

INSPECTION SCORING

The following inspection standards are used to determine membership eligibility in the North Carolina Bed & Breakfasts and Inns Association.

- *The standards are grouped into eight (8) categories; property exterior, kitchen area, dining room, common rooms, bedrooms, bathrooms, overall health & safety ,hospitality and service.*
- *The number to the right of each item reflects the point value that will be assigned to the item if the standard is fully met.*
- *A “✓” on the line beside each item indicates compliance and full point value.*
- *An “NA” indicates that the item is not applicable and therefore will not be used in determining the final score.*
- *Negative points (- full value) are subtracted from the maximum point value when the item is missing or the standard not fully met.*

**Applicants must receive a score of 90% or higher
to be considered for membership.**

PROPERTY EXTERIOR Landscaping and grounds should be attractive and well maintained. Cluttered or poorly maintained yards, plain or unattractive surroundings, littered driveways or parking lots are unacceptable.
✓ or – points Deducted

- | | | |
|---|---|-------|
| ● Well-kept grounds, gardens and curb appeal | 5 | _____ |
| ● Well lighted safe entries & walkways free of obstructions | 5 | _____ |
| ● If applicable, all recreational areas such as swimming pools, tennis courts, and hot tubs must be well-maintained and meet North Carolina State Standards for safety, quality, and cleanliness. | 5 | _____ |
| ● Structure is well maintained | | |
| <input type="checkbox"/> Paint is in good repair | 3 | _____ |
| <input type="checkbox"/> Windows are clean & in good repair | 3 | _____ |
| <input type="checkbox"/> Porches, patios & decks are well maintained. | 3 | _____ |
| <input type="checkbox"/> Furnishings are clean and in good repair. | 3 | _____ |
| ● Guest Parking: Adequate number of spaces & lighting | 3 | _____ |
| ● Identity sign | 2 | _____ |

Comments:

Maximum score: 32
 Deductions: -
 Actual Score:

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Inspection Inquiries send to Monica R. Edwards, VP Membership & Inspections, 914 Vickers Avenue, Durham, NC 27701-3145
Email: ncbbimembership@gmail.com • **Website:** www.ncbbi.org • **Fax:** 919-687-4245 • **Phone:** 919-687-4366

KITCHEN AREA

✓ or – points Deducted

- Fire extinguisher 10 _____
- Smoke detector (close proximity to kitchen) 10 _____
- Equipment & appliances clean and well-maintained 5 _____
- Countertops neat and clean 5 _____
- Floor clean & well-maintained 5 _____

For Inns with 5 or More Guestrooms:

- Handwashing sink for employees 10 _____
- Dishwashing Sanitation System: *(Please describe below)* 10 _____
- NSF approved refrigerator 10 _____

Comments:

4 rooms or fewer:	5 rooms or more
Maximum score: <u>35</u>	Maximum Score: <u>65</u>
Deductions: - _____	Deductions: - _____
Actual Score: _____	Actual Score: _____

DINING AREA

✓ or – points Deducted

- Walls, ceilings & moldings are clean and in good repair 5 _____
- Adequate and well-maintained furnishings 3 _____
- Adequate room lighting 3 _____
- Floor & floor coverings are clean & in good repair 3 _____
- Window coverings are clean and in good condition 3 _____
- Table settings (linens, dishes, glasses, and flatware) are clean, attractive (with no chips or stains), and fit well into the total ambiance of the property. The use of plastic & paper products is discouraged. 3 _____

Comments:

Maximum score: <u>20</u>
Deductions: - _____
Actual Score: _____

COMMON AREAS

✓ or – points Deducted

- Walls, ceilings & moldings are clean and in good repair 5 _____
- Floors & floor coverings are clean and in good repair 3 _____
- Window coverings are clean and in good condition 3 _____
- Well-maintained furnishings 3 _____
- Adequate room lighting: a lamp for at least one reading area in each Common room with at least one 75W or 3-way bulb (60W otherwise) 3 _____

Comments:

Maximum score: 17

Deductions: - _____

Actual Score: _____

BEDROOMS (deduct the full point value assigned to each item from each room where the item is missing or inadequate)

Points	#1	#2	#3	#4	#5	#6	Tot Deducted
<i>Furnishings</i>							
●Primary bed with box springs & mattress in good condition	5	___	___	___	___	___	___
●All linens are clean and in good condition	5	___	___	___	___	___	___
●Minimum bedding requirements: 2 sheets; mattress pad; pillow(s); pillow case(s); pillow protector(s); blanket; suitable coverlet	5	___	___	___	___	___	___
●Bedside table on each side of primary bed	5	___	___	___	___	___	___
●Dresser or other adequate drawer space	5	___	___	___	___	___	___
●A comfortable chair or equivalent seating	5	___	___	___	___	___	___
●Writing desk or table with chair	3	___	___	___	___	___	___
●Enclosed closet or wardrobe	5	___	___	___	___	___	___
●Luggage rack or equivalent bench space	2	___	___	___	___	___	___
●Lighting on both sides of primary bed (□ 75 watt bulbs)	5	___	___	___	___	___	___
●Lighting by each reading chair (□ 75 watt bulb)	5	___	___	___	___	___	___
●Window coverings for privacy	5	___	___	___	___	___	___
<i>Overall Cleanliness</i>							
●Floors & floor coverings clean & in good repair	2	___	___	___	___	___	___
●Well-maintained window coverings for privacy	2	___	___	___	___	___	___
●Furnishings are dust free and in good repair	3	___	___	___	___	___	___
●Ceilings, walls and moldings clean & in good repair	3	___	___	___	___	___	___
●Window coverings & blinds clean & in good repair	2	___	___	___	___	___	___
<i>Amenities</i>							
●Air conditioning or ceiling fans	5	___	___	___	___	___	___
●Adequate heating	5	___	___	___	___	___	___
●Lined or disinfected wastebasket	1	___	___	___	___	___	___
●Alarm clock	1	___	___	___	___	___	___
●Mirror	1	___	___	___	___	___	___

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- Easily accessible electrical outlets 1
- Extra pillows & blankets available in the room 1
- At least six (6) hangers (wood, cloth-covered, or plastic) 1
- Smoke Detector 1

If more than 6 guestrooms, attach additional page(s)

Comments:

Maximum score: <u>84</u>
Deductions/Total # rooms: - <u> </u>
Actual Score: <u> </u>

BATHROOMS (deduct the full point value assigned to each item from each room where the item is missing or inadequate)

All bathrooms must be equipped with a fully functioning tub and/or shower, toilet, and sink. The sink may be located in bedroom area.

Points	#1	#2	#3	#4	#5	#6	Tot Deducted
Cleanliness							
●Fixtures (toilet, tub & sink) are clean & in good repair	10	___	___	___	___	___	___
●Floors are clean & in good repair	5	___	___	___	___	___	___
●Ceilings & walls are clean & in good repair	3	___	___	___	___	___	___
●Window coverings as needed are clean & in good repair	3	___	___	___	___	___	___
Amenities							
●Mirror	5	___	___	___	___	___	___
●Lined or disinfected wastebasket	5	___	___	___	___	___	___
●Toilet tissue and spare	5	___	___	___	___	___	___
●Individually wrapped or liquid soap	5	___	___	___	___	___	___
●One bath towel, hand towel & face cloth per occupant	5	___	___	___	___	___	___
●Non-slip surface or mat in tub	3	___	___	___	___	___	___
●Shelf space adequate for toiletries near the sink	3	___	___	___	___	___	___
●Window coverings for privacy (if applicable)	2	___	___	___	___	___	___
●Lighting at the sink equal to 75 watts	2	___	___	___	___	___	___
●Adequate general lighting	2	___	___	___	___	___	___
●GFI electrical outlet convenient to mirror	2	___	___	___	___	___	___
●Towel rods, pegs or hooks	2	___	___	___	___	___	___
●Drinking glasses or cups (or located in bedroom area)	2	___	___	___	___	___	___
●Privacy enclosure (door or curtain)	2	___	___	___	___	___	___
●Cloth bath mat	1	___	___	___	___	___	___
●Facial tissue (or located in bedroom area)	1	___	___	___	___	___	___
●Clothes hook	1	___	___	___	___	___	___
●Exhaust fan or window	1	___	___	___	___	___	___
●Safety bar in tub area	1	___	___	___	___	___	___
●Extra towels	1	___	___	___	___	___	___
●Emergency toiletry items available upon request	1	___	___	___	___	___	___

