

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

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.

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.

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 lit 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 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

