



ጤና ሚኒስቴር - ኢትዮጵያ
MINISTRY OF HEALTH-ETHIOPIA
የዚያን ጤና ለህግግ ስልጣን
HEALTH FOR PROGRESS NATION

Hotel Inspection Checklist

General Instruction: The team leader shall introduce the team to the manager/responsible body of the institution and briefly explain the purpose of the inspection by conducting entry meeting. To use time efficiently, the team can do the inspection in sub groups once relevant information is collected. Finally, at the end of the inspection the team will conduct exit meeting and forward the summary of the inspection findings.

General Information: [Ask the manager/responsible body of the institution]

- Name of the hotel: _____ Phone _____
- Name of the owner: _____ Phone _____
- Name of the manager: _____ Phone: _____
- Hotel address:
 - Region: _____
 - Woreda: _____
 - City: _____
 - House No.: _____
- Institution contact address:
 - Telephone: _____
 - E-mail: _____

Type of inspection: Routine ☐ Follow-up ☐ Investigative ☐ Concise ☐
Special ☐

Critical requirements for licensing and re-license

- ❖ The establishment is separate from residence
- ❖ Kitchen with Refrigerator
- ❖ Food store with pallet/shelf
- ❖ Improved Toilet with hand washing
- ❖ Medical checkup
- ❖ Availability of improved water supply

S.No.			Score	Compliance	Remark
-------	--	--	-------	------------	--------

	Requirements	Weight		status		
				Met	unmet	
1.	Environmental condition	1				
	Industrial discharge and industrial noise source	.2				
	Solid & liquid waste storage area.	.2				
	Flooding, swampy area, landslide of 500 meters away from the above hazard sources	.2				
	There is 50 m far from chemical stores.	.2				
	There is far from any organizations that are inconvenient /incompatible with this Hotel service (barber, toxic chemical store).	.2				
2.	Physical status of the building (wall, floors, roof, and ceiling)	0.5				
	Floor					
	Is made of non-cracked and standard building materials (cement, concrete, ceramic or other similar building material) clean and tidy.	0.25				
	Is non-slip and easy to wash, leveled and waterproof	0.25				
	Wall					
	Is it made of standard building materials (cement, concrete, ceramic or other similar building materials) painted with white paint and suitable for easy.	0.25				

	Ceiling					
	Is made of heat-resistant building materials (concrete slab, epoxy or other similar building material) non-cracked, clean and painted with white dye.	0.25				
	Light condition, Air circulation and temperature	1				
	There is natural ventilation system in the room (there should be a window with of 10% the floor room)	0.2				
	There is an adequate natural ventilation system with an air change per hour of 6-12 ACH.	0.2				
	There is an adequate natural and/or artificial lighting between 250 -300 lux in the cell.	0.2				
	The temperature of the service rooms is maintained between 20-29 degrees Celsius all the time.	0.2				
	Depending on the size of the organization, is there an alternative generator	0.2				
3.	5.1.In house and outsourced service					
	Is the hotel management have a procedure for in-house and outsourced service,	0.2				
	Is the hotel have a service contract with the subcontractors	0.1				
	Services obtained from subcontractors, are	0.2				

	they certified by an authorized body					
4.	Front desk services					
	Is the hotel entrance and the hotel's name clearly identified or labeled from outside.	0.3				
	The access area is clean and illuminated.	0.3				
	There are adequate levels of lighting for safety and comfort in all public areas including access to the rooms, light on the stairways, and the landing at night.	0.3				
	If any symptoms of communicable diseases happen in the hotel, the hotel are notify the case to the appropriate regulatory body immediately upon occurrence.	0.3				
	Is the hotel providing other relevant information for the guest (e.g. smoking policy, safety precautions, pet policy, and prevention of sexual exploitation of children).	0.3				
5.	Water Supply	6				
	Availability of ample/enough and safe water	0.5				
	all documents There is available	0.5				
	There is a water treatment system if a water supply is on its own.	0.5				
	Assign employee(s) to monitor water use.	0.5				
	Inspect taps and showerheads regularly and repair any dripping promptly.	0.5				

	Is the hotel inspect water pipelines and tankers regularly and rectify leakage promptly	0.5				
6.	Food safety	2				
	Is the hotel management is responsible for the food hygiene and safety conditions at the premises and ensure that they are operating correctly.	0.5				
	If the hotel serves food, is there a food safety system, which should be based on the HACCP principles.	0.5				
	This include the strict control of food from purchase to service, for example, traceability of the food, separation of food to avoid cross-contamination cooking, temperature controls storage and display of food, and staff training.	0.5				
	There is trained staff in the food safety management procedures and in their specific role.	0.5				
7.	Food products/items receiving area	3				
	Is food receiving directly accessible to the food store	0.5				
	Is there a calibrated instrument (thermometer, lactometer, etc) available to check food item quality.	0.5				
	Is the hotel define the delivery criteria for food products according to their type (e.g. greens, fruits, fish, meat, vegetables) and	0.5				

	presentation (e.g. fresh, frozen, and prepared) and for beverages, as well as a system for the returning of those products which do not conform to the defined criteria.					
	Is condition of the packaging good	0.5				
	Is there expiry date or preferred consumption date	0.5				
	Temperature.	0.5				
	The reception area for food products is kept clean so that the hygienic conditions required are maintained and they do not generate a risk of contamination.	0.25				
	Is the hotel ensuring the safety of the food offered by the providers?	0.25				
8.	Storage of food products	3				
	Food There is placed in the pallet (above floor 40cm from, wall 20cm from, ceiling 60cm, b/n palettes 100cm) and not exposed to direct sunlight.	0.3				
	Food products are classified in the storage areas according to their type and condition (e.g. frozen, fresh, refrigerated, and dry).	0.3				
	A rotation system [e.g. based on the first-in, first-out (FIFO) or first expiry first out (FEFO) principles] is implemented to ensure expired products are not being served.	0.3				

	The storage areas are identified; access to these areas There is restricted to authorize personnel.	0.3				
	Contact of the products with the walls and the floor is avoided.	0.3				
	The original external packaging shall not be permitted in the kitchen, preparation, food refrigeration, or defrosting areas, with the exception of some boxed and chilled products and drinks and cardboard packaging appropriate for the food industry permitted in freezers and refrigerators.	0.3				
	Is there a thermometer;	0.3				
	The temperature at which they is kept There is indicated; cold temperature range 2-5°C, room temperature 18-25°C, deep freeze -18°C, and below.	0.3				
	The temperatures is checked and recorded at least at the beginning of the services.	0.3				
	Is detergent and cleaning materials is stored in a different room.	0.3				
9.	Supply management	3				
	Is the hotel have a procedure for purchases, which shall include the following:					
	Is there identification of products to be purchased;	1.0				
	Is there internal requirements for purchasing products;	0.5				

	A system for making orders and authorizations including records of the orders and of the products received. All orders is registered in such a way that a follow-up can be made on what is ordered and what is received;	0.5				
	Is there selection and evaluation of supplier's criteria (e.g. capacity to address exceptional orders, environmental policy, quality of products, complaints, delays).	0.5				
	Is the stock required for different items to guarantee service at all times.	0.5				
	Is the hotel have a copy of or access to the food supplier's authorization	0.5				
	Labeling	0.5				
	Is the hotel clearly identified the date and time of preparation and the name of the food when it is not easily recognizable during the presentation?	0.5				
10.	Kitchen requirements	7				
	Is the kitchen service is directed by a person who has food hygiene and safety training.	0.5				
	Is the hotel have different color-coded cutting boards; Red for meat, Yellow for poultry products and cooked meat, Blue for fish and shellfish, Green for vegetables, and White for cheese and dairy products.	0.5				

	Is the working surfaces and kitchen tools (e.g. tables, benches, cutting boards) is suitable for food processing.	0.5				
	Is the working surface is flat and free from joints that facilitate the accumulation of dirt.	0.5				
	There is no contact between food and the floor. Items that fall or are dropped onto the floor and whose original hygienic condition is not guaranteed with treatment There is quickly discarded and eliminated.	0.5				
	There is a safe & continuous water supply at the food cooking/preparation area (kitchen).	0.5				
	In the preparation area, washbasins have an operating system (e.g. sensors, pedestal system) of the fittings with cold and hot water that ensures hygienic use, with soap and single use paper towel.	0.5				
	Dishcloths, with the exception of single-use ones, is not be used in the kitchen.	0.5				
	All windows and ventilation spaces is covered to prevent insects or rodents from entering;	0.5				
	There is a pedal-operated dustbin /covered container and system for evacuating rubbish as soon as the containers are $\frac{3}{4}$ full;	0.5				
	A pedal-operated rubbish container with a cover and a lining bag inside is provided in the different work areas.	0.5				
	There is chest freezers, cooling equipment, and heating equipment (e.g. salamander boiler, hot tables, infrared lights) depending	0.5				

