

TOURISM ENTITY SELF-INSPECTION REPORT

TOURISM ENTITY

Name:

Category:

Sub-category:

Province:

District:

Sector:

Cell:

Street name and number:

Phone:

Email:

INSPECTION RESULT *(circle one)*

Passed

Actions Required

Failed

ACKNOWLEDGEMENT

By signing and stamping below, I hereby confirm that I have conducted a self-inspection of the tourism entity listed above and that all required items on the relevant inspection checklist have been found to be both present and in good working order. To the best of my knowledge, I certify that all of the information captured in this report is accurate and confirm that the tourism entity is operating in full compliance with Rwanda's tourism law, all applicable ministerial orders, and the requirements/conditions of its tourism operating license. I, therefore, confirm that the tourism entity listed above is ready for inspection and invite the Board to conduct a physical inspection of the premises, equipment, and records at its earliest convenience.

Authorised Representative

Name:

National ID:

Job title:

Entity:

City:

Date:

Phone:

Email:

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					
	28	For every 50 guests, at least one accessible toilet for persons with disabilities					
Common Areas, Corridors and Stairwells	29	Areas kept clear of flammable material					
	30	Hallways and corridors well lit 24/7 and kept clear					
	31	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					
	32	At least one fire alarm/warning/detection system on each floor					

Location	#	Checklist item	Present		Functions		Details
			Y	N	Y	N	
Common Areas, Corridors and Stairwells (cont'd)	33	At least one functioning fire extinguisher every 50m on each floor, clearly accessible and displaying maintenance stickers					
	34	Clearly marked fire exit/escape routes					
	35	Exit doors kept clear, with clearly visible exit signs and emergency lights					
	36	Elevator plaque posted					
	37	Stairwells kept clear and staircases guarded by handrails					
	38	Premise free from pests and vermin					
	Furnace, Boiler, Gas Utility and Electrical Rooms	39	Furnace, boiler, gas utility and electrical rooms kept locked and only opened by authorised personnel (where applicable)				
Guest Rooms	40	Room numbers or names for all rooms, designated by signage					
	41	Designation of smoking and non-smoking rooms					
	42	Key control system and door lock system					
	43	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					
	44	Curtains that maintain guest privacy					
	45	Bed, pillow, pillow cases, bed sheets and duvet. Pillow and mattress protectors are recommended					
	46	Wardrobe or clothes rack					
	47	Ensuite bathroom					
	48	- Toilet					

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

Location	#	Checklist item	Present		Functions		Details
			Y	N	Y	N	
Kitchen (cont'd)	65	- One container dedicated to organics					
	66	- One container dedicated to inorganics					
	67	- Waste containers separated from food preparation areas					
	68	- Waste containers emptied and cleared daily					
	69	All sinks drains and WCs are connected to an adequate provision					
	70	At least two large covered waste containers outside the kitchen for storage of waste ahead of collection					
	71	- One container dedicated to organics					
	72	- One container dedicated to inorganics					
	73	Open windows and vents in kitchen covered with mesh to prevent pests					
Staff Accommodation	74	Driver's accommodation with gender segregated bathrooms					
	75	Staff accommodation with gender segregated bathrooms					
Outside	76	Grease traps at connection points (if the building was constructed in 2017 or later)					
	77	Septic tank or water recycling sewage system					
	78	Water storage tanks with sufficient capacity to maintain hotel's water supply for at least three days, as per WASAC consumption record					
	79	Generator capable of powering whole establishment until electricity returns					
	80	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)	81	No smoking notice near flammable materials					

RISK PROFILING (Optional)	#	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		