

MEMBER INSPECTION FORM

Revised 2/02/2006

The Arizona Association of Bed & Breakfast Inns prides itself on offering inspected and approved accommodations to the B&B traveler to Arizona. Using the *standards gathered from other state associations by the Professional Association of Innkeepers International (PAII)* and recommendations from Arizona county health departments, we have established the following requirements for membership. An AABBI Inspector will coordinate with you to make a reservation to stay at your inn on a night that is mutually convenient. The inspector should not be charged for his or her room. After the reservation is made, please send the inspector a Confirmation Letter/Notice, *as you would any other guest*, along with directions to your Inn. Using this form, inspection will be done during the check in, overnight stay, breakfast, and an interview with *you or your Innkeeper* prior to check out. Areas of inspection include friendliness of host(s), cleanliness, guest accommodations, safety features, amenities, breakfast presentation, *management*, and property appearance.

AABBI INN REVIEW

Date of Inspection: _____ Inspector: _____

Inn Name: _____ Inn Contact: _____

County reside in: _____

Total Number of units' _____ (rooms, suites, cabins) as advertised

Answer the following with code: Y (yes) N (no) N/A (not applicable)

MANAGEMENT

1. _____ Operating primarily as a B&B, all units exclusively used for guests
2. _____ Open on a regular basis *at least nine months per year*
3. _____ Where does the innkeeper reside? _____
4. _____ Breakfast included in the room rate
5. _____ In compliance with ALL applicable local, state, and federal laws and regulations governing B&B's
6. _____ Are policies, procedures, rates made known to guests at time of reservation
7. _____ Written confirmation sent to guests. Method _____
8. _____ Phone answered professionally and in a businesslike manner
9. _____ Proof of commercial liability insurance (copy of cover sheet)
10. _____ Innkeeper or staff on premises and available at all times, *except for short absences*
11. _____ Emergency telephone numbers posted where available for guests
12. _____ Encouraged to attend annual AABBI meeting
13. _____ Complimentary night provided to Inspector(s)
14. _____ Refer guests to AABBI Member Inns
15. _____ Pay AABBI dues by due date
16. _____ AABBI brochures available to guests (inn prints on line printable version)
17. _____ Notify AABBI Board if Inn is sold and inform new owners that they must re-apply for membership
18. _____ Is the inn described truthfully in accordance with the Standards
19. _____ Did inspector review the web site with innkeeper.

BUILDING EXTERIOR

20. _____ Building and trim attractive and well maintained
21. _____ Grounds and landscaping attractive and well maintained
22. _____ Adequate parking for guests
23. _____ Walkways well lit and free from debris
24. _____ Business sign visible from road
25. _____ Hot tub, spa, and/or pool clean and in good repair

BUILDING INTERIOR

26. _____ Common room, patio or parlor available to guests at all times
27. _____ Innkeepers have separate private sleeping quarters and bathing facilities
28. _____ Desk or writing surface available to guest at all times
29. _____ Guest rooms impeccably clean
30. _____ Guest rooms cleaned daily
31. _____ Guest rooms attractively and completely decorated

- 32. ___ Guest rooms furnished with bed, comfortable reading chair with adequate lighting, table/night stand, storage for clothing, bedside lighting, waste basket
Discrepancies: _____
- 33. ___ Furnishing and linens clean and in TOP condition; NO soils or stains
- 34. ___ Good quality bed and in TOP condition
- 35. ___ Bed Linens are appropriately sized to the bed and must include mattress pad, at least two sheets, minimum one pillow per guest, pillow protector on each pillow, pillow case on each pillow, at least one blanket/comforter, bed spread/quilt, extra pillows available.
Discrepancies: _____
- 36. ___ Bed linens changed between stays; *after* every third night on extended stays
- 37. ___ Security and privacy for ALL guest rooms; secondary locks on inside of guest door.
- 38. ___ Windows equipped with blinds, shade, or drapes that can be closed
- 39. ___ Adequate heating and cooling, as needed, for guests

BUILDING INTERIOR/BATHROOMS

- 40. ___ One full bath for every two guest rooms [max 4 guests per bath]
- 41. ___ Shared baths have inside lock
- 42. ___ Ample hot water
- 43. ___ Minimum linens for each guest include: large bath towel, hand towel, wash cloth, soap; for each guest room: bathmat, facial tissue, drinking glasses, adequate supply of toilet tissue. Fresh towels upon request.
Discrepancies: _____
- 44. ___ Bathrooms fixtures include: sink, commode, tub/shower with non-skid surface or device, shelf space for toiletries, illuminated mirror at sink, GFI near sink, towel rack, clothes hook.
Discrepancies: _____

SAFETY

- 45. ___ Complies with All applicable fire regulations
- 46. ___ Smoke detector on each floor
- 47. ___ Smoke detector in each guest room
- 48. ___ One fire extinguisher on each floor
- 49. ___ Fire extinguisher in kitchen
- 50. ___ Appropriate warning signs for pool, spa, and hot tub must be posted near the unit.
- 51. ___ First aid kit available. Location: _____
- 52. ___ Sprinkler system, if required, must be inspected in accordance with local regulations

BREAKFAST

- 53. ___ Breakfast served daily: Full ___ Continental Plus ___ Continental ___
- 54. ___ Kitchen extraordinarily clean and well maintained
- 55. ___ Proof of food handler training if required by city or county
- 56. ___ Food quality, preparation, and presentation of highest standards

Identify by line number any item answered N and explain.

Innkeeper: _____ Inspector: _____

NOTE: Inspector cannot approve nor disapprove. Acceptance for membership by the AABBI Board will be decided based on the inspection.