



Name of hotel: \_\_\_\_\_ Number of rooms: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Hotel Staff showing the hotel: \_\_\_\_\_ Name of Inspector: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_ Contact Number: \_\_\_\_\_

**Conditions of the Inspection Process**

1. Inspections are done after the completion of license application form and payment of fees.
2. An assigned officer of the GTA will conduct inspection unannounced within 14 days of the time application was made.
3. A completed report on establishment will be submitted after inspection, listing all conformities and non-conformities.
4. Should there be any non-conformity, a period of 40 days will be extended or agreed upon with the authority to rectify the non-conformities identified.
5. The Authority reserves the right to inspect, at any reasonable time, any establishment without prior notice.

*Place an X under the category that best describes this particular hotel:*

<b>PARTICULARS</b>	Excellent	Average	Poor	Conformity	Non-Conformity	<b>COMMENTS</b>
<b><u>Cleanliness</u></b> <b>Clean &amp; maintained surroundings</b>						
Well Trimmed lawns						
Suitable fencing of property						
Outside lighting						
Clearly displayed waste storage facilities						
Comply with waste disposal bylaws						
<b><u>Safety &amp; Security</u></b> <b>Maintains a high degree of safety &amp; security</b>						
Availability of security safes in room or at the front desk for personal possessions						
24 hours on call duty officers						
Pool – Life guards on duty						
Trained First Aid Staff and First Aid Kit						
Visible Emergency Exit Plans						
<b><u>Mandatory Printed Guest Forms</u></b> Filled & signed by all guests						
Includes rack rates for all room categories and number of guests						
Inclusion of special rates for children						
Display of additional taxes and surcharges						
<b><u>Displayed Guest Information</u></b> Credit Card Payment (Visa, MasterCard, Scotia Bank & GBTI MasterCard)						

Daily Foreign Exchange rate						
Cancellation of Bookings						
Check out time						
Telephone, internet, cable, fax & telex charges						
Responsibility for all luggage or personal property of guest						
Safety deposit for jewellery & valuables						
Code of dress & behaviour if any						
Availability of suggestion box or slips for guests to leave comments						
<b><u>Registration Records</u></b>						
Names of guests`						
Address & Country of residence						
Nationality of guests						
Arrival & departure dates						
Room rates charged						
Any form of identification details						
<b><u>General Requirement</u></b>						
Exterior & interior decoration						
Copy of common tariff in all bedrooms						
Display in each bedrooms – disaster preparedness procedures						
Adequate lighting						
Sufficient room size to provide free movement of guest						
Windows equipped with curtains or other means of ensuring privacy						
Beds with mattresses, clean sheets, pillow cases & bed covers of comfortable size.						
Wash basins with mirror, running water, soap, glass tumbler & clean towels						
Bedside tables or adequate alternative, cabinet or shelf with shaded light						
Seating facility in every bedroom						
Wardrobe or other provision for hanging clothes						
Wastepaper receptacles						
Non-slip bedside carpets for tiled floors						

Fire proof ashtrays						
“Do not disturb” or similar signs						
Smoke detector in bedrooms						
Means of securing doors of balconies & patios from inside						
Means of securing doors & windows from inside & outsides						
Information to guests indicating the location of safety deposit facilities						
Information sheet detailing services & facilities						
Number placed on the door of each room or suite						
Available telephone for guest use						
Conveniently located & displayed signs to access emergency assistance at night						
Sufficient lighting of bedroom corridors & stairs to ensure safety during the hours of darkness						
Private or general restrooms furnished with toilets, shower, towel rail, bath mat, soap receptacle, hook for cloths, sanitary disposal unit, electric point & mirror						
Private or general restroom if not attached to the each bedroom with running water, soap, toilet paper, cleaning cloth & brush						
Separate restroom with running water, soap & towel or other hand drying method for guests						
Availability of equipped first aid kit or trained medical personnel at hotel						
Well maintained gardens, grounds, foot-paths, car park and roads						
Property with swimming pools must be maintained in accordance with the requirement of the Environmental Health Unit, Ministry of Health						
Kitchen waste disposal system provided with grease traps, garbage storage & disposal						
Customer Services must be prompt, reliable and courteous at all times						

This inspection was carried out in accordance to the Accommodation Regulations Requirement made under the GUYANA TOURISM AUTHORITY ACT 2002, where the Accommodation Management or its representatives and the GTA inspection officer both duly confirmed to the results at the time of inspection and observation.

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Inspection Officer

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Hotel Management Representative