

# “Inspected & Approved” Requirements for BBAV Membership

Updated & Approved: January 2010



The goal of the biennial inspection is to insure the quality and standards Bed & Breakfast guests expect during a stay at a BBAV “inspected and approved” member inn. This inspection process should be viewed as a positive learning experience. BBAV Inspection Chairman will work with member inns to assist them in meeting the following requirements. We realize bed & breakfast inns are an on-going work in progress and this inspection process takes that into consideration.

**Required Standards:** Items in categories marked **REQUIRED** must be met at the time of inspection, or deficiencies must be corrected within 30 days of inspection, in order to be eligible for membership in the Bed and Breakfast Association of Virginia. The chair of Standards and Inspections has the authority to extend the correction period in exceptional circumstances (i.e., December inspection reveals the need for exterior painting.)

**Note:** Where local codes establish a different standard, conformance with the local code will be acceptable for inspection purposes, as long as the inn provides a copy of the relevant section of the code for filing with our records.

Any existing Inns or Inns joining BBAV as of 2010, regardless of whether they belong to any other Hospitality Association which conducts inspections, will, as of January 2010 be Inspected initially and then at least biannually thereafter by a BBAV Inspector.

This secures the BBAV identity of "Inspected and Approved" and is included in the annual dues.

Safety & Legal Compliance <b>REQUIRED</b>	YES	NO
1. Inn has its brochure/rack card, Health Department permits (food service, as well as pool and hot tub if applicable), Virginia sales tax number, and insurance policies available for inspector's review; as well as business license and zoning permit if applicable. <b>For initial inspections, copies must be provided for the inn's permanent file</b>		
2. Inn's promotional materials and/or web site* accurately reflect what is offered for guests.		
3. Innkeeper or staff lives on site. Or, innkeeper or staff are present at the inn between 11pm and 7am; or inn has smoke detectors which contact the local fire department.		
4. Adequate lighting for parking area, porches, and walkways.		
5. Fire extinguisher available on each floor and in any room with open flame.		
6. Emergency lighting (battery operated power source) available in all guest rooms; if there are outlets available in hallways and near exits, battery operated emergency lighting must be provided there as well.		
7. Exits are clearly identifiable as such. Any solid interior doors through which guests would have to pass in an emergency have exit signs clearly visible (guest room doors excepted).		
8. Smoke detectors in all guest rooms and hallways.		
9. Carbon monoxide alarm in all rooms with an open flame (wood or gas fireplace or enclosed wood stove) Installed according to manufacturers instructions.		
10. Emergency exit diagram, procedures, and location of fire extinguishers readily available in guest rooms. Posted somewhere in the room, framed on dresser, or in guest information folder.		
11. Emergency numbers posted at all phones to which guests have access.		
12. Guests informed in writing how to contact innkeepers when innkeepers are off property.		
13. Stairs must be kept free of any items on which guests could trip.		
14. Guest room doors have locks which can be opened easily in emergency.		
15. Handrails on all interior and exterior stairs must be securely mounted.		

16. Stairs and hallways have adequate lighting.		
17. Doors and ground floor windows have locks appropriate to the security risk of the area.		
<b>Cleanliness and Maintenance: REQUIRED</b>	<b>YES</b>	<b>NO</b>
18. No peeling paint, loose shingles or siding, uneven walkways, etc. on the exterior.		
19. Grounds are mowed in summer, raked in fall, flower borders and hedges are tidy and mostly weed-free.		
20. Trash containers, recycling bins, and other inn equipment are stored in non-public areas out of sight of guests.		
21. Sign in a location where it can be easily seen and of a size where it can be easily read by arriving guests.		
22. No major stains or scuffs on interior paint.		
23. Guest rooms, bathrooms, and common areas are clean and neat. Rooms are furnished with items in good repair. Inspector will check windows, walls, furniture, heating and air conditioning vents, light fixtures (including switch plates and shades), ceiling fans, window sills, moldings, floors (including under beds), trash cans, closets, plants, decorative items, sinks, tubs/showers, and toilets for accumulated dust and/or soiling.		
<b>Guest Services and Amenities: REQUIRED</b>	<b>YES</b>	<b>NO</b>
24. At least one parking space is provided per room, with guest parking clearly identifiable.		
25. Bed frame, box springs, and mattress in good condition.		
26. Bed linens are clean, in good repair, and consistent with the style of the inn.		
27. At least two sets of towels are provided per room, with more available on request.		
28. Written information is available to guests on inn policies.		
29. Adequate heating and cooling.		
30. Privacy for windows which face public areas or other dwellings.		
<b>Comments on any deficiencies on REQUIRED items:</b>		

**Recommended Services and Amenities:**

**75% of the items in this category must be met in order to qualify for membership.**

<b>General</b>	<b>YES</b>	<b>NO</b>
31. Innkeeper/staff present greet guests unless arrangements have been made.		
32. 24 hour phone coverage for incoming calls.		
33. Onsite pets disclosed to guests on web site and in confirmation letters or e-mails.		
34. Information available on area attractions, restaurants, and other services.		
35. Iron and ironing board available for guest use.		
36. Reading materials, games, cards, etc. available for guest use.		
37. Snacks or refreshments offered.		
38. Adequate seating in common room for guests.		
39. Adequate lighting in reading areas; 75-watt bulbs minimum.		
<b>Guest Bedrooms</b>	<b>YES</b>	<b>NO</b>
40. Rooms free of odors from deodorizers, cleaning agents, or fragrant items such as potpourri.		
41. Bed frames and beds of high quality.		
42. Box springs covered with a dust ruffle or fitted covering.		
43. Two luggage racks or equivalent bench space provided.		
44. Lighting on both sides of primary bed (min. 75 watt bulbs) at an appropriate height for reading while propped up in bed.		
45. Bedside table on each side of primary bed; adequate shelf space and lighting if table is not provided.		
46. Two comfortable chairs or equivalent for seating.		
47. Lighting by each reading chair and or task area.		
48. Night light in bedroom.		
49. Facilities for clothes storage: closet, wardrobe, adequate hooks, etc.		
50. No personal items of innkeeper stored in closets or drawers.		
51. Wastebaskets are lined and emptied daily.		
52. Facial tissue in bedroom.		
53. Alarm clock/ Radio / CD Player provided.		
54. Large mirror, ideally full length.		
55. Easily accessible electrical outlets.		
56. Extra blanket and pillows available.		
57. Minimum of 8 hangers (wood, cloth covered, or plastic, not wire) in each closet.		
58. Bedrooms which share bathrooms have racks or hooks for guests to hang used and wet towels.		
<b>Guest Bathrooms</b>	<b>YES</b>	<b>NO</b>
59. Innkeeper bathroom is separate from guest bathroom.		
60. Adequate mirrors.		
61. Adequate lighting in the sink area.		
62. Shelf space adequate for toiletries near sink.		
63. Night light in bathroom.		
64. GFI protected outlets.		
65. Exhaust fan or window.		

66. Clothes hook, towel racks or pegs for hanging towels.		
67. Extra towels available.		
68. Cloth bath mat provided.		
69. Two drinking glasses per bathroom. Glasses are covered, wrapped, or placed upside down on a clean tray or doily.		
70. Non-slip surface or mat in tub.		
71. Individually wrapped or liquid soap for sink and bathing area.		
72. Spare roll of toilet tissue.		
73. Facial tissue available in bathroom.		
74. Waste baskets are lined and emptied daily.		
75. Innkeeper provides extra amenities for guests; i.e.: robes, bath supplies, personal needs items, candy/ cookies in room etc.		
<b>Shared Guest Bathrooms ( If Applicable )</b>		
76. Shared guest bathrooms are not used by more than 4 guests.		
77. Shared guest bathrooms have disinfectant spray, deodorizing spray, cleaning agents, and paper towels available for use after each guest use.		
78. Night light in bathroom shared by guests.		
<b>Comments on any deficiencies on RECOMMENDED items:</b>		

**Available for Inspector's Review: (For initial inspections, copies must be provided for the inn's permanent file)**

YES  NO Brochure/rack card

YES  NO Health Department permits (food service, as well as pool and hot tub if applicable)

YES  NO Virginia Sales Tax Number

YES  NO Insurance Policies

YES  NO Business License

YES  NO Zoning Permit if applicable

YES  NO **75% of recommended items met. (36) Meets Expectations**

\_\_\_\_\_  
Date of Inspection

\_\_\_\_\_  
Inspector/s

\_\_\_\_\_  
Signature

Follow Up/ Re-inspection Required: \_\_\_\_\_

\* Web site must clearly state the inn's cancellation policy.