	on the type of food and beverages offered;					
	A thermometer is calibrated.	0.5				
	Is a cleaning plan specifically for the kitchen	0.5				
	Areas of the kitchen	2				
	Is there receiving area for raw materials;	0.25				
	Is there areas for storing non-perishable goods, refrigeration, and freezing chambers	0.25				
	Is preparation area, which physically or temporarily differentiates the spaces for the preparation of vegetables, fish, and meat?	0.25				
	Between the development of one activity and another, linen, utensils, and work surfaces is cleaned and disinfected with products suitable for food processing.	0.25				
	The preparation area is illuminated and designed in a way that the temperature is controlled to suit the type of food being prepared.	0.25				
	Is hot production area, have natural ventilation or a system to periodically renew the air, and meet safety conditions	0.25				
	Is there cold production area when the hotel prepares cakes and pastries?	0.25				
11.	Food Preparation	4				
	In all food preparation activities, basic hygiene and conservation conditions are defined and respected.	0.25				

	The preparation area is conform to the following requirements in all activities involving the handling and preparing of food	0.5				
	Is the food preparation area have a minimum of 20m2 for basic hotels and 45m2 and above for star hotels.	0.25				
	Is hygiene and cleanliness is ensured.	0.25				
	The food taken out of the refrigerator is not stay longer before it is prepared	0.25				
	There is temperatures maintained so as to guarantee that bacteria do not proliferate (e.g. in cold areas a temperature of $18^{\circ}\text{C} \pm 3^{\circ}\text{C}$ There is maintained).	0.25				
	Defrosting methods that ensure that the center of the food product reaches an adequate temperature is used in the refrigerating chambers or under running water.	0.25				
	During the defrosting process, is food covered or protected, avoiding contact with the defrosting liquids.	0.25				
	Defrosting at room temperature is not allowed.	0.25				
	Is a frozen product, especially frozen vegetables, can be cooked without thawing? However, large pieces of meat or large poultry carcasses often do need to be thawed before cooking.	0.25				
	When thawing is carried out as an operation	0.25				

	separate from cooking, it should be performed only in: A refrigerator or purpose-built thawing cabinet maintained at a temperature of 4 °C or below;					
	Running potable water maintained at a temperature, not above 21 °C for a period not exceeding 4h.	0.25				
	A commercial microwave oven only when the food will be immediately transferred to conventional cooking units as part of a continuous cooking process or when the entire uninterrupted cooking process takes place in the microwave oven;	0.25				
	Food shall not be refrozen once defrosted.	0.25				
	The cutting utensils and boards is clearly identifiable by their use so as to avoid	0.25				
	Hot production	1				
	Is the food cooked to a minimum temperature of 65 °C. If not consumed immediately (I.e. within 2 hours) hot products	0.25				
	Kept at a temperature equal to or above 65 °C;	0.25				
	Quickly cooled, preferably by temperature reduction (e.g. from 60°C to -10°C in 2 h) and kept at refrigeration or freezing temperatures for later use, hot or cold.	0.25				
	Reused oil There is controlled to maintain its quality (e.g. tests, observation of color)	0.25				

	and changed if needed.					
	Cold production	1				
	Products prepared using the cold process may be kept at refrigerated temperatures to be later served hot or cold if they are not consumed directly.	0.25				
	Is there preservation of pre-cooked and prepared food	0.25				
	Is prepared food preserved in such a way that the quality of the food is maintained?	0.25				
	Pre-cooked food is stored separately by food item.	0.25				
12.	Food and beverage services	3				
	Choosing one or more systems to provide them:	0.6				
	Lunch: buffet system, à la carte, mixed;	0.6				
	Dinner: buffet system, à la carte, mixed.	0.3				
	Room service	0.3				
	Cafeteria/snack bar service.	0.3				
	The hotel shall define where to offer these services (e.g. in the restaurant, Cafeteria, or similar facilities of the hotel)	0.3				
	When the hotel offers any of the previous services, it shall conform to the following requirements if tables are covered;	0.3				
	There is a stock for replacement during the service. In any case, the surfaces are clean.	0.3				

	The service/table setting (i.e. glassware, tableware, cutlery, serviettes, or napkins) is replaced for each guest	0.3				
	Buffet system	1				
	Beverages There is available, either at the buffet table or on the guest table	0.25				
	Before starting the service The equipment There is fully operational and appropriate for the required temperature in each case (cold: 5°C or below/hot: 65 °C or above);	0.25				
	Before starting the service The tools required to serve the contents of each dish There is food-graded tableware.	0.25				
	Before starting the service Food should be clearly labeled	0.25				
	During the service	1				
	Ready-to-eat food is protected or covered.	0.25				
	Presentation and hygiene of the buffet is maintained throughout the whole service	0.25				
	The tableware used by the guest is removed once he/she has finished, and the table There is cleaned.	0.25				
	Each dish /food item/ There is properly labeled.	0.25				
13.	Service utensils preparation and cleaning area	4				

	The sink is connected to uninterrupted tap water.	0.5				
	There is a utensil washing detergent, hot water, and chemicals.	1				
	The sewer line There is connected to an approved sewer line or septic tank.	0.5				
	There is a three-hole dishwashing compartment.	1				
	Bathing hot and cold tap water is prepared.	0.5				
	Soaps and chemicals for washing is adequately supplied.	0.3				
	Drying rack is made of plastic (non-corrosive and rust-resistant) material.	0.2				
14.	Dining room	3				
	Is room having a 12 meter square for 12-16 customers.	0.3				
	The dining hall is free from dust, debris, insects, and rodents.	0.3				
	The room is well illuminated by natural or artificial lighting.	0.3				
	The room is well ventilated.	0.4				
	The room furniture is not broken and fully available material.	0.3				
	The room is near to the kitchen.	0.3				
	A waste collection pedal system basket is available in the room.	0.5				
	A fire extinguisher is available in the room. A hand washing facility There is available	0.3				

	near the room.					
	The wall of the dining room, floor, improved toilets, kitchen, and storerooms There is smooth and free from cracks and also washable up to 2m height, There is easily washable.	0.3				
15.	Bar	2				
	There is without cracks, visible dirt, and leakage from any plumbing or rain; should be painted with washable/ bright paint.	0.1				
	Balcony, drink Shelf, and existing materials is clean and in good condition.	0.1				
	Shall have three-compartment water glass/cup washing sink; with running hot & cold water with appropriate detergents.	0.1				
	There is free from any solid and liquid waste, no sign of rodents, vermin, and insects.	0.1				
	Have appropriately installed a wastewater pipe system connected to the final waste disposal line	0.1				
	A coffee and Tea machine is designed, covered, and safe for the barman.	0.1				
	Shall have separated hand-washing basin with soap running hot & cold water and appropriately installed wastewater pipe system connected to final waste disposal line.	0.1				
	Should have a First aid kit that has full material and is fully charged, and a recently	0.1				

	inspected fire extinguisher.					
	Barmen shall exercise good hygiene practices (e.g. cleanness of uniform, washing hands correctly and at appropriate times, clean and short cut fingers, good personal hygiene, and absence of body Jewelry including nail polish.	0.1				
	The area of the bar There is 16m2 and above	0.1				
	The bar is clean and free from any debris.	0.1				
	There is a washing facility for glass washing.	0.1				
	There is a shelf with doors.	0.1				
	There is a refrigerator of 200 liters.	0.1				
	Contact of the products with the walls and the floor There is avoided;	0.1				
	The original external packaging shall not be permitted in the kitchen, preparation, and food refrigeration or defrosting areas, with the exception of some boxed and chilled products and drinks and cardboard packaging appropriate for the food industry, permitted in freezers and refrigerators	0.1				
	In the case of freezers and refrigerators:					
	There is a functional thermometer;	0.1				
	The temperatures There is checked and recorded at least at the beginning of the	0.1				

	services					
	Services and facilities for staff					
16.	Training program	3				
	A training program is designed, implemented and periodically reviewed by the hotel management to improve staff competence, according to the identified needs	0.3				
	After recruitment of the new member of staff, a training or orientation period is provided;	0.6				
	All staff is responsible for the quality of guest service related to hygiene and environmental health and There is clean, tidy, and well-groomed.	0.6				
	Staff member's name is displayed on a tag;	0.3				
	is avoid making loud noises as much as possible or raised voices during the performance of Tasks;	0.3				
	Are they know how to act in case of emergency;	0.3				
	There is aware of the tips policy defined by the hotel management.	0.3				
	Be aware of any specific accommodation/arrangements available for	0.3				

	guests with any kind of disability.					
17.	Employees health	5				
	Is the food handler have medical checkups every three months.	0.5				
	Food handlers diagnosed with infectious and communicable illnesses is not involve in any food and customer-related services until they are diagnosed with negative	0.5				
	The hotel management shall decide and avail the staff use uniforms and other necessary personal protective equipment as per service type; whereas for food handlers, the color of the uniform There is white with extra clothes.	0.5				
	The hotel management shall avail facilities for staff to change clothes for their job position.	0.5				
	The changing facilities is provided separate men's and women's employee locker rooms and vestibule entrances to block sightlines into the locker rooms.	0.5				
	There are showers and closets with improved toilet paper, paper towels or hand dryers, soap or sanitizer, wastepaper baskets, and hangers. Solid soap is avoided;	0.5				
	There is no fecal cleaning trash bin in an improved toilet, except for female improved toilet for sanitary pad disposal purposes.	0.5				

	The hotel shall avail water and tissue paper for the improved toilet users.	0.5				
	All staff facilities are clean and well maintained.	0.5				
	Is the hotel providing the adaptation of the workplace if it employs a person with any kind of disability.	0.5				
18.	Personal hygiene	3				
	There is clean, have clean hands, and clean and trimmed fingernails; hair There is clean and covered and long hair should be tied back;	0.5				
	Are they wash their hands before starting to work and after each.	0.5				
	Are they not wearing visible rings, earrings or piercings, bracelets, or watches?	0.5				
	When it is not possible to temporarily remove them, these items is adequately protected by a food-grade plaster.	0.3				
	They wear a clean working uniform, including non-slip shoes and socks or similar.	0.5				
	Are they known the allocated areas and the different types of preparation that can be carried out in each of them.	0.3				
	Other staffs who occasionally enter the kitchen are wear protective clothing	0.4				
19.	Rooms	3				
	A directory of the services offered by the	0.15				

	hotel is available, with information that may be of interest to the guests (e.g. Tobacco control proclamation, signs, and precautions).					
	A map indicating the evacuation routes, the emergency exit, and the nearest fire equipment is displayed in each room	0.15				
	Is the signs understandable for the guests.	0.15				
	There is a bed(s) with mattress, pillow, and cover provided for warmth such as blanket(s) or duvet; bed linen (sheets, pillowcases, and duvet covers) There is changed for each guest	0.15				
	The mattresses and frames There is in good condition. Additional mattress, pillow protection, and top cover are optional.	0.15				
	There is an extra blanket/duvet(s) available, either in the cupboard in the room or provided by the staff, on request	0.15				
	This extra blanket/duvet(s) There is protected to keep them clean	0.15				
	Drinking glass/bottled water per accommodated person.	0.15				
	For malaria-endemic areas, there is impregnated bed nets available.	0.15				
	All rooms is free from rodents, insects, and vermin	0.15				
	The room is free from bad odor.	0.15				

	furniture, equipment, facilities, and supplies	0.15				
	The furniture, equipment, facilities, and supplies is free from dust, debris, unbroken, or There is in a good state.	0.15				
	The hotel shall allow a temperature between 18 °C and 25 °C with air conditioning and/or heating, depending on the needs. In the rooms of those hotels with heating or air conditioning, there is a device that makes it possible to regulate this.	0.15				
	All rooms shall have an in-suite/common bathroom.	0.15				
	The bathroom shall include:	0.15				
	Lidded WC; Shower and/or bath.	0.15				
	Washbasin; Hook or towel rail;	0.15				
	Water at all times with a proper and easily adjustable system to regulate water flow;	0.15				
	handles, slip-resistant systems, or other precautions to avoid slipping in the bath or shower,	0.15				
	According to the needs; Washable ceiling, wall, and floor;	0.15				
20.	Toilets	5				
	A 24 hour functional, clean and odorless toilet is available.	0.25				
	The type of toilet is water flushed latrine.	0.25				
	The drain is connected to an approved sewer	0.25				

	line or to a septic tank.					
	There is inspection manhole for the purposes of checking the sewer line.	0.25				
	A toilets room is arranged separately for men and women.	0.25				
	The number of toilet rooms There is 1 toilet for 25 person (1:25) proportion.	0.25				
	A urinal is 1 for 50 persons for male.	0.25				
	The path to the restrooms There is clear, unobstructed, and free of any obstacles.	0.25				
	A door is fitted by considering disabled students.	0.25				
	A toilet is considered for disable.	0.25				
	Is the ceiling height 2.4 meters.	0.25				
	Is the room kept clean and free from bad odors.	0.25				
	The area of the room for seating is 1.2 m * 1.2 m and above (one meter two by one meter).	0.25				
	There is safe for people with disabilities.	0.25				
	The door of the room is easy to open and close from the inside.	0.25				
	shall be fitted with PVC pipe to remove bad odors;	0.25				
	The floor shall slightly incline to pit.	0.25				

