

PA Tourism & Lodging Association B&B Inspection Program

It is our aim to see that visitors to Pennsylvania have an enjoyable lodging experience. Of primary importance is the cleanliness, guest comfort, breakfast appeal, guest safety, innkeeper professionalism, and appearance of the inn. Consequently, this inspection is not based on subjective opinion of the host's decor or theme. This inspection program is available for any B&B, Country Inn or Farm Vacation, within Pennsylvania. Each inspection is valid for two years. The fee to participate is \$95.⁰⁰.

To the inspector: To use this evaluation form please check the appropriate boxes. In some cases you will have only two choices. At other times you will have three choices. In a few cases there are "extra credit" points available. A total of 99 points are available. In order to pass this inspection, the inn must provide compliance with the state regulations, (or demonstrate their application of such) and have a minimum of 75 points. Those properties scoring less than 75 will be submitted to the PTLA Unique Lodging Committee for final approval. After filling out the checklist you are invited to write your concerns and opinions. Please share all the information and scoring with the innkeeper.

Name of Inn: _____

Name of Innkeeper(s): _____

Address of Inn: _____

Phone Number of Inn: _____

Special directions for locating Inn: _____

The results of this inspection were reviewed with the innkeeper:

Review Date: _____

Innkeeper's Signature _____



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REGULATORY CONCERNS FOR PROSPECTIVE B&B OPERATORS

BED AND BREAKFAST DEFINITION: A PRIVATE RESIDENCE WHICH CONTAINS TEN OR FEWER BEDROOMS USED FOR PROVIDING OVERNIGHT ACCOMMODATIONS TO THE PUBLIC AND IN WHICH BREAKFAST IS THE ONLY MEAL SERVED AND IS INCLUDED IN THE CHARGE FOR THE ROOM.

LOCAL LEVEL— Be sure the zoning allows for operation of a business in your home. There may also be restrictions on sign sizes, the number of rooms allowed for accommodations, serving of food, etc. Check with your city, borough, or township zoning and planning boards.
(Not part of the inspection process.)

COUNTY LEVEL— Check on regulations and permits related to health or food safety issues.
(Not part of the inspection process.)

STATE LEVEL— The Department of Labor and Industry oversees fire safety regulations, and will issue an occupancy permit when all requirements are met. Contact L&I *before* beginning major construction or renovation to learn what needs to be done ahead of time, rather than after the fact. Occupancy Permit # _____
(Permit or application is required in order to pass inspection.)

The Corporation Bureau through the Dept. of State must be contacted for filing of Articles of Incorporation and registration of a fictitious name for operation.

Establishments larger than 10 rooms or those which will serve more than breakfast must be licensed by Dept. of Agriculture. License ID # _____.
(Required in order to pass inspection.)

Operators of B&B's in Pennsylvania are responsible for the collection of the 6% state sales tax, and must obtain a tax license through the Dept. of Revenue. Tax License ID# _____ **(Required in order to pass inspection.)**

FEDERAL LEVEL— B&B'S with six rooms or more must comply with the regulations of the Americans with Disabilities Act and the Hotel Motel Fire Safety Act of 1990.
(Not part of the inspection process.)

E = Exceptional

S= Satisfactory

U = Unsatisfactory

E
4

S
3

U
0

GUEST SAFETY

- 4 3 0 parking for guests (on site or nearby)
- 4 3 0 well-kept exterior and exterior lighting
- 4 3 0 identity sign
- 4 3 0 emergency lighting
- 4 3 0 handrails for stairways of three steps or more
- 3 0 emergency exits noted (at time of check-in or posted in rooms)
- 3 0 first aid kit available
- 3 0 emergency telephone numbers posted
- 3 0 guests informed as to how to locate/communicate with innkeepers at night
- 3 0 kitchen visually clean and well maintained
- 3 0 refrigerator at 45° F or lower
- 3 0 current fire extinguishers as required by PA Department of Labor & Industry
- 3 0 non-skid tub or mat
- 3 0 locks on all bathrooms not inside room
- 3 0 electrical outlets with reset-trip in bathrooms
- 4 3 0 EXTRA CREDIT Food handling certification/course

POINTS FOR THIS SECTION

COMMENTS _____

E

S
1

U
0

INDUSTRY PARTICIPATION

- 0 willing to refer guests to other PTLA member inns
- 0 EXTRA CREDIT membership in professional associations/organizations other than PTLA. (1 point for each membership – maximum of 4 points)

POINTS FOR THIS SECTION

COMMENTS _____

E = Exceptional

S= Satisfactory

U = Unsatisfactory

TOTAL POINTS (this page) _____

E
2

S
1
1

U
0
0

GUEST COMFORT

adequate storage space (clean, empty drawers and closet space w/ hangers)

room dedicated to guest use only (no personal effects of innkeeper's family, except for decor such as photos)

2

1

0

adequate lighting for reading in bedrooms (minimum 75 watts)

2

1

0

adequate lighting in common areas (if applicable) (minimum 75 watts)

