

West Virginia Bed & Breakfast Association Inspection Review Form

Name of B&B _____ Innkeeper _____

Address _____ Region _____

Telephone _____ Website _____

The following minimum standards were adopted by the association to ensure a high level of safety, comfort and cleanliness for the guests of member inns. Listed are the MINIMUM ACCEPTABLE STANDARDS that all members should meet. Standards will be graded PASS, NEEDS IMPROVEMENT or FAIL.

EXTERIOR OF HOUSE/GROUNDS

	P	NI	F	COMMENTS
Structure well maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Well-kept grounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Parking for guests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Exterior lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Entry and walkways safe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Identity sign/house number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

COMMON OR PUBLIC ROOMS

Floors maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Carpet/rugs clean/non-skid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Room lighting/lamps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Furniture clean/maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

DINING AREA

Seating (table/chairs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Room lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Floors maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Carpets/rugs clean/non-skid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Suitable table service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

KITCHEN AREA

Fire extinguisher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Equipment clean/maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Countertops neat/clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Appliances clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Floor clean/maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

BEDROOMS

Beds (no sofa beds, cots, etc. for primary bed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Foundation, mattress, pillows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Mattress and pillow covers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Blanket and bedspread	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Presentable linens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Window coverings (privacy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Floors clean/maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Carpet/rugs clean/non-skid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Adequate room lighting (reading)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Dresser/desk/table	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Open areas on tabletops for guest use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Mirror	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Chair or seating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Closet/wardrobe/period hanging	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Luggage rack/stand/chest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Quality clothes hangers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Wastebasket	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Privacy closure on door	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

BATHROOMS

P NI F

COMMENTS

- Fixtures (commode, sink, shower/tub)
- Adequate shelf or surface space
- Mirror with lighting
- Electrical outlet
- Towel rods/pegs
- Non-skid tub or shower material
- Window coverings (privacy)
- (unless bathroom is part of bedroom)
- Privacy closure on door
- Drinking cups/glasses
- Wastebasket
- Towels (bath/hand/wash)
- Toilet tissue and spare
- Individual soaps or liquid soap
- Clothes hook
- Non-skid area rugs
- Adequate hot water and heat

GENERAL BUSINESS POLICIES

- Brochure/advertising
- (accurate representation)
- Insurance
- Appropriate licenses
- Written cancellation policy provided
- listing all charges and fees
- WV Health Dept. permit (if available)
- Guest register for past 12 months

UTILITIES AND FACILITIES

- Smoke detector in guest rooms & halls
- Emergency lighting in bedrooms
- Emergency lighting on fire escape route
- Adequate heating and cooling
- Emergency egress from each floor
- Heat protectors as required
- Visible fire extinguisher on each floor

ADDITIONAL RECOMMENDATIONS

Present

- Telephone
- TV available to guests
- Reading material
- First aid supplies
- Facility information
- Local information/activities/restaurants
- Smoke/heat detector in kitchen
- Food handler's card
- Water test if not city water

Reviewed by _____ Date _____

Preliminary approval Yes No Follow-up required Yes No

If "No," applicant has 90 days to comply to standards as per inspection review sheet.

Final approval at next board meeting.

Return to WVBBBA with cancellation policy and brochure