

## 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>Restaurant, bar or nightclub</i>					
Location	#	Checklist item	Present		Functions		Details
			Y	N	Y	N	
Reception	1	First aid kits					
	2	Intercom, phones or walkie talkies to enable communication between departments					
	3	Phone enabling communication to outside					
	4	Posters specifying that children under 18 must be accompanied by parents					
	5	Medical examination certificates for all customer-facing and kitchen staff (if not submitted with application)					
Restaurant and Bar	6	Priced menu card					
	7	Beverage list					
	8	Wine list (if applicable)					
	9	Signage specifying that alcohol will not be served to children under 18					
Kitchen	10	At least one hand wash basin located outside the kitchen entrance					
	11	- Electric hand dryer or disposable paper towels (cloth towels not permitted)					
	12	- Soap dispenser/holder with soap					
	13	At least one hand wash basin located inside the kitchen					

Location	#	Checklist item	Present		Functions		Details
			Y	N	Y	N	
Kitchen (cont'd)	14	- Electric hand dryer or disposable paper towels (cloth towel is not permitted)					
	15	- Soap dispenser/holder with soap					
	16	Covered drains in kitchen					
	17	At least one fire blanket in kitchen					
	18	At least two waste containers at every station inside the kitchen					
	19	- One container dedicated to organics					
	20	- One container dedicated to inorganics					
	21	- Waste containers separated from food preparation areas					
	22	- Waste containers emptied and cleared daily					
	23	All sinks drains and WCs are connected to an adequate provision of sewerage					
	24	At least two large covered waste containers outside the kitchen for storage of waste ahead of collection					
	25	- One container dedicated to organics					
	26	- One container dedicated to inorganics					
27	Open windows and vents in kitchen covered with mesh to prevent pests						
Public Washrooms	28	Designated men's public washroom in lobby or reception					
	29	- Maintains gender privacy					

Location	#	Checklist item	Present		Functions		Details
			Y	N	Y	N	
Public Washrooms (cont'd)	30	- Door lock					
	31	- Well ventilated					
	32	- At least one toilet					
	33	- Hand wash basin with cold running water					
	34	- Soap dispenser/holder with soap					
	35	- Electric hand dryer, disposable paper towels or single use cloth towels					
	36	- At least one waste bin					
	37	Designated women's public washroom in lobby or reception					
	38	- Maintains gender privacy					
	39	- Door lock					
	40	- Well ventilated					
	41	- At least one toilet					
	42	- Hand wash basin with cold running water					
	43	- Soap dispenser/holder with soap					
	44	- Electric hand dryer, disposable paper towels or single use cloth towels					
	45	- At least one waste bin					

Location	#	Checklist item	Present		Functions		Details
			Y	N	Y	N	
Public Washrooms (cont'd)	46	- Lined, covered sanitary bin with pedal for each toilet					
	47	For every 50 guests, at least one accessible toilet for persons with disabilities					
Common Areas, Corridors and Stairwells	48	Areas kept clear of flammable material					
	49	Hallways and corridors well lit 24/7 and kept clear					
	50	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					
	51	At least one fire alarm/warning/detection system on each floor					
	52	At least one functioning fire extinguisher every 50m on each floor, clearly accessible and displaying maintenance stickers					
	53	Clearly marked fire exit/escape routes					
	54	Exit doors kept clear, with clearly visible exit signs and emergency lighting					
	55	Elevator plaque posted					
	56	Stairwells kept clear and staircases guarded by handrails					
57	Premise free from pests and vermin						
Outside	58	Grease traps at connection points (if the building was constructed in May 2017 or later)					
	59	Septic tank or water recycling sewage system					
	60	Water storage tanks with sufficient capacity to maintain hotel's water supply for at least three days, as per WASAC consumption record					
	61	Generator capable of powering whole establishment until electricity returns					

Location	#	Checklist item	Present		Functions		Details
			Y	N	Y	N	
Outside (cont'd)	62	Assembly point with sign post, with no obstacles, and clear from fire exits					
	63	No smoking notice near flammable materials					
Furnace, Boiler, Gas Utility and Electrical Rooms	64	Furnace, boiler, gas utility and electrical rooms kept locked and only opened by authorised personnel (where applicable)					

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	