	Anal cleansing material is disposed in the toilet and dust bin shall place for female toilets for sanitary pad.	0.25				
	Shall have a complete hand washing facilitates no more than three meters from the toilet.	0.25				
	There is dry or liquid soap for hand washing, soft cloth, or artificial air dryer.	0.25				
21.	Shower	3				
	There is one bathroom for 20 (twenty) students.	0.25				
	There is separate shower facility for men and women.	0.25				
	The ceiling of the room is 2.4 meters or more (2.4 meters high);	0.25				
	The area of the room is 1.2 meters * 1.2 meters.	0.25				
	Doors are able to be opened and closed easily by differently abled students.	0.25				
	There is well-fitted and safe for differently abled students.	0.25				
	Shall have a window with fresh air ventilation 20 centimeters below the ceiling that can opened 45 degrees down.	0.25				
	The floor of the room shall not contain and allows any leaks during cleaning and use.	0.25				
	The bathroom is separate from the restroom and designed only for this purpose.	0.25				

	The door/curtain of the room is easily open and closed from the inside outside.	0.25				
	The wall of the bathroom is waterproof.	0.25				
	Mat should be provided for the bathroom (made of plastic)	0.25				
22.	Waste management	5				
	Solid waste management	3				
	Waste generated is classified, collected, and segregated.	0.6				
	There is a plan for solid waste collection and segregation.	0.6				
	Organic, plastic, or any inert wastes There is segregated and temporarily stored at different receptacles until transported to the final disposal site.	0.6				
	A pedal-operated dustbin There is placed at every corner of the compound.	0.6				
	There is a temporary central solid waste collection dumpster container in the compound or near the vicinity of the compound.	0.6				
	Liquid Waste Management	2				
	There is a plan for liquid waste disposal.	0.3				
	Liquid waste is collected in a septic tank or with the system of municipal liquid waste disposal line.	0.3				
	The hotel shall not dispose of liquid waste with storm water drainage systems/ditches.	0.3				

	The hotel shall avail all documents related to liquid waste disposal.	0.3				
	The hotel should have a purposely designed sewerage system from every shower, sink, hand washing basin to the final collection septic tank or municipal sewerage system.	0.3				
	No sewerage line shall have leakage at any site until the final disposal site.	0.3				
	The final sewerage line from the hotel shall not flow into the river or via a storm water drainage system.	0.3				
23.	Auxiliary services/optional/					
	Pools	2				
	If there is a leisure swimming pool, it shall have:	0.125				
	Is there a shower	0.125				
	Is there improved toilet	0.125				
	Is there a close sunshades or alternative natural elements (in outdoor pools)	0.125				
	Is there a deckchairs or sun beds	0.125				
	Is there a ramp to the swimming pool with anti-slip systems.	0.125				
	Is there a clear signposting showing the location of the pool, the rules for its use and emergency telephone numbers;	0.125				
	Prominently displayed and accessible rescue equipment such as throw lines, reach poles,	0.125				

	and flotation aids.					
	There is a procedure for the prompt management and reporting of pool-related incidents	0.125				
	Is there a first Aid kits with sufficient medical supplies.	0.125				
	There is a proper screening of swimmers against visible skin diseases such as scabies, wounds, and warts.	0.125				
	There is determined whether or to what extent poolside supervision is required, taking into account the type of users, water depth, and pool basin size.	0.125				
	The perimeter of the pool is protected to reduce the risk of accidents outside the opening times (e.g. anti-slip perimeter);	0.125				
	If the hotel has heated swimming pools, the water is kept at a temperature of between approximately 24 °C and 30 °C during opening hours;	0.125				
	There is a towel service for guests and the place to leave used towels There is indicated;	0.125				
	Chlorine and pH values There is monitored at least once a day prior to opening, and the results documented. This frequency There is increased if needed	0.125				
	Overcrowding There is avoided and the carrying capacity of the pool should be defined	0.125				

