



BED AND BREAKFAST

INSPECTION CHECKLIST

Bed and Breakfast: Inspection checklist

Bed and Breakfast is the provision of overnight accommodation with breakfast for visitors within the owner or host family's home. Guest Bedrooms must be for guest use only, however lounge and dining may be shared.

This checklist is designed to help you to prepare for your inspection from Tourism Northern Ireland (Tourism NI). Before you can trade, your property must be certified and you can apply online at <https://forms.tourismni.com>

To enable us to award a certificate, you should have the premises ready as if a guest was arriving. If we cannot award a certificate on the day you may have to reapply and pay an additional fee.

This checklist is intended as a guide and is not comprehensive. It contains both legislative requirements and examples as to how you might meet them. Full information about the Tourism (Northern Ireland) Order 1992 can be found at: www.legislation.gov.uk/nisi/1992/235/contents
A member of the Certification team will discuss the legislation with you and any outstanding requirements.

The inspection is a two-way process and, for many, this is the start of your journey with Tourism NI and the development of your business. If you have any questions, we are happy to discuss these with you at any time. During the visit we may also provide general business advice and marketing, however this can be developed further during Quality Grading visits.

In addition to the requirements for Tourism NI, it is essential that your premises is compliant with all other statutory bodies. The onus is on you as the operator to ensure compliance: Further advice can be found at: www.tourismni.com/startup-advice/legal--licensing/

No.	General	Checked
	The establishment shall provide:	
1	Comfortable, overnight sleeping accommodation in separate bedrooms for visitors.	
2	A cooked breakfast.	
3	A daily cleaning service of rooms when visitors are resident.	
4	The Bed & Breakfast shall comply with all statutory bodies.	

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No.	Construction & entrance	Checked
	The establishment must:	
5	Be of substantial and durable construction; safe; in good repair; and fit for purpose.	
6	Be in good decorative condition throughout.	
7	Be kept clean and well maintained throughout, including outdoor areas, grounds and car parking areas.	
8	Have an entrance hall that is an appropriate size to comfortably accommodate guests. It should be well laid out and contain furniture, fittings etc. of good quality and condition. (Ideally the Tourism NI certificate should be displayed in this area).	

No.	Dining area	Checked
	The establishment must:	
9	Have a guest dining area with furniture and fittings which are of good quality and condition; and of a suitable size to cater for all guests that may use it at any one time. (The lounge and dining may be combined and used by the host family).	
10	Provide breakfast at tables which are solidly made. They should be covered with a tablecloth or surfaced with polished hardwood or a suitable alternative.	
11	Have comfortable, well-constructed seats, including highchairs for children.	
12	Be well-ventilated so that there are no cooking smells from the kitchen.	
13	Be stocked with sufficient cutlery, crockery, napkins and condiments for all diners.	
14	Be suitably floored or carpeted.	
15	Be clean, well-maintained and in good decorative order.	

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No.	Kitchen	Checked
16	The establishment shall have a kitchen which must be adjacent to or easily accessible from the dining area.	
	The kitchen must contain:	
17	Good quality facilities, equipment and fittings which can be easily cleaned.	
18	Storage facilities, i.e. units/cupboards for food, utensils etc.	
19	Refrigerator.	
20	It must be suitable for the preparation, cooking and service of food for the maximum number of diners, as well as cleaning of all utensils. It is expected that will include oven, hob, sink, etc.	
21	It must have adequate ventilation, i.e. extractor fan or window.	

No.	Lounge area	Checked
22	The establishment must have one or more lounges. (Lounge and dining may be combined and used by the host family).	
23	It should be of a suitable size to cater for the number of guests that will be using it at any one time.	
24	It should have comfortable furniture of good quality and condition to accommodate the maximum number of guests.	

No.	Visitor bedrooms	Checked
	Visitor bedrooms must:	
25	Be designated so that they can be identified, i.e. numbers or letters on doors.	
26	Be of a suitable size to cater for the number of guests the room is intended to hold and have proper lighting.	
27	Have separate access from a corridor.	
28	Bedroom doors (opening onto a corridor) must have a suitable locking device.	
29	Visitor bedrooms must contain good quality furniture, fittings and equipment for sleeping, toilet purposes and the storage of visitors' clothing.	