2

1

0

mattress in good condition

2

1

0

extra bed covers available

1

0

dedicated common areas

1

0

telephone available for guest usage

1

0

alarm clock available for guest usage

1

0

ashtrays available if smoking is permitted (1 point if non-smoking establishment)

1

0

at least one mirror available per guest unit

1

0

resident pets excluded from guest rooms

1

0

written guest instructions provided in guest rooms

POINTS FOR THIS SECTION

COMMENTS

E

S

U

PROFESSIONALISM

1

0

written confirmation sent to guests

1

0

innkeeper or staff present at check-in time

1

0

innkeeper and staff are guest-oriented

1

0

clear and accurate directions given on brochure or with confirmation

1

0

cancellation policy clearly stated

1

0

Inn restrictions/limitations clearly stated in literature (such as pets, smoking, children, alcohol consumption)

1

0

rates and/or ranges listed in printed communications

1

0

printed material and verbal communication accurately projects the flavor and ambience of the Inn

1

0

breakfast described (i.e. Continental, Ranch, Full etc.)

POINTS FOR THIS SECTION

COMMENTS

E = Exceptional

S = Satisfactory

U = Unsatisfactory

TOTAL POINTS (this page) _____

CLEANLINESS

- | E | S | U | |
|----------------------------|----------------------------|----------------------------|---|
| <input type="checkbox"/> 2 | <input type="checkbox"/> 1 | <input type="checkbox"/> 0 | common areas (if applicable) |
| <input type="checkbox"/> 2 | <input type="checkbox"/> 1 | <input type="checkbox"/> 0 | guest rooms |
| <input type="checkbox"/> 2 | <input type="checkbox"/> 1 | <input type="checkbox"/> 0 | bathrooms |
| <input type="checkbox"/> 2 | <input type="checkbox"/> 1 | <input type="checkbox"/> 0 | kitchen and food service areas |
| <input type="checkbox"/> 2 | <input type="checkbox"/> 1 | <input type="checkbox"/> 0 | dishwasher and appliances clean and operating safely |
| | <input type="checkbox"/> 1 | <input type="checkbox"/> 0 | bed linens changed after every third day (same guest) |
| | <input type="checkbox"/> 1 | <input type="checkbox"/> 0 | rooms and baths completely cleaned after guest departure |
| | <input type="checkbox"/> 1 | <input type="checkbox"/> 0 | rooms refreshed each day with bed made and trash emptied |
| | <input type="checkbox"/> 1 | <input type="checkbox"/> 0 | bathroom towels/wash cloths changed daily |
| | <input type="checkbox"/> 1 | <input type="checkbox"/> 0 | bathroom towels fluffy and good condition |
| | <input type="checkbox"/> 1 | <input type="checkbox"/> 0 | sheets and blankets spotless and in good condition (no rips, fraying or stains) |
| | <input type="checkbox"/> 1 | <input type="checkbox"/> 0 | individual guest soaps or soap dispenser |
| | <input type="checkbox"/> 1 | <input type="checkbox"/> 0 | adequate toilet paper, tissues, lined waste basket |
| | <input type="checkbox"/> 1 | <input type="checkbox"/> 0 | bathroom refreshed daily |
| | <input type="checkbox"/> 1 | <input type="checkbox"/> 0 | spa clean and in good working order (if applicable) |
| | <input type="checkbox"/> 1 | <input type="checkbox"/> 0 | resident/visiting pets excluded from food areas |
| <input type="checkbox"/> 2 | | <input type="checkbox"/> 0 | EXTRA CREDIT water tested annually (Potable) [2 points if on city water] |

POINTS FOR THIS SECTION

COMMENTS _____

TOTAL POINTS (this page) _____

TOTAL POINTS (page 4) _____

TOTAL POINTS (page 3) _____

GRAND TOTAL _____

EVALUATOR RECOMMENDATION:

- 1st inspection
- 2nd inspection (date _____)
- All guest and common rooms were inspected
- Some areas were not available for inspection because _____

_____ and we/I feel that the unseen areas are similar OR need inspection.

- Approved for Keystone!
- Approved if the following areas of concern are corrected:

Use a separate sheet if paper if more space is needed.

- Concerns have been corrected. (Use this item only for a 2nd inspection.)
- Concerns have not been corrected. (Use this item only for a 2nd inspection.)
- Keystone is denied at the present time for the following reasons:

Use a separate sheet if paper if more space is needed.

EVALUATORS'
SIGNATURE(S)

===== INSPECTORS, DO NOT WRITE BELOW THIS LINE =====

COMMITTEE DECISION:

- Approval for Keystone
- Approved if the following areas of concern are corrected by _____ (date)

Use a separate sheet if paper if more space is needed.

- Approved because concerns have been corrected.
- Keystone denied at the present time for the following reasons:

Use a separate sheet if paper if more space is needed.

UNIQUE LODGING COMMITTEE
CHAIRMAN'S SIGNATURE _____