

Comox Valley Bed and Breakfast Association Quality Assurance Program (Q A P)

Please Note : This form, or one similar, will be used by the inspector during inspection.

Each application for membership/renewal must meet all minimum QAP inspection standards and be approved by the executive

All deficiencies which are in bold and italic print must be remedied prior to membership approval.

Items designated with a * are recommended, those items in italic and bold are serious issues and those noted N/A are non applicable to that particular accommodation. Items with ** need action from the prospective member.

Name of Accommodation:

Mailing Address:

Street Address (if different than above):

City / Town :

Postal Code :

Phone : (_____) _____

Email : Web Address :

Inspector:

Date:

GUEST BEDROOMS	Meets Standard	Standard not Met
Number of Rooms		
<i>Adequate space, min 100SF</i>		
<i>Heat/Cooling System</i>		
<i>Furniture in good repair & dust free</i>		
<i>Bed and clean linens</i>		
<i>Mattress and Pillow protectors</i>		
<i>Pillows min two</i>		
Hangers min 8		
Night stand		
Chair *		
Drawer/shelf space		
<i>Adequate lighting</i>		
Luggage racks/surface		
<i>Windows that open and lock</i>		
<i>Curtains/blinds</i>		
Waste basket *		
Mirror		
Glasses X 2 *		
Tissue box *		

	Meets Standard	Standard not Met
Security lock B&B		
Privacy night latch inside room *		
Functional smoke alarm B&B's		
Emergency egress plan posted		
Ceiling fan or portable fan*		
Hotel Keepers Act posted		
Odor free		
GUEST BATHROOM		
Fixtures are clean and in working condition		
Ventilating fan or window that opens		
Adequate towel bars/hooks		
Bath robe hooks *		
Waste basket		
Tissue if not in bedroom		
Adequate lighting		
Mirror		
GFI electrical outlet		
Interior door lock		
Basic toiletries, soap, shampoo, toilet paper*		
Towels: bath, face, hand X 2 each		
Bath mat, washable		
Glasses X 2 *		
Housekeeping available daily *		
No mold and odor free		
Plunger available *		
COMMON/LOUNGE AREA IF APPLICABLE		
Adequate seating in good repair		
Uncluttered space		
Reading material		
Adequate lighting		
TV if not in rooms *		
First Aid Kit if not in rooms *		
Telephone if not in rooms *		
Local tourist and services info if not in rooms		
Smoke alarms in hallways B&B		
Night lights in hallways B&B		
Housekeeping to a high standard		
EXTERIOR		
Exterior locks		
Adequate night lighting		
Guest parking		
Well maintained building and landscaping		
Walk way and driveway clear of debris		
Clear signage		

	Meets Standard	Standard not Met
KITCHEN		
<i>Clean and uncluttered</i>		
Fridge thermometer *		
<i>Fire extinguisher available near by</i>		
B&B/VACATION RENTAL ADMINISTRATION		
Rates reflected correctly on web & printed		
<i>Food Safe Course B&B</i>		
Business License if applicable		
<i>Liability Insurance/accommodation coverage</i>		
Advertising is accurate		
Cancellation policy		
Guest registration		
Fire inspection if required		
Telephone answering/messaging system		
Professional greeting on the phone		
<i>Owner must live in immediate area</i>		
<i>Website accurately reflects accommodation</i>		
<i>Pricing clearly includes or excludes breakfast</i>		
IS BREAKFAST SERVED		
<i>Dining area adequate</i>		
<i>Linens in clean and good repair</i>		
Table ware of a high standard		
Cutlery without stains		
Minimum of 6 items served		
Type of breakfast is clearly advertised		
SELF CONTAINED UNIT WITH KITCHEN		
<i>Fire extinguisher</i>		
<i>Sink with hot and cold taps</i>		
Glassware, dishes and cutlery		
Pots and Pans		
Refrigerator		
Two burners or hotplate		
Table and chairs		
Broom and dust pan/vacuum		
Can opener		
Corkscrew & bottle opener		
Cutting board		
Dish Rack		
Garbage container		
Kettle		
Toaster		
Tea pot & coffee maker		
Tea towel and dish cloth		

	Meets Standard	Standard not Met
Oven mitts/pot holders		
Dish detergent		
Scrub pad		
<i>Insect/rodent free</i>		
<i>All amenities dust, grime and stain free</i>		
ATTRIBUTES OF ACCOMMODATION		
Modern, Heritage, Cottage, Self contained suite, Character home		
Waterfront, Water/Mountain View, Gardens, Rural, Forest, Farm setting, Urban		
Hot tub, pool, sauna, tennis courts,		