



**TBBA QUALITY ASSURANCE STANDARDS  
INSPECTOR'S REVIEW**

With our unique hospitality and professionalism we, as TBBA members, will offer a clean room in a safe and healthy environment that produces a pleasant experience for our guests. To better achieve these ends, we will periodically measure our performance against a rigorous set of standards to insure maintenance of the excellence required to be a TBBA member. The following criteria are intended to serve as a basis for this measurement process. While designed to provide helpful guidelines both for the Innkeeper and the independent TBBA inspectors, this evaluation form does not and shall not supersede any laws or regulations that may govern an individual Bed and Breakfast Inns.

The Texas Bed & Breakfast Association is not a licensing authority. Therefore, this review in no way recognizes any responsibility regarding the safety, comfort or manner of doing business of named inn. The following are the minimum standards recommended by this professional association. This inn is responsible to the local, state and federal entities regarding any code requirements, regulations and/or licensing whether or not those requirements are a part of this review. Signature of this form indicates that the property assures the association of said compliance.

**Quality Review For:** \_\_\_\_\_

**Owner/Operator:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City/Zip** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**No. Sleeping Rooms** \_\_\_\_\_ **Inspection Date:** \_\_\_\_\_

**Inspector's Name(s):** \_\_\_\_\_

**Available for Inspector's Review:**

- \_\_\_\_\_ Declaration Page of Business Liability Insurance
- \_\_\_\_\_ TBBA Logo visible on Website
- \_\_\_\_\_ Copy of last period State of Texas Hotel Tax filing



TBBA QUALITY ASSURANCE STANDARDS				
	YES	NO	N/A	QAS #
<b>SAFETY-HYGINE – (This Entire Section is Mandatory)</b>				
Emergency procedures, exit diagram and location of first aid supplies and fire extinguishers posted in each guest room and designated meeting site away from house in case of evacuation. Guest information and house policies are clearly posted (i.e. no smoking, no candles, etc) along with after-hours emergency contact numbers.				1,2
First Aid Equipment is available and accessible to guest. (Suggest first aid kit in each sleeping room)				2
Fire Extinguisher, charged, in kitchen area, and on each floor and in any room with open flame.				2
GFI plugs per Federal, state and local codes.				2
Emergency lighting provided in case of outage.				2
Exterior Lighting in parking, porches and walkways to enable guests to move about safely after dark.				2
Pool/ Hot tub well maintained, meets safety, quality and cleanliness standards, fenced, if code requires.				1.2
Hazard /Precaution & Instructional signs posted at pool, hot tub, and waterfront.				2
Smoke Detector in each guest room used for sleeping properly mounted and maintained. Also, recommended in hallways, stairwells, dining area, laundry, kitchen and common areas.				1,2
Carbon Monoxide detectors installed per Federal, state and local codes.				
Stairways and hallways safe in good repair, treads, clear of obstacles and adequately lighted. Handrails provided where needed.				2
Pest Control plan in place.				2
<b>Note: * indicates additional mandatory safety procedures or legal requirements in specific areas in following sections</b>				
<b>ADMINISTRATIVE – PROFESSIONALISM</b>				
Copy of current Texas Hotel Occupancy Tax Report in compliance with state law. *				1
Copy of Declarations Page of Current Insurance Policy providing appropriate liability coverage.				1
Reservation process includes policy information regarding resident children or pets, smoking, fire arms and cancellation policies.				3
Confirmation furnished with reservation contains directions, cancellation procedures and repeat of inn policies as above.				3
Hosted properties - usually greeted personally, friendly, presents professional appearance.				3
Un-hosted properties – provides a written greeting with clear, concise instructions and phone numbers provided for assistance.				3