If more than 6 bathrooms, attach additional page(s)

Comments:

Maximum score: <u>73</u>
Deductions/Total # bathrooms: - <u> </u>
Actual Score: <u> </u>

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HOSPITALITY AND SERVICE

Guest hospitality and service is of the utmost importance. Innkeepers must operate in an ethical and professional manner at all times and must make a conscientious effort to provide courteous, polite and friendly service to guests.

	✓ or – points Deducted
•Innkeeper present to greet guests	5 _____
•Fresh towels and maid service available daily	5 _____
• Decorative accessories: fresh flowers, fruit, mints, etc.	3 _____
•Reservation Confirmation, Cancellation & Check-in/ Out Policies provided to guests	1 _____
•Ironing board and iron available for guest use	1 _____
•Reading material available	1 _____
•Game table, cards, games, etc. available for guest use	1 _____
•Directories of local restaurants & attractions available for guest use	1 _____
•Refrigerator available for guest use only	1 _____
•Complimentary snacks or refreshments provided	1 _____
•Letter of Welcome or Introduction	1 _____

Comments:

Maximum score: <u>21</u>
Deductions: _____
Actual Score: _____

HEALTH & SAFETY

	✓ or – points Deducted
•Facility has at least two safe and adequate exits on 2 nd & 3 rd floors, permitting easy outside access. Emergency ladders provided where necessary.	10 _____
•Fire extinguisher available on each floor.	5 _____
•Smoke detectors installed on each floor and in each guest room	5 _____
•Working fireplaces (wood, gas or electric) in good repair & well-maintained for safety	5 _____
•Carbon monoxide detectors installed in each guest room w/gas fireplace.	5 _____
•Telephone available for guest use.	1 _____
•Guests have access to emergency telephone calls at all times	5 _____
•All guestrooms equipped with a security lock.	5 _____
•Adequate hot water supply.	5 _____
•Emergency evacuation map available in each guest room	2 _____
•Emergency lighting (battery operated power source) available	2 _____
•First aid kit available on each floor	1 _____
•Innkeepers' pets appropriately restricted from guest areas	3 _____
•Notice posted in all guestrooms where pets are permitted	1 _____
•NC Innkeeper Rules Posted In Guest rooms	1 _____

Comments:

Maximum score: _____ <u>56</u>
Deductions: _____
Actual Score: _____

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Summary of Inspection Results

	Maximum Score		Points	Actual Score
	1-4 rooms	5+ rooms		
Property Exterior	32	32	- _____	_____
Kitchen Area	35	65	- _____	_____
Dining Area	20	20	- _____	_____
Common Areas	17	17	- _____	_____
Bedrooms	84	84	- _____	_____
Bathrooms	73	73	- _____	_____
Hospitality & Service	21	21	- _____	_____
Overall Health & Safety	<u>56</u>	<u>56</u>	- _____	_____
	338	368		

Final Rating (actual score maximum score): _____ %

Recommendation of Reviewer

Approval (final rating 90%)

Provisional Approval (one or more important requirements are not met; recommended for approval, must comply with the following within one year:)

Follow-Up Required: Applicant must comply with items listed below before they can be recommended for approval or continuation of membership.

Reviewed by: _____ Date: _____
 NCBBI Inspector

Acknowledged by: _____

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