

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

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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, appropriate warning signs explaining its use are required.
- B&B sign or street numbers are clearly visible from the street.
- Buildings are visually well maintained, in good repair and pleasant in appearance. Peeling paint or broken windows are not acceptable.
- 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 are groomed and free of debris.

Operating Permits/License Posted

- State Business License posted
- Municipal Permit posted
- Bed Tax Collection Permit posted

Professionalism

- Owner / manager / host lives on the premises.
- An answering machine or service is used when host is unavailable.
- Resident pets are restricted to non-public areas, or noted in brochure and discussed when reservations are made.
- 'House Rules' are **posted** in plain view or **verbalized** when guest checks in. *(circle one)*
- Guests are informed as to how they can locate and communicate with host 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

- Telephone is available for guest use and guests are able to receive calls.
- Emergency phone numbers are posted next to every phone.
- Name, address and phone number of B&B posted by every phone in case an emergency arises and guest must call for assistance.
- Functional smoke detectors are located in each bedroom and on each level of the house.
- Carbon monoxide detector located near possible source of CO, within hearing range of alarm. A CO detector is required 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 generally good repair. Chipped paint & peeling wallpaper are not acceptable.
- 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.
- Common room is available where overnight guests may interact.
- Good reading lights and comfortable upholstered furnishings are available for guest use in the common area.

Kitchen

- 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. (Thermometer provided if not available)
- 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.

1 2 3 4 5

Guest Room Safety and Décor

- Guest room is equipped with a smoke detector.
- Guest room has 2 exits, 1 door and 1 egress window.
- A visible and easily accessible fire extinguisher
- All host's personal belongings are removed from guest room.

1 2 3 4 5

- 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 provided.
- Four or more plastic or wooden hangers are provided per guest.
- 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 and expected to be emptied daily.
- The bed mattress is in good condition.

Bed linens 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, duvets to cover each bed

1 2 3 4 5

- Extra pillows and blanket in good repair per bed.
- Robe in any room that shares a bath.
- Comfortable seating, chair or bench.
- Luggage rack **or** area for suitcases, elevated from the floor is provided.
- Adequate space is available for guests to move about freely.
- Room is equipped with individual keyed lock.
- Screens are provided for windows.
- Flashlight is available in room.
- One drinking glass per guest is provided.

1 2 3 4 5

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 daily 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.

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

All Items with are required.
Items with * are recommended but optional.

PASS yes/no

To pass an inspection you must have all required items checked and at least one yes response on recommended/optional items.

30 day extension yes/no

