



# TOURISM AND HOTELS BOARD

## HOTEL INSPECTION CHECKLIST



**UNIT:**.....  
**Inspectors Name & Sig**.....  
**Managers Name & Sig** .....

**DATE ::**.....  
**START TIME**.....  
**FINISH TIME**.....

### RECEPTION AREA

- [Yes] [No] Is current Hotel Licence clearly displayed?
- [Yes] [No] Is Current Hotel Tariff clearly displayed?
- [Yes] [No] Is a Guest Register or Registration Cards in use?
- [Yes] [No] Is the Lobby/Reception area clean and neat
- [Yes] [No] Is the reception staff efficient, courteous and welcome?
- [Yes] [No] Is the reception manned at all times?

### PUBLIC AND BAR AREAS

- [Yes] [No] Is the furniture provided attractive, appropriate and sufficient?
- [Yes] [No] Are the lounge staff attentive and efficient?
- [Yes] [No] Are the public areas regularly cleaned throughout the day?
- [Yes] [No] Are all bar areas suitably and adequately equipped as bar?
- [Yes] [No] Is a sink provided behind the bar (s) with splash back of

impervious materials?

- [Yes] [No] Is this sink exclusively for washing bar glasses?
- [Yes] [No] Is the sink provided with hot and cold running water?
- [Yes] [No] Are the bar glasses washed and cleaned sanitarly using a detergent or soap?
- [Yes] [No] Are ice cubes made from fresh and potable water?
- [Yes] [No] Are ice cubes provided free of charge?
- [Yes] [No] Is current liquor licence on display in a prominent position?

### PUBLIC AND BAR TOILETS

- [Yes] [No] Are there public toilets provided?
- [Yes] [No] Are the public toilets near to and accessible from all bar area?
- [Yes] [No] Are the toilets for both gentlemen and ladies?
- [Yes] [No] Are they clearly designated and differentiated?
- [Yes] [No] Does every toilet contain:
  - A water closet with lid?
  - A hand wash basin with hot and cold running water? Soap?
  - Clean facilities for hand drying?
  - Adequate clothes-hooks?
  - Can they be fastened from the inside?
- [Yes] [No] In additional, do the ladies' toilets contain:
  - A sanitary bin?
  - A dressing table or shelf?
- [Yes] [No] In addition, do men's toilets contain:
  - A urinal?
  - A mirror?
  - A shelf

### KITCHEN AREA (S)

- [Yes] [No] Are the floors and walls finish with impermeable materials?
- [Yes] [No] Are the floors provided with adequate drainage?
- [Yes] [No] Are the walls of a light colour?
- [Yes] [No] Are all fixtures and fittings of a permanent nature and easily cleared? Look at cooking equipment – is it grease- free?
- [Yes] [No] Are all fixtures and fittings in a clean condition and well maintained?
- [Yes] [No] Are the methods of air extraction adequate, efficient and clean?
- [Yes] [No] Is the kitchen area provided with complete protection against insects, rodents and vermin?

- [Yes] [No] Is there adequate refrigeration provided for;
  - Meat?
  - Vegetable?
  - Dairy products?
  - Others
- [Yes] [No] Is food in refrigerators separate and /or covered to prevent contamination?
- [Yes] [No] Is the kitchen provided with adequate refuse receptacle with a lid?
- [Yes] [No] Are all refuse receptacles and vessels, free from cracks and chips?
- [Yes] [No] Are pots, pans and other cooking vessels well-plated with no obvious abrasions, gouges, etc.
- [Yes] [No] Are washing facilities for pots and utensils, dining room crockery, cutlery and glassware, adequate and provide with hot and cold running water, and a permanent soap supply at hand?
- [Yes] [No] Are any other staff permitted access to kitchen areas ?
- [Yes] [No] Are any persons allowed to sleep in an area concerned with food, its preparation or storage?
- [Yes] [No] Are any items other than those connected with food preparation kept in the kitchen area(s)?

### STORAGE AREAS

- [Yes] [No] Are any items other than food kept in food storage areas?
- [Yes] [No] Are there adequate enclosed facilities for the storage of raw foodstuffs and dry stores?
- [Yes] [No] Are there any items other than dry stores in dry store areas?
- [Yes] [No] Are domestic animals or pets permitted access to food storage areas?
- [Yes] [No] Are raw and all foodstuffs and dry goods liable to contamination stored in a sanitary and clean manner?
- [Yes] [No] Are loose dry goods stored in bins with adequate covers?
- [Yes] [No] Are all dry goods in bulk raised off the floor?

### DINING AREAS

- [Yes] [No] Are the facilities provided adequate both for residents and guests? (Minimum places equal 60% of beds)?
- [Yes] [No] Is table-linen, cutlery, crockery and glassware of good quality?
- [Yes] [No] Is table-linen frayed or discoloured?
- [Yes] [No] Is cutlery; well plated (including condiment set) gouged or scoured to the base-metal?
  - In matching sets?
- [Yes] [No] Is crockery chip and crack-free?
  - In matching sets?
- [Yes] [No] Are there adequate supplies of table-linen, cutlery, crockery and glassware for a complete lay? And with allowances for re-lays?
- [Yes] [No] Is all equipment and utensils stored and kept in a clean and sanitary manner?
- [Yes] [No] Are dining areas kept in a clean sanitary condition?
- [Yes] [No] Are domestic animals or pets permitted in access to dining area?
- [Yes] [No] Is a clean and legible menu showing tariffs made available to each guest?