	Sauna/spa	1				
	This service is directed by at least a Massage Therapist.	0.16				
	Rules for using the facilities is signposted (e.g. opening times, maximum time inside, related risks);	0.16				
	There is hooks and cold water in a nearby area. In the case of the sauna, this There is next to the cabin(s);	0.16				
	Disinfection of surfaces and water is carried out;	0.16				
	Is the sauna having a system to measure the temperature in the cabin?	0.16				
	These facilities should be also equipped with measuring systems of time and humidity.	0.16				
	Concessionaires and other ancillary services					
	the concessionaires are comply with hygiene and environmental health requirements and document the relationship between both parties (concessionaire and hotel), including rights and duties.					
24.	Occupational Health and Safety					
	Risk and accident prevention	3				
	Hotel management is responsible for ensuring that the proper safety measures are defined and put in place.	0.3				
	Is there risk and accident prevention;	0.3				

	Is assure safety of people, assets, buildings, and facilities;	0.3				
	Fire protection and management of emergencies.	0.3				
	Safety measures of all devices and equipment used in different areas of the hotel, especially the electrical devices, and equipment used for electrical installation for ancillary services such as pool or gymnasium There is implemented.	0.3				
	Is the hotel keeping updated and valid certificates/records of legal inspections when applicable?	0.3				
	Is the hotel management defines the measures to identify, assess, reduce and control risks at the premises, and shall conform to the following.	0.3				
	The suitability and safety of devices and equipment available to staff and guests is guaranteed;	0.3				
	Guests are informed of prevention and safety measures	0.3				
	Specifically, the safety data sheets for toxic and dangerous products are available for staff.	0.3				
	Health safety in terms of Pest control	3				
	The hotel management is responsible for the pest control prevention system at the premises.	0.17				
	A pest control plan There is defined and	0.17				

	documented by qualified staff (internal or subcontracted), according to the needs and facilities of the hotel. Treatment records as well as a copy of the authorization and sanitary registration of the products used There is retained.					
	Safety of buildings and facilities					
	Is the hotel management ensuring the design and installation of facilities?	0.34				
	Is the hotel management ensuring the correct maintenance of the buildings?	0.17				
	The buildings, facilities, and equipment pose is no risks to guests or staff.	0.17				
	Is the hotel ensuring maintenance of those services which need maintenance specifically for those services related to hygiene and environmental health conditions?	0.17				
	Maintenance, Inspection, Testing & Use of Machinery and Equipment					
	Is ensuring that equipment and machinery are suitable, fit for purpose, and maintained; and that any risks are prevented or controlled.	0.34				
	Those that use equipment and machinery are instructed on its safe use, with appropriate visual checks undertaken prior to use.	0.17				
	Shall identify equipment and machinery that is formally inspected and tested in	0.17				

	accordance with relevant legislation and manufacturer's guidance.					
	There is a competent person for the action indicated in clause	0.17				
	Records of inspection and testing that were undertaken is documented and be accessible.	0.17				
	Any defective equipment is taken out of use, discarded, or repaired by a competent person.	0.17				
	Shall take action from any recommendations given and ensure a record is made.	0.17				
	Equipment (e.g. regular and emergency lighting, switches, power sources, tap fixtures) shall operate correctly, be safe, and have no noticeable damage.	0.17				
	Safety equipment is duly signposted and There is operative, visible, and accessible	0.17				
25.	Cleanliness requirements	8				
	Cleaning products is used responsibly, respecting the instructions of the manufacturer related to both safety of people and to the protection of the environment.	0.35				
	Environmentally friendly and chlorine-free cleaning products shall preferably be used, as well as microfiber cloths that reduce the amount of cleaning liquid required.	0.35				
	Furthermore, the following requirements	0.35				

	There is met:					
	Cleaning tools for the bathroom There is identified according to the use given to them;	0.35				
	Cleaning products shall retain their original labels or be visibly identified. If these need to be transferred to a smaller container, this should have an automatic dispensing system.	0.35				
	During cleaning activities and when the floor is wet, warning signposting is displayed to inform guests and prevent accidents.	0.35				
	The hotel shall supply necessary cleaning equipment for housekeeping staff;	0.35				
	The minimum content of cleaning storage rooms and of cleaning trolleys is defined.	0.35				
	Housekeeping staff shall report incidents (e.g. defective lights, damaged	0.35				
	Shall keep the cleaning equipment in a suitable condition for performing its function.	0.35				
	Cleaning plan					
	A cleaning plan is defined, documented, implemented, and maintained, allocating tasks to staff accordingly and defining the cleaning routes for the different areas of the hotel. This plan, drawn up either by the hotel or by a subcontractor, shall include disinfection activities where disinfection is	0.35				