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No.	Visitor bedrooms	Checked
	This must include:	
30	A bed or beds for each visitor the room is intended to hold, with interior sprung mattress or suitable equivalent.	
31	A supply of clean linen, blankets or duvets and pillows. (Mattress protectors and pillow protectors are encouraged).	
32	Loose or built in units i.e. wardrobe or cupboards.	
33	Dressing table with mirror.	
34	Drawer space for clothes.	
35	Bedside chair and table.	
36	Waste basket.	
37	Carpet, or, if the floor surface is otherwise suitable, a bedside rug. (i.e. the flooring should be of good quality and in good condition: e.g. carpet, wood, laminate or tile).	
38	Bedroom window coverings that will ensure privacy and the exclusion of light (i.e. blackout blinds or curtains with blackout linings. Where bedrooms overlook the road or car parking areas, privacy curtains, blinds or voiles are expected).	

No.	Bathrooms & toilets	Checked
39	If the B&B does not have en-suite bathrooms, then there must be at least one bathroom facility for every six visitors (with bath or shower, WC, wash hand basin).	
40	All en-suite bathrooms must have a bath or shower, WC and wash hand basin (the wash hand basin can be provided in the bedroom).	
41	All bathroom fittings must be in good quality and condition.	
42	Plumbing in all bathrooms should be in good working condition and can provide a continuous supply of hot and cold water, as well as the disposal of wastewater.	
43	Bathrooms must have effective natural or mechanical ventilation (i.e. window or extractor fan).	

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No.	Bathrooms & toilets	Checked
	Bathrooms / shower rooms and toilet must also be equipped with:	
44	Mirror.	
45	Towel rails.	
46	Clothes hooks.	
47	Bathmat.	
48	A clean and ample supply of toilet requisites including towels, soap and toilet paper. (It is expected that the bathroom / shower room will have a disposal bin with lid and a disposal bag).	

No.	Bathrooms & toilets	Checked
49	A bedroom should be provided in the B&B for the owner, their family or resident staff member. It should be separate from visitor bedrooms and easily identified.	

No.	Other general requirements / advice	Checked
50	The B&B must have sufficient natural lighting and ventilation throughout. There must be good general lighting i.e. light fittings and lamps etc.	
51	The B&B must have a suitable heating system that can maintain a room temperature of 18.5 degrees Celsius i.e. oil, gas, solar, electric or any other heating system.	
52	The B&B must be supervised by the proprietor and should be staffed to ensure appropriate standards of service at all reasonable times.	
53	To ensure the best possible experience, we recommend that you provide a selection of current tourist leaflets, brochures and maps relating to the local and surrounding areas. These can be emailed in advance of the guests stay.	

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No.	After the inspection/ Tourism NI certificate has been granted	Checked
54	Display your Tourism NI Certificate in a prominent location, which is easily seen by visitors before or immediately after entering the property. We recommend that you display a copy on all online listings to reassure visitors.	
55	A Visitors' Register must be kept, including the name, address, nationality and date of arrival and departure for each guest. Details must be maintained for one year, in accordance with the Data Protection Act 2018. Registration details must be stored securely online or in a handwritten register.	
	We recommend that you provide:	
56	<ul style="list-style-type: none"> • Public liability insurance. • An information pack with emergency numbers and instructions on operating household equipment. • Terms and conditions. • Tourist information. 	
57	You can apply to join Tourism NI's Quality Grading Scheme directly with your assessor, by calling 028 9044 1682 or online once your property is certified at this https://forms.tourismni.com	
58	Once your property has been certified you can follow the next steps and marketing tips at this https://www.tourismni.com/business-guidance/sector/accommodation/accommodation-getting-started/advice-and-next-steps/	

It is also important that your premises is compliant with all other statutory bodies and their relevant legislation. The onus is on you as the operator to ensure compliance. Below is a list of examples:

- Northern Ireland Fire and Rescue Service - A Fire Safety Risk Assessment is required under The Fire and Rescue Services (NI) Order 2006. This must be carried out, and any fire safety measures identified by the Fire Safety Risk Assessment must be implemented. Further information can be found at: <https://www.nifrs.org/home/staying-safe/business-fire-safety/fire%20risk-assessments/>
- Consideration should be given to providing Carbon Monoxide detector(s) where there are appliances that burn fuels such as gas, oil, coal, etc. Further information can be found at: www.hseni.gov.uk/articles/carbon-monoxide
- You should ensure that, where relevant, your premises is compliant with Building Control, Planning and the Disability Discrimination Act.
- Clearance should be received from the Environmental Health department at your local council regarding food safety and hygiene.
- You can find more examples at <https://tourismni.com/startup-advice/legal--licensing/>