## **BEDROOMS**

- [Yes] [No] Do all rooms have adequate natural lighting during the day?  
[Yes] [No] Are all rooms capable of being cross-ventilated by natural means?  
[Yes] [No] Are all rooms provided with adequate artificial lighting?  
[Yes] [No] Is emergency lighting available in all rooms?  
[Yes] [No] Does the smallest bedroom have a floor-space of at least 120 square feet including built-in furniture (e.g. 10 x 12)?  
[Yes] [No] Is each bedroom clearly numbered on the door?  
[Yes] [No] If the room does not have a private bathroom is a hand wash basin with hot and cold running water, and an accompanying mirror and self provided?  
[Yes] [No] Are beds provided with clean blankets, pillow, and bed linen  
[Yes] [No] Is a set of clear instructions regarding safety in an event of fire provided in each room  
[Yes] [No] Do all rooms have the following  
A bed side mat?  
A waste paper basket?  
A working table and chair?  
A candle holder?  
A mosquito net?  
[Yes] [No] what is the general outlook of the room?

## **BATHROOM AND TOILETS**

- [Yes] [No] Do all bathrooms have;  
A bath or shower?  
A tower rail?  
A clothes hook?  
A mean of fastening the door from inside?  
A bath mat  
A bath towel  
A soap dish/holder  
[Yes] [No] Are the shelving and furniture in all bathrooms and toilets finished in impermeable materials?  
[Yes] [No] Are all showers, baths, hand wash basins, and water closets kept in clean and sanitary conditions?  
[Yes] [No] Is there an adequate supply of fresh, potable drinking water in every bathroom?  
[Yes] [No] Is the tap water fit for drinking?  
[Yes] [No] If not, do all taps have a notice to this effect close by?

## **LAUNDRY AREA**

- [Yes] [No] Are the floors provided with adequate drainage?  
[Yes] [No] Are all the washing equipment in good working condition?  
[Yes] [No] If machines are not used, are wash basins or slabs provided?  
[Yes] [No] Is all equipment in a clean and sanitary condition?  
[Yes] [No] Is the area provided with hot and cold running water?  
[Yes] [No] Is soap and other detergents/bleaches provided?  
[Yes] [No] Are adequate drying facilities provided?  
[Yes] [No] Are all staff provided with a clean uniform including footwear?  
[Yes] [No] Are suitable and currently inspected fire extinguishers readily accessible to the laundry area?  
[Yes] [No] Are storage area s) for linen and other laundry items provided?  
[Yes] [No] Are they adequate and in sanitary condition?  
[Yes] [No] Are they used exclusively for linen and laundry items?

## **PHYSICALLY CHALLENGED GUESTS(SPECIAL GUESTS)**

- [Yes] [No] Easy access for the differently abled guests.  
[Yes] [No] At least one room for the differently abled guests. Minimum door width should be one(1) meter to allow wheelchair access.  
[Yes] [No] Room to have audible and visible (blinking light) alarm systems.

## **FIRE – FIGHTING EQUIPMENT**

- [Yes] [No] Is there adequate fire –fighting equipment provided?  
[Yes] [No] Is it located in conspicuous places?  
[Yes] [No] Is the equipment maintained in good working order?  
[Yes] [No] Do extinguishers carry a current inspection tag?  
[Yes] [No] Have the staff been instructed in the use of all equipment?  
[Yes] [No] Are staff aware of the procedure to be followed in the event of fire?  
[Yes] [No] Are fire drills for staff held at regular intervals?

## **LIFE-SAVING EQUIPMENT**

- If the unit has a swimming pool  
[Yes] [No] Is there a well trained and qualified life saver?  
[Yes] [No] Are there depth markings on the swimming pool?  
[Yes] [No] Is there provision of life jackets at the pool?  
[Yes] [No] Are bathing facilities-either natural or artificial provided for guests and visitors?  
[Yes] [No] Are boating facilities offered to guests and visitors?  
[Yes] [No] If so, are all boats provided with officially approved life jackets?

## **FIRST AID**

- [Yes] [No] Are first-aid outfits provided?  
[Yes] [No] Are they located in prominent and conspicuous places?  
[Yes] [No] Do they contain:  
Disinfectants?  
Sterile dressings?  
Bandages?  
Adhesive tape?  
Eye baths  
Snake – bite serum kits (are the serum kits of current date?)  
Tannic acid ointment?  
Scissors and tweezers?  
[Yes] [No] Are there at all times staff on duty who are trained and qualified in the application and use of such outfits?

## **STAFF**

- [Yes] [No] Are staff sober, smartly and neatly dressed in uniform?  
[Yes] [No] Do all staff have footwear when on duty?  
[Yes] [No] Do outside manual staff wear neat and clean clothing?  
[Yes] [No] Are washing, changing and toilet facilities provided for staff?  
[Yes] [No] Are such facilities provided with hot and cold running water, clean towels, soap and scrubbing brushes?  
[Yes] [No] Are nail brushes provided in these facilities?  
[Yes] [No] Are the facilities in a clean and sanitary condition?  
[Yes] [No] Does all food-handling staff undergo regular medical examinations as required by the law?  
[Yes] [No] Are all staff directly concerned with the preparation of food provided with head coverings, shoes, and clothing covering them from neck to the knees, and extending to the elbows?  
[Yes] [No] Are washing facilities provided for exclusive use of kitchen staff?

## **OUTSIDE AREAS AND OTHER FACILITIES**

- [Yes] [No] Are all gardens, yards, beaches and other outside areas or facilities kept in a neat and clean condition?  
[Yes] [No] Are there waste bins around the premises?  
[Yes] [No] Is there adequate car parking?

