

RDB TOURISM REGULATION INSPECTION REPORT

INSPECTION DETAILS	
Date:	Time:
Type:	Re-inspection?
Lead inspector:	Supporting inspector:
Phone:	Phone:
Email:	Email:

TOURISM ENTITY			
Name:			
Category:	Sub-category:		
Province:	District:	Sector:	Cell:
Street name and number:		Phone:	Email:
Name of on-site representative:		National ID:	
Title:	Phone:	Email:	

INSPECTION RESULT <i>(circle one)</i>		
Passed	Actions Required	Failed
Reason(s) for failure (if applicable):		

CORRECTIVE ACTIONS REQUIRED			
#	Action	Deadline	Fine (if applicable)

ADDITIONAL REMARKS AND RECOMMENDATIONS

ACKNOWLEDGEMENTS		
<i>By signing and stamping below, I hereby confirm that I agree with the observations, outcomes and actions contained herein.</i>		
Lead Inspector	Supporting Inspector	On-site Representative
Name:	Name:	Name:
City:	City:	City:
Date:	Date:	Date:

INSPECTION CHECKLIST		<i>Lodge or Tented camp</i>					
Location	#	Checklist item	Present		Functions		Details
			Y	N	Y	N	
Reception	1	Safety deposit box services at reception and/or in-room					
	2	First aid kits, including snake antivenom					
	3	Working high speed internet connection, as per RURA guidelines					
	4	Intercom, phones or walkie talkies to enable communication between departments					
	5	Phone enabling communication to outside					
	6	Phone accessible to guests to make calls to outside					
	7	Posters in the lobby specifying that children under 18 must be accompanied by parents					
	8	Medical examination certificates for all customer-facing, kitchen and housekeeping staff (if not submitted with application)					
Public Washrooms	9	Designated men's public washroom in lobby or reception					
	10	- Maintains gender privacy					
	11	- Door lock					
	12	- Well ventilated					
	13	- At least one toilet					
	14	- Hand wash basin with running water					
	15	- Soap dispenser/holder with soap					
	16	- Electric hand dryer, disposable paper towels or single use cloth towels					

Location	#	Checklist item	Present		Functions		Details
			Y	N	Y	N	
Public Washrooms (cont'd)	17	- At least one waste bin					
	18	Designated women's public washroom in lobby or reception					
	19	- Maintains gender privacy					
	20	- Door lock					
	21	- Well ventilated					
	22	- At least one toilet					
	23	- Hand wash basin with running water					
	24	- Soap dispenser/holder with soap					
	25	- Electric hand dryer, disposable paper towels or single use cloth towels					
	26	- At least one waste bin					
	27	- Lined, covered sanitary bin with pedal for each toilet					
Common Areas, Corridors and Stairwells	28	Areas kept clear of flammable material					
	29	Hallways and corridors well lit 24/7 and kept clear					
	30	Fire safety notice and evacuation plan prominently displayed in common areas and corridors with instructions in case of fire, including fire department phone number, fire escape route and assembly point					
	31	At least one fire alarm/warning/detection system on each floor					
Common Areas, Corridors and Stairwells (cont'd)	32	At least one functioning fire extinguisher every 50m on each floor, clearly accessible and displaying maintenance stickers					

Location	#	Checklist item	Present		Functions		Details
			Y	N	Y	N	
	33	Clearly marked fire exit/escape routes					
	34	Exit doors kept clear, with clearly visible exit signs and emergency lights					
	35	Elevator safety signs posted, outlining fire safety directions and reminding riders and maintenance employees of proper procedures in case of emergency					
	36	Stairwells kept clear and staircases guarded by handrails					
	37	Premise free from pests and vermin					
Furnace, Boiler, Gas Utility and Electrical Rooms	38	Furnace, boiler, gas utility and electrical rooms kept locked and only opened by authorised personnel (where applicable)					
Guest Rooms	39	Room numbers or names for all rooms, designated by signage					
	40	Designation of smoking and non-smoking rooms					
	41	Key control system and door lock system					
	42	Fire safety notice and evacuation plan prominently displayed in all guest rooms, with instructions in case of fire, including fire department phone number, fire escape route and assembly point					
	43	Curtains that maintain guest privacy					
	44	Bed, pillow, pillow cases, bed sheets and duvet					
	45	Wardrobe or clothes rack					
	46	Ensuite bathroom					
	47	- Toilet					
Guest Rooms (cont'd)	48	- Handwash basin with running water					

Location	#	Checklist item	Present		Functions		Details
			Y	N	Y	N	
	49	- Mirror					
	50	- Towel rail, hook and/or hanger					
	51	- Towels					
	52	- Soap holder or dispenser with soap					
Stock	53	At least three (3) pairs of sheets and pillow cases per guest					
	54	At least three (3) towel sets per guest					
Kitchen	55	At least one hand wash basin located outside the kitchen entrance					
	56	- Electric hand dryer or disposable paper towels (cloth towel is not permitted)					
	57	- Soap dispenser/holder with soap					
	58	At least one hand wash basin located inside the kitchen					
	59	- Electric hand dryer or disposable paper towels (cloth towel is not permitted)					
	60	- Soap dispenser/holder with soap					
	61	Covered drains in kitchen					
	62	At least one fire blanket in kitchen					
	63	At least two waste containers at every station inside the kitchen					
Kitchen (cont'd)	64	- One container dedicated to organics					

Location	#	Checklist Item	Present		Functions		Details
			Y	N	Y	N	
	65	- One container dedicated to inorganics					
	66	- Waste containers separated from food preparation areas					
	67	- Waste containers emptied and cleared daily					
	68	All sinks drains and WCs are connected to an adequate provision of sewerage					
	69	At least two large covered waste containers outside the kitchen for storage of waste ahead of collection					
	70	- One container dedicated to organics					
	71	- One container dedicated to inorganics					
	72	Open windows and vents in kitchen covered with mesh to prevent pests					
Staff Accommodation	73	Driver's accommodation with gender segregated bathrooms					
	74	Staff accommodation with gender segregated bathrooms					
Outside	75	Grease traps at connection points (if the building was constructed in May 2017 or later)					
	76	Septic tank or water recycling sewage system					
	77	Water storage tanks with sufficient capacity to maintain hotel's water supply for at least three days, as per WASAC consumption record					
	78	Generator capable of powering whole establishment until electricity returns					
	79	Assembly point with sign post, with no obstacles, and clear from fire exits					

Location	#	Checklist item	Present		Functions		Details
			Y	N	Y	N	
Outside (cont'd)	80	No smoking notice near flammable materials					

RISK PROFILING		#	Item	Score or Description
Fire Safety	1	Distance from adjacent buildings		
	2	Neighbouring facilities		
	3	Accessibility by road		
	4	Time to reach by fire brigade		
	5	Number of levels above ground		
	6	Number of levels below ground		
	7	Number of occupants		
	8	Building materials, as per building code		
	9	Historical fire incidents in the facility or neighbourhood		
	10	Changes to building layout since construction		
	11	Fire safety training conducted		