggage rack or area for suitcases, elevated from the floor is provided.

___ Room is equipped with individual keyed lock.

___ Screens are provided for windows.

___ Flashlight is available in room.

___ One drinking glass per guest is provided.

Yes / No

All Bathrooms

All host's personal belongings and all previous used products have been removed.

Plumbing is well-maintained and in good repair:

- Faucets drip free
- Free running drains
- Good water pressure

Liquid and/or wrapped soaps are provided. Fixtures, mirrors, walls & floors are clean and in good repair.

Bathtub tiles or surround is free of soap scum. Shower doors/curtains free of soap scum and mildew.

Windows have blinds or curtains to provide privacy. Glass brick – not clear. Clean glasses (one per person) or paper cups are provided.

Clean linens available for each guest:
1 bath towel,
1 hand towel,
1 face cloth)

Cloth bath mat provided.
Lined wastebasket is provided and expected to be emptied daily.
Extra roll of toilet paper is available.

Yes / No

Shared Baths Only

- Bathroom door is equipped with inside door lock.
- Extra linens are located in the bathroom.
- Bathroom cleaning supplies are available for the bathroom.

Rooms:

1

2

3

4

5

Inspected by:

Date:

Signature

B&B Host Signature

Signature

B&B Host Printed Name

Please note: All B&B Members are subject to a drop-in inspection. _____ Initial

Pass Yes/No

30-day Extension

Yes/No/Not applicable