	needed.					
	Cleaning of common areas					
	Is the hotel ensure the cleaning of its common areas (e.g. lobby, events rooms, corridors, stairs, parking lots, gardens, yards, indoor and outdoor pools, improved toilets)	0.35				
	These stated frequencies can be decreased if there is low use of the facilities or they are clean enough.	0.35				
	improved toilets in common areas, that: The walls, floors, ceilings, furniture, mirrors, equipment, windows, decorative elements and visible parts of the faucets are clean	0.35				
	Outdoor common areas, that: The walls, windows, and decorative elements is clean;	0.35				
	Outdoor common areas, that: The walls, windows, and decorative elements is clean;	0.35				
	Outdoor common areas, that: The walls, windows, and decorative elements is clean;	0.35				
	Cleaning of Bedroom					
	The hotel bedrooms are clean and fresh smelling every time.	0.35				
	5.12.1. Cleaning of occupied Bedrooms					
	Unless authorized by the guest, cleaning is not be carried out while the guest is in the room.	0.35				
	Do not disturb" indications is respected. When the guest insists the room be cleaned when inside, his or her request is honored.	0.35				

	Occupied Bedrooms is cleaned every day.	0.35				
	Deep cleaning program					
	A deep cleaning program for all rooms is carried out at least once a month, considering the level of occupation, seasonality, and need.	0.35				
	Frequency should be increased according to need	0.35				
26.	Laundry service	2				
	Have the following rooms/areas; - dirty/soiled linen temporary collection area, washing area, ironing and folding, and mending areas & cleaned linen storage area with clean shelves to put the cleaned clothes upon.	0.16				
	Have products like dirty/soiled linen collection boxes, washing machines, dryers and irons, and shelves to put clean linens that guarantee the correct service.	0.16				
	Shall have ample and continuous water supply system with reserve reservoir/tanker.	0.16				
	There is drier wire/rope to let the washed clothes dry with the sun.	0.16				
	Soaking and hand-washing sink with a functional clothed drainage system linked to the septic tank is available after the clothes were washed.	0.16				
	The laundry room is free of dust, dirt, or any other material that may stain clothes/linens, and not humid; has spare linen covered.	0.16				

	Laundry workers are wearing personal protective equipment like long-sleeved gloves, Apron, boots, capes during work.	0.16				
	The laundry room/area is located convenient to the septic tank to drain the liquid waste there.	0.16				
	The cleaning plan established is define the minimum frequencies for cleaning linen and laundry according to the characteristics of the textiles in the rooms and in common areas (e.g.	0.16				
	Carpets, rugs, tapestries, curtains, and shades, shower curtains, mattresses, blankets, pillows). The minimum frequency is increased according to the occupancy.	0.16				
	The hotel shall have a Linen area that; Has capacity and furniture in good enough condition to allow the linen to be stored and classified, separating clean and dirty clothing;	0.32				
27.	Documentation	3				
	The following documents is available and implemented properly:	0.2				
	Food safety policy	0.2				
	Is food handlers medical checkup certificates	0.2				
	Is there training certificate and documents	0.2				
	Is suppliers agreement including certificate of competency from an authorized body	0.2				

	Vector and rodent control agreement	0.2				
	Is there standard Operating Procedures(SOP) for Dishwashing	0.2				
	Is there standard Operating Procedures(SOP) for laundry service	0.2				
	Is there standard Operating Procedures(SOP) for liquid waste management	0.2				
	Is there standard Operating Procedures(SOP) for solid waste management	0.2				
	Is there standard Operating Procedures(SOP) for hand washing	0.2				
	Is there standard Operating Procedures(SOP) for food receiving procedure	0.2				
	Is there standard Operating Procedures(SOP) for equipment utilization cleaning, maintenance	0.2				

Status of the institution:

1. Optimal compliance (>75%)

2. Significant compliance (51-75%)

3. No compliance ($\leq$ 50%)

Verification of the institution and inspectors:

I confirm that the above filled information/data is true about the institution.

Name of manager/responsible body of the institution

Signature _____ Date

Verification of the institution and inspectors:

Inspectors’ general comment:

I confirm that the above filled information/data is true about the institution.

Name of manager/responsible body of the institution

Signature _____ Date

Name of inspectors:

S.No.	Name of inspectors’	Date	Signature
1.			

2.			
3.			

Finally, at the end of the inspection, thank the management body and all staff who participated in the inspection for their valuable time and participation. Present warm greetings.