

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 are 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* _____

**By signing above, you are indicating that the information you have provided for this inspection is, to the best of your knowledge, correct and complete.*



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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.) If the county imposes a county room tax, ensure that the inn collects and pays the applicable tax.

STATE LEVEL— If the local municipality does not require conformance with the universal building codes, then the Department of Labor and Industry oversees fire safety regulations, and will issue an occupancy permit when all requirements are met. Contact the local municipality or L&I before beginning major construction or renovation to learn what needs to be done ahead of time, rather than after the fact.
Permit # _____ **(Permit or other proof of compliance 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 that will serve more than breakfast must be licensed by The PA Department 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.)

INSURANCE – Please provide evidence of proper liability insurance coverage:
Insurance Carrier: _____. Policy # _____
(Required in order to pass inspection.)

E = Exceptional

S= Satisfactory

U = Unsatisfactory

- | E | S | U | GUEST SAFETY |
|----------------------------|----------------------------|----------------------------|--|
| 4 <input type="checkbox"/> | 3 <input type="checkbox"/> | 0 <input type="checkbox"/> | parking for guests (on site or nearby) |
| 4 <input type="checkbox"/> | 3 <input type="checkbox"/> | 0 <input type="checkbox"/> | well-kept exterior and exterior lighting* |
| 4 <input type="checkbox"/> | 3 <input type="checkbox"/> | 0 <input type="checkbox"/> | identity sign or street address clearly visible |
| 4 <input type="checkbox"/> | 3 <input type="checkbox"/> | 0 <input type="checkbox"/> | emergency lighting (Flashlights at minimum)* |
| 4 <input type="checkbox"/> | 3 <input type="checkbox"/> | 0 <input type="checkbox"/> | handrails for stairways of three steps or more |
| | 3 <input type="checkbox"/> | 0 <input type="checkbox"/> | emergency exits noted (at time of check-in or posted in rooms) * |
| | 3 <input type="checkbox"/> | 0 <input type="checkbox"/> | first aid kit available* |
| | 3 <input type="checkbox"/> | 0 <input type="checkbox"/> | emergency telephone numbers posted* |
| | 3 <input type="checkbox"/> | 0 <input type="checkbox"/> | guests offered orientation tour and informed as to how to locate/communicate with innkeepers at night* |
| | 3 <input type="checkbox"/> | 0 <input type="checkbox"/> | kitchen visually clean and well maintained |
| | 3 <input type="checkbox"/> | 0 <input type="checkbox"/> | refrigerator at 40° F or lower* |
| | 3 <input type="checkbox"/> | 0 <input type="checkbox"/> | current fire extinguishers as required by PA Department of Labor & Industry |
| | 3 <input type="checkbox"/> | 0 <input type="checkbox"/> | non-skid tub or mat |
| | 3 <input type="checkbox"/> | 0 <input type="checkbox"/> | privacy locks on room doors and non-private bathrooms* |
| | 3 <input type="checkbox"/> | 0 <input type="checkbox"/> | electrical outlets with ground fault protection in bathrooms* |
| 4 <input type="checkbox"/> | | | EXTRA CREDIT Food handling certification/course |

_____ **POINTS FOR THIS SECTION**

COMMENTS _____

- | E | S | U | INDUSTRY PARTICIPATION |
|----------|----------------------------|----------------------------|---|
| | 1 <input type="checkbox"/> | 0 <input type="checkbox"/> | willing to refer guests to other PTLA or PFVA member inns |
| | | 0 <input type="checkbox"/> | EXTRA CREDIT membership in professional associations/organizations other than PTLA. (1 point for each membership—maximum of 4 points) |

