

B&B name

1. EXTERIOR

- Signage consistent with local zoning codes
- Buildings and grounds well maintained
- Clean and lighted walkways. [free of snow and ice in winter.]
- Adequate parking available
- All outside pets of innkeepers closely monitored and controlled.
- Directions to Entrance clearly marked

2. INTERIOR

- All spaces clean and well maintained.
- Pleasant aroma throughout the entire B&B.
- Furnishings in good condition.
- House pets allowed in B&B section closely monitored and all areas kept free of pet hair, dander, etc. Guests are advised of pets before arrival [included in Policies] (i.e. “fear factor”, “allergies”, etc.)
- All loose rugs secured

- Fully operating smoke detectors and fire extinguishers placed in compliance with fire codes. Fire extinguishers are to be in plain sight of the guests and readily available in an emergency.
- Operating flashlights or other emergency lighting in each guest room.
- Emergency telephone numbers posted by each phone available for guest use. Also, a phone number where innkeepers can be reached in an emergency if they are away from B&B while guests are in residence
- Each room must have an emergency evacuation map posted near the doorway. The map should illustrate the location of exits from each room.

3. GUEST ROOMS

- For extended stays, linens changed at least after every third night stay or earlier if felt necessary.
- Linens always changed after each guest stay.
- All trash containers emptied daily.
- Rooms must have adequate space to move about for convenience of guests.
- Absolutely no family or personal belongings stored in guest rooms. [IRS rule]
- Good quality mattresses with mattress pads.
- Good quality pillows
- Bed linens free of stains, tears, discoloration in very good condition.
- Blankets, spreads and comforters in good fresh condition free of stains, tears, etc.
- Reading lights provided at sitting areas and beds at least 75-100 watts and placed for comfortable reading.
- Cots and rollaway beds may be available for temporary use only.
- Comfortable guest room seating.
- Adequate and easily accessible electric outlets and mirrors for personal grooming, especially in rooms sharing bathrooms. The use of extension cords is discouraged.
- Heat, air conditioning and/or fans available for each guest room.
- Screens on windows that open.
- Some form of room door locks

4. BATHROOMS

- Clean floors.
- Clean fixtures in good operating condition .
- Clean tubs, shower stalls, walls and floors .
- Ample hot water supply to provide the maximum number of guests you can hold at all times
- Bright illumination at sinks and mirrors.
- All electrical outlets must provide “Ground (GFIC) Ground Fault Interrupter Circuit” protection!
- Privacy locks required if bathroom is outside of guestroom or shared.
- Non-skid surfaces for tubs and showers, or rubber mats provided.
- Handholds provided for tubs/showers for unusually high or difficult entries.
- Clean bath towel, hand towel and face cloth per guest, provided daily unless environmental policy prevails.
- Bathroom cleaned daily.
- In view of guests: waste basket, nose and toilet tissue, glasses or disposable cups, fresh wrapped soap (or liquid in pump container) and bath mat. Bar soaps used by previous guests should always be removed during cleaning and never be left for new guests.
- Toilets in excellent operating condition, not leaking or running . Toilet seats should be in excellent condition free of chips, stains, etc. and tightly anchored at all times!

5. BREAKFASTS

- Always provided in room rate.
- Clean and well maintained Kitchen .
- Clean food preparation surfaces daily.

Breakfast includes at a minimum a hot beverage, fruit juice, cereal, pastry or bread and may include fruit and hot entrees. (It is highly recommended that you determine if any of your guests are allergic to certain foods or have restricted diets BEFORE breakfast)

6. MANAGEMENT

- Certificate for collecting NYS sales tax, and county tax if applicable, posted in plain view of guests when registering
- Verify copy of tax certificate was submitted with ESBBA application
- Verify copy of DBA (Doing business AS) was submitted with ESBBA application
- Good record keeping process for advance registrations.
- Acceptable bookkeeping practices observed including record of expenses and deposits.
- All of your policies posted in plain view for guests and in all of your advertising .
- Any "Rules of the House" clearly posted in plain view of guests.

7. INSURANCE

Member B&B's are required to have a minimum of business liability insurance in the amount of one million dollars (\$1,000,000) to protect not only themselves but ESBBA from lawsuits pertaining to this evaluation and consequent membership in the state association. This amount must not be lowered at any time while an active member of ESBBA. The total amount may be with more than one company.

Verify proof insurance was submitted with ESBBA application or obtain copies of the declaration pages of all insurance policies for the evaluator to take and keep with this evaluation report.

Copies of all declaration pages showing liability insurance for the B&B business produced and they amount to the required minimum of \$1,000,000.

8. B&B POLICIES

Since one of the most common disputes between innkeepers and guests is about policies, ESBBA requires that all guests have all your policies in writing. If we are to help in any dispute, we need to know your policies and have them on file. It is not enough to just verbally give guests specific policies as they may easily forget, not hear them, etc. and we cannot help in defending you if we don't have them either.

9. SERVING ALCOHOL

Unless you have a legal license to do so, the serving of any alcoholic beverage to guests is against the law! New York B&B's fall within the purview of the "bottle club law". This law would require those that operate for profit or pecuniary gain to obtain a hotel license through the New York State Liquor Authority. This simply means that you may not "serve, sell, deliver or give away any alcoholic beverage". ESBBA members are required to run their businesses totally within all state and local laws and, clearly, providing alcoholic beverages without the license to do so would be breaking the law.

I agree to abide with this policy: Innkeepers signature) _____

Inspected property conforms to definition of a B&B as per the bylaws of ESBBA.

As a member of ESBBA, I pledge to abide by all of the association's standards and adhere to its code of ethics. This code includes having cordial and professional relations with other B&B owners, handling all complaints quickly and courteously with a spirit of cooperation and clearly stating all of my pertinent policies/restrictions on pets, children, smoking, cancellations, check in/out times, etc. prior to guest arrival. I fully understand that as a member of ESBBA, I also represent all of the members of the association. Unresolved guest complaints reflect negatively on ESBBA and may be grounds for disaffiliation. I will comply with applicable NYS codes.

(Innkeepers signature) _____

Evaluation fee Collected (Y/N)?

The evaluation fee is \$35.00 (This is included in the \$50.00 application fee for new members.) The fee is due for each re-evaluation or for a B&B who has changed ownership. Please have the check made out to ESBBA with the note "re-evaluation" and include the name of the B&B if it's not on the check. Send payments to the ESBBA treasurer.

Evaluator's Signature & Date

Evaluator: Please include a reimbursement form if you wish to be reimbursed for expenses when you send this form and evaluation fee. A reimbursement form can be printed from the Member Area of www.esbba.com