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Website navigates easily, gives adequate, accurate information to provide a clear perspective of what is offered. It should furnish A) Information about room/s (i.e. rates, bed sizes, bath facilities, unattached/shared bath, stairs; B) Children & pet/s in residence; C) Reservation information; D) Cancellation and other policies; E) Disclosure of hosted or unhosted; F) Breakfast policy G)contain TBBA hyperlink and logo once approved.				3
Local Information – Presentation of area attractions, restaurants, events, transportation is available to guests. (i.e. room books)				5
If cell reception is not reliable, a telephone is accessible for guest use. Emergency numbers are posted. Guest’s cellular phones are an acceptable choice ONLY if cell reception is reliable.*				2,5
<b><u>KITCHEN AND FOOD MANAGEMENT</u></b>				
Food Manager’s Certification - Facilities serving food shall comply with any Federal, state, county or municipal requirements. It is the responsibility of each property owner to determine their particular requirements*.				1,6
Kitchen Environment –sanitary, safe, food prep areas cleanable, smooth surfaces.*				2,6
Refrigeration food stored at safe temperature. Thermometer recommended.*				2,6
Breakfast, if provided, is attractively presented and prepared consistent with guidelines for food handlers. Breakfast type advertised is breakfast served.				5
Dining furniture, ceramic dishes, metal flatware and glassware must be appropriate and in good condition.				5
Pets excluded from kitchen and dining area during food preparation and food service. Birds excluded from kitchen, dining and laundry areas at all times and away from air ducts and heating system areas.*				1,2
<b><u>EXTERIOR</u></b>				
Exterior Sign or house numbers visible from street (in compliance with local signage ordinances).*				2
Exterior Façade is in good maintenance and repair and appears structurally sound.				2
Front Entry and door is well marked and maintained, clean of cobwebs and dust and is well illuminated at night.*				2
Landscaping is well maintained, yard/gardens. Good roadside appeal.				2
Steps/Porch/Walkways/Patios/Decks are free from obstacles, railings are in good repair. Outdoor furniture is well maintained. *				2

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Parking - there is sufficient parking for one auto per guest room.				5
<b>GUESTROOMS AND COMMON AREAS</b>				
Rate card posted in room (including date of posting) posted in conspicuous place as required by state law.*				1,3
Housekeeping - All surfaces are clean, free of dust, dirt, lint, mildew, cobwebs, stains, rust and insect remains*				6
Carpet, wallpaper, paint maintained and in good condition.				6
Furnishings in good repair, comfortable.				2,6
Rooms are neat, uncluttered, inviting, tastefully decorated, comfortable atmosphere with attention to detail and guest comfort.				5,6
Window coverings are adequate, appropriate and functional to insure privacy and light control.				2,5,6
Odor – rooms fresh smell, free of excessive odors from deodorizers, cleaning agents or potpourri.				5,6
Bed Frame/Mattress are of good quality, sturdy off the floor (Cots, sofas or futons cannot be primary bed)				5,6
Linens are clean, stain free, and in good repair. Extra pillows and blankets are available.				5,6
Heat/AC /Ventilation are adequate for climate control. Return vents and ducts are dust, mildew and dirt free.*				2,5,6
Lighting provides adequate wattage for reading and there is a table at bedside or reading area.				2,5
Clothes Storage, Hanging, Luggage rack or bench is provided. Adequate space for guest's belongings on tables, dressers and counters is provided.				5
Locks on Guestroom doors (key/s provided) plus inside privacy lock (chain, slide, blind deadlock).*				2
Alarm clock is available and in good working order, is simple to operate with inaudible ticking.				5
Innkeeper's Possessions (clothes, toiletries) not found in guest rooms (IRS rule).*				1,5
<b>BATHROOMS</b>				
Floors, walls, ceilings, fixtures, hardware, faucets, drains, jets, shower heads, soap dishes, toilet paper holders, wastebaskets, shower curtains clean of stains, mildew, algae, dust, dirt, and hair or soap buildup.*				6
Sinks/showers/toilets/tubs in good working order. Toilet seat tightly anchored. Good water pressure.				2,6
Linens Good quality clean. Minimum bath towel, hand towel, washcloth per guest plus 1 mat per room; changed daily or specify "green" option, or environmental choices. Recommend make-up removal cloth choice.				5,6

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Mirror is hung at appropriate height to accommodate most guests and room has adequate lighting.				5
Clothes hook is available for hanging towels, clothes.				5
A flat, uncluttered surface is provided for guests to lay out their toiletries. (Not toilet tank).				5
Privacy Shades/Curtains window with coverings provides adequate privacy especially at night.*				2,5
Rubber mats or nonskid bath surface are provided*. Recommend - grab bars or handholds for high or difficult entry.				2
Supplies are provided- drinking glass or cup, toilet tissue plus extra roll, facial tissue, and wrapped or liquid soap.				5
Shared Baths - no more than two guest rooms share a bath. Baths are readily accessible to rooms they serve. If shared bath is with the innkeeper, all innkeeper's personal items must be kept in locked cabinet-no personal items visible to the guest. Guests are able to lock the door from the inside. Sanitizing cleaning supplies available stored in child-proof containers.*				2,5