



# QUALITY ASSURANCE GUIDELINES

PO Box 12702  
Salem, OR 97309  
800-944-6196  
stay@obbg.org  
www.obbg.org

OBBG members shall meet or  
exceed all items listed below:

Inn Name: \_\_\_\_\_

Inspection Date: \_\_\_\_\_

<b>General Expectations</b>	Needs Attention	OK
Personal welcome upon arrival		
Innkeeper friendly, courteous, and available for interaction with guests		
Local tourism information available, such as restaurants, attractions, events, and transportation		
<b>Common Areas for Guests' Use and Social Interaction</b>	Needs Attention	OK
Comfortable seating		
Adequate lighting		
Clean, in good repair, well maintained		
Walls, woodwork, floors, and ceilings in good repair		
Furnishings and furniture in good repair, usable, and indicative of high standards of decor		
Rooms neat, uncluttered, inviting, and tastefully decorated recognizing unique character of inn		
<b>Guest Rooms</b>	Needs Attention	OK
Comfortable, inviting, private, and quiet, with room able to be locked from inside		
Firm, sturdy bed(s) in a frame off the floor		
Lighting provided in addition to overhead lighting – adequate bedside lamps or wall sconces		
Adequate, sturdy, and dust-free place to hang clothes with wooden or plastic hangers provided and places to store clothing and personal items		
Minimum of one luggage rack; two strongly recommended		
Adequate floor space in the room to allow movement for guests		
Windows equipped with shades or drapes to provide privacy		
Heated, ventilated, and (if appropriate) air-conditioned		
A comfortable side chair in each guest room		
Additional blanket(s) and pillows available in each guest room		
Fresh bed linens provided for each guest. For multiple-night stays, linens changed every 3 days		
Pillows should be covered by pillow protectors and maintained in a sanitary fashion		
Wastebasket in room		

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<b>Bathroom Facilities</b>	Needs Attention	OK
If guests use same bathroom as innkeeper, all personal items must be kept in a locked cabinet. No personal items shall be visible to guests		
Bathrooms in public areas able to be locked from the inside		
Bathrooms must be heated and well-ventilated		
Bathroom fixtures must be clean & in working order, no mildew or mold		
Bath linens (2 each: bath towels, hand towels, and washcloths per guest) must be available, with area designated for proper storage. Used bath linens to be changed daily, or specify "green" option		
Non-skid surface or rubber mats in or available for showers & bathtubs		
One or more grab bars are recommended for safety and convenience		
Adequate shelf or counter space for toilet articles		
Drinking glasses, tissues, and basic bath amenities		
Wastebasket that is either washable or has a disposable lining		
<b>Food Preparation</b>	Needs Attention	OK
Adequate food storage and refrigeration, including covered and dated storage containers, proper refrigeration, and a refrigerator thermometer registering at 40 degrees F° or colder, including guest refrigerators		
There shall be no co-mingling of guests' food and inn food		
Commercial dishwasher or dishwasher capable of maintaining a minimum temperature of 155 degrees F°, or three-compartment sink		
Food stored in covered containers off floor in manner that protects from splash		
Equipment and utensils in good repair and maintained in sanitary conditions as specified by the State of Oregon sanitation rules		
Garbage kept in closed container or under sink except during food preparation, when it should be uncovered or operated by foot pedal		
Easily cleanable surfaces		
Hand-washing facilities separate from main kitchen sink (can be in laundry room or powder room)		
<b>Breakfast Service</b>	Needs Attention	OK
Breakfast shall include more than coffee, tea, and juice provided at no additional charge		
Attractively presented in a common area furnished with a table and seating, a bedroom, or a restaurant owned and operated by licensed inn (not an off-premise restaurant)		
Served with attention to nutritional value, freshness, and balance (this applies to both Continental and full breakfast menus)		
Breakfast served on china or stoneware and not in commercial packages		

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<b>Safe and Secure Environment</b>	Needs Attention	OK
Building locked at night with clear indication as to how guests enter		
All necessary keys provided to guests		
Hallways, entrances, and stairways used by guests must be well-lit at night and provide railings, where necessary		
Smoke detector in each guest room complete with an "interrupt" button		
2A-10B-C fire extinguisher located within 75 feet of every guest room		
Clearly defined emergency procedures, including proper contact information and property address, provided in writing for guests		
<b>For Well or Spring Water Systems</b>	Needs Attention	OK
Certificate of inspection for inns not on public water systems		
System capable of supplying safe, potable water to guests		
Water supply located at a sufficient distance from any sanitary hazards to prevent water contamination		
Microbiological analysis from an analytical laboratory showing "coliform absent" to be performed every three months, as required by the State of Oregon. Have test results available for OBBG inspector at time of initial inspection and subsequent re-inspections		
<b>For Septic Systems</b>	Needs Attention	OK
Records stating that the septic system is approved by the appropriate local health authority for the specified number of bedrooms		
Septic tank covered with soil		
Absence of sewage odor in drain field area		
<b>Miscellaneous Requirements</b>	Needs Attention	OK
All "house rules" presented in writing to guests		
House number or sign clearly visible from street		
Exterior of buildings and gardens attractive and well maintained		
Telephone available for guest use upon request		
Innkeeper reminded of Lodging Gift Voucher sales and redemption:		
Innkeeper reminded of Innkeeper Getaway Program:		
Innkeeper's private Facebook login email for addition to OBBG private Facebook group:		

Inn Name:

Inspection Date:

Number of Guest Rooms:	Baths:	
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**Licenses/Permits:**

City of Business License:	Date of last City Inspection:
County Travelers Accommodation/lodging:	Date of last County Inspection:
County Restaurant/B & B food:	Date of last County Inspection:
Food Handler's Card Issued to:	Expiration Date:
Food Handler's Card Issued to:	Expiration Date:
Additional Food Handler's Cards Checked:	Expiration Date:
Insurance Declaration page showing aggregate liability coverage & expiration date (Not the premium page)	Insurance Company: Liability Amount:
Top portion of Oregon Department of Revenue form showing registration or Letter of Registration (BIN)	Date of Form:
Most recent water quality test for any inn not on city water supply	Testing Company: Date of Test:

**Additional Comments:**

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Inspector(s) Printed:

Inspector(s) Signature:

Innkeeper Printed:

Innkeeper Signature: