



British Columbia Bed And Breakfast Innkeepers Guild

Quality Assurance Program (Q A P)

Please Note : The following form, or one very similar, will be used by the inspector during the inspection process. Please print out and use as your guide.

Each membership application or renewal must meet all minimum QAP inspection standards and be approved by the Guild Executive. All deficiencies must be remedied prior to membership approval. Our approved members must favorably reflect other member Inns by providing superior quality, ambience, guest service, amenities and outstanding host integrity and hospitality. Failure to meet these guest requirements may result in mandatory reinspection and suspension or termination of membership.

Items designated with a ★ are the minimum standards that **must** be met.

Name of Inn: _____

Mailing Address: _____

Street Address (if different than above): _____

City / Town : _____ Postal Code : _____

Phone : (_____) _____ Fax : (_____) _____

Email : _____ Web Address : _____

Inspector: _____

CATEGORY	IMPROVEMENT NEEDED	COMMENTS
GUEST BEDROOMS		
Total No. of Rooms	<input type="checkbox"/>	
Space is adequate (min. 100 sq.) comfortable & inviting	<input type="checkbox"/>	
Heating: Type of System	<input type="checkbox"/>	
Comfortable Quality Bed with headboard, fresh linen ★	<input type="checkbox"/>	

Furnishings in rooms in good repair and dust free★	<input type="checkbox"/>		
Mattress Pad★	<input type="checkbox"/>		
Quality Pillows★	<input type="checkbox"/>		
Pillow Protectors★	<input type="checkbox"/>		
Minimum 8 wooden or equivalent hangers★	<input type="checkbox"/>		
Pant/shirt hangers min. 2★	<input type="checkbox"/>		
Side Chair	<input type="checkbox"/>		
Night Stand			
Drawer Space			
Adequate lighting/Reading Lamps★			
Room Directories			
Luggage Rack/Surface			
Opening windows★			
Shades or curtains for privacy★			
Waste basket			
Mirror			
Drinking glasses			
Facial Tissue (if not in bathroom)			
Alarm Clock			
Additional blankets			
Additional Pillows			
Keyed security lock★			
Operating smoke alarm★			
Emergency Exit Plan★			
Privacy locks/night latch (inside)★			
General condition of room - neat, clean & odor free			
Comments:			
BATHROOM			
Fixtures are in good, clean, working order	<input type="checkbox"/>		

Bathroom is ventilated	<input type="checkbox"/>		
Towel Bars	<input type="checkbox"/>		
Towel/Robe Hooks	<input type="checkbox"/>		
Waste baskets	<input type="checkbox"/>		
Facial Tissue Bedroom or Bathroom			
Illuminated mirror with toiletry shelf			
GFI electrical outlet			
Interior door lock★			
Liquid or individual soap★			
Bath Towels - 2 sets per room★			
Hand Towels - 2 sets per room★			
Face Cloths - 2 required★			
Bath Mat - 1 required★			
Non-skid Bath and/or Shower Surface or equivalent ★			
Drinking Glasses - min. 2★			
Daily Housekeeping Service			
Amenities: No. of items displayed			
General condition - clean, no mold, etc.			
Comments			
COMMON AREAS/SITTING AREAS/SERVICES			
Common/sitting area is clearly defined/attractive/tastefully decorated ★	<input type="checkbox"/>		
Reading material/adequate lighting	<input type="checkbox"/>		
Comfortable seating in good repair ★	<input type="checkbox"/>		
Adequate, neat and uncluttered space★	<input type="checkbox"/>		

TV in rooms or Common Area	<input type="checkbox"/>		
First Aid Kit* ★	<input type="checkbox"/>		
Telephones in Rooms or Common Area complete with emergency numbers ★	<input type="checkbox"/>		
Local tourist information available			
Smoke alarms in hallways★			
Night Lights in hallways★			
Housekeeping★			
Information on restaurants/local services/local transportation and distances			
General Comments:			
EXTERIOR			
Exterior security locks★	<input type="checkbox"/>		
Exterior lighting including walkways and steps and parking area★	<input type="checkbox"/>		
Guest Parking★	<input type="checkbox"/>		
General Repair and maintenance including buildings and landscaping★	<input type="checkbox"/>		
Overall appearance/walks & driveway swept, etc.★	<input type="checkbox"/>		
Clear identification: 1. Address Signage - if permitted by law			
General Comments:			
KITCHEN			
Dishwasher/Sanitation	<input type="checkbox"/>		
Waste Management	<input type="checkbox"/>		
Food Storage (under 40 degrees F)★	<input type="checkbox"/>		

Fire Extinguisher★	<input type="checkbox"/>		
Smoke Alarm★	<input type="checkbox"/>		
General Housekeeping★			
General Comments:			
INN ADMINISTRATION			
Rates : Lowest "off season" single to highest "high season double"		\$ _____	\$ _____
Hosts Courtesy, Services & Hospitality★		_____	
Food Safe Certified★		_____	
Superhost Certified	<input type="checkbox"/>		
CPR/First Aid Certified	<input type="checkbox"/>		
Must be listed in the B.C. Accommodations Guide★	<input type="checkbox"/>		
Local License (if required)★	<input type="checkbox"/>		
Liability Insurance with B&B coverage★	<input type="checkbox"/>		
Brochure is accurate★	<input type="checkbox"/>		
Confirmation of reservation is mailed/e-mailed	<input type="checkbox"/>		
Cancellation/refund policy * - Please specify details on policy★ - Please specify details on policy	<input type="checkbox"/>		
Guest Registration ★	<input type="checkbox"/>		
Fire Inspection (if required) ★	<input type="checkbox"/>		
IF 4 ROOMS: B.C. Hotel Tax Registration required★	<input type="checkbox"/>		
Telephone answering system/message system ★	<input type="checkbox"/>		

Professional telephone greeting including name of B&B★	<input type="checkbox"/>		
Comment cards visible (applies only on re-inspections) - BC Inkeepers	<input type="checkbox"/>		
PLEASE NOTE: BREAKFAST MUST BE 'SERVED'			
Circle Style of Service	<input type="checkbox"/>	Communal Table Individual tables	Room Service Buffet
Guest Dining Area	<input type="checkbox"/>	Kitchen Garden Dining Room	Guest Room Deck
Circle menu items (minimum of 6 items)	<input type="checkbox"/>	Juice Fruit Yogurt Cereal Meats Eggs Entrée	Beverage Baked Goods Toast
Other Food Services Offered (Specify)	<input type="checkbox"/>	Complimentary Refreshments Refrigerator for Guest Use	Baked Goods Other food services offered
ADDITIONAL FEATURES - Circle those that apply			
Waterfront	Beach	Ocean/Water View	Garden
Pool	Hot Tub	Fireplace	Trails
Park	Antiques	Urban	Rural
Forest Setting			
STYLE OF ESTABLISHMENT:			
Circle which applies			
New Residence	Character Home	Heritage House	Cottages
Suites			
INSPECTORS' RECOMMENDATION			
APPROVED		REJECTED	
IF INSPECTOR'S RECOMMENDATION IS TO REJECT, PLEASE LIST REASONS:			

INSPECTORS COMMENTS ON OVERALL APPEARANCE

SIGNED:DATED: