

Quality in Cornwall – Accommodation Approval

Serviced Accommodation

Establishment.....Date of Inspection.....Inspector.....

Owner/Manager.....Tel.....email.....

Bedrooms	Twin	Single	Double	Family	Bed spaces
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ALL BEDROOMS- GENERAL – Verbal check

Internal Locks and external if practical	Comfortable chairs to be provided if no Lounge	
All beds minimum size-2ft6, 3ft, 4ft6	Non flammable waste bin	
Mattress to be sprung interior or foam	Adequate in room heating if needed	
Linen/duvet covers changed weekly/new guest	Convenient power point in every room	
Spare bed linen to be available on request	Tea and coffee in room, with supplies	
Beds made and bedrooms cleaned daily	A razor point or adapter	
Clean hand and bath towels for each new guest	Printed advice for help at night and for fire	
Towels changed as required or on request	Access to establishment and room at all times	
Fresh soap for each new guest (or dispenser)		

BEDROOMS – Individual (Visual check)

Bedroom number or name	1	2	3	4	5	6	7	8	9	10
Reasonable free space – beds, doors, drawers										
Mattress and pillows good, protectors and/or under blankets										
Towel rail equivalent in bedroom or private bathroom										
Wardrobe or clothes hanging, min 6 hangers per person (non wire)										
Dressing table or equivalent with adjacent mirror										
Beside table or equivalent										
Adequate draw or shelf space										
One drinking tumbler per guest										

BATHROOMS – Ensuite/private (Visual Check)

Bath, or shower with screen or curtain	Clean hand towel and bath towel per person	
Soap dish and fresh soap, or dispenser	Clean bath mat for each new guest, nonslip mat	
Toilet tissue and toilet roll holder	Electric razor point and mirror	
Covered sanitary disposal bin	Adequate heating	
A covered light	PLUS – for shared bathrooms and WC's	
A hook for clothes	Number of owners family using bathroom	
Opening window or extractor fan	Number of guests using bathroom(max 6 inc owner)	
Opaque curtain or blind	WC separate if more than 4 bed spaces	
A towel rail or equivalent	Internal lock or bolt	
Hot water at all reasonable times	Bath mat changed <i>daily</i>	

GENERAL (Verbal and visual)

A full English breakfast	Web site accuracy	
Dining/Breakfast Room	Food Hygiene Certificate	
Public areas – Heating lighting, floors, decor	Access Statement	
Smoke detectors and fitting position	Fire Risk assessment	
Car parking, paths, entrance etc adequately lit	Public Liability Cover	
Entrance to the property identifiable	Evidence that these requirements are fulfilled	

GREEN ISSUES – The Three ‘R’s – Demonstrate commitment to :

Recycle, Re use and Reduce. Plus ‘R’ you a member of a green scheme?

Take a look at www.greenacorn.org.uk ,discount for Quality in Cornwall members