_____ **POINTS FOR THIS SECTION**

COMMENTS _____

TOTAL POINTS (this page) _____

E = Exceptional

S= Satisfactory

U = Unsatisfactory

E	S	U	GUEST COMFORT
2 <input type="checkbox"/>	1 <input type="checkbox"/>	0 <input type="checkbox"/>	adequate storage and surface space (clean, empty drawers and closet space w/ hangers or hooks)
	1 <input type="checkbox"/>	0 <input type="checkbox"/>	room dedicated to guest use only (no personal effects of innkeeper's family, except for decor such as photos)
2 <input type="checkbox"/>	1 <input type="checkbox"/>	0 <input type="checkbox"/>	adequate lighting for reading in bedrooms (minimum 75 watts)
2 <input type="checkbox"/>	1 <input type="checkbox"/>	0 <input type="checkbox"/>	adequate lighting in common areas (if applicable) (minimum 75 watts)
2 <input type="checkbox"/>	1 <input type="checkbox"/>	0 <input type="checkbox"/>	mattress in good condition - at least one pillow per person and adequate bed linens
2 <input type="checkbox"/>	1 <input type="checkbox"/>	0 <input type="checkbox"/>	extra bed covers available
	1 <input type="checkbox"/>	0 <input type="checkbox"/>	dedicated common areas (furnishings in good repair)
	1 <input type="checkbox"/>	0 <input type="checkbox"/>	telephone available for guest usage
	1 <input type="checkbox"/>	0 <input type="checkbox"/>	alarm clock available for guest usage
	1 <input type="checkbox"/>	0 <input type="checkbox"/>	ashtrays available if smoking is permitted (1 point if non-smoking establishment)
	1 <input type="checkbox"/>	0 <input type="checkbox"/>	at least one mirror and one chair available per guest unit
	1 <input type="checkbox"/>	0 <input type="checkbox"/>	resident pets excluded from guest rooms
	1 <input type="checkbox"/>	0 <input type="checkbox"/>	written guest instructions and area information provided or readily available

_____ **POINTS FOR THIS SECTION**

COMMENTS _____

E	S	U	PROFESSIONALISM
	1 <input type="checkbox"/>	0 <input type="checkbox"/>	written confirmation sent to guests
	1 <input type="checkbox"/>	0 <input type="checkbox"/>	innkeeper or staff present at check-in time
	1 <input type="checkbox"/>	0 <input type="checkbox"/>	innkeeper and staff are professional and guest-oriented in person and on phone
	1 <input type="checkbox"/>	0 <input type="checkbox"/>	clear and accurate directions given on brochure or with confirmation
	1 <input type="checkbox"/>	0 <input type="checkbox"/>	cancellation policy clearly stated
	1 <input type="checkbox"/>	0 <input type="checkbox"/>	Inn restrictions/limitations clearly stated in literature (such as pets, smoking, children, alcohol consumption)*
	1 <input type="checkbox"/>	0 <input type="checkbox"/>	rates and/or ranges listed in printed communications
	1 <input type="checkbox"/>	0 <input type="checkbox"/>	printed material and verbal communication accurately projects the flavor and ambiance of the Inn
	1 <input type="checkbox"/>	0 <input type="checkbox"/>	breakfast described (i.e. Continental, Ranch, Full etc.)

_____ **POINTS FOR THIS SECTION**

COMMENTS _____

TOTAL POINTS (this page) _____

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

PA FARM VACATION ASSOCIATION

ADDENDUM

All starred (*) items are the health and safety guidelines for the Pennsylvania Farm Vacation Association, Inc. (11/1/99)

BUILDINGS AND SURROUNDING AREAS

- Outbuildings available to guests are well lit and safe

BREAKFAST AND BREAKFAST SERVICE

- * Local and state food safety requirements are met
- * Fire extinguisher in kitchen
- * Dishwasher capable of maintaining 165 degrees, three step washing system in place with sanitizer OR other sanitizing system
- Minimum breakfasts; juice, breads, hot beverages
- Guest dietary needs are accommodated within reason
- Flatware, glassware, dishes, linens, etc. are clean
- Screens on kitchen doors and windows
- No guest privileges for Inn refrigerator
- Separate refrigerator or cooler for guests recommended
- Food stored in covered containers off the floor
- Disposable food storage containers are not reused
- Easily sanitized counters and work surfaces
- Hand washing facilities and disposable towels
- Equipment and utensils in good repair and maintained in sanitary condition
- Garbage stored in closed container
- Laundry is separate from food preparation area
- Resident/visiting pets excluded from food areas

COMMON ROOM (IF APPLICABLE)

- *Smoke detectors and fire extinguishers are located on all floors OR approved by L&I
- *Common rooms are available to guests at all times
- Heat and air conditioning or adequate ventilation is assured
- Fireplace is clean, safe, and appropriately equipped
- No flammable stored under stairway
- Electronic equipment is in working order
- Breakfast common rooms are free of previous night's debris and signs of use

COMMUNICATION

- Professional use of telephone and answering machine

DRINKING WATER STANDARDS

- *Water is tested annually (forms on file). If water test does not pass, evidence of bottled water being available for cooking and consumption until water test is safe.

PFVA PARTICIPATION

- Willing to distribute PFVA brochure to guests
- Willing to refer guests to other PFVA member farms
- Directory/website description accurate
- PFVA brochure displayed and available

GUEST SAFETY

- *First aid kit available
- *Guests are made aware of farm safety practices