

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		Town Hotel, Vacation Hotel (Resort), Villa, Cottage, Serviced Apartment or Motel					
Location	#	Checklist item	Present		Functions		Details
			Y	N	Y	N	
Entrance	1	At least one male and one female security guard from licensed security company stationed at each entrance (including guest entrances, staff entrances and delivery entrances)					
	2	Search mirrors and metal detectors at guest entrance					
Reception	3	Safety deposit box services at reception and/or in-room					
	4	First aid kits					
	5	Working high speed internet connection, as per RURA guidelines					
	6	Intercom, phones or walkie talkies to enable communication between departments					
	7	Phone enabling communication to outside					
	8	Phone accessible to guests to make calls to outside					
	9	Posters in the lobby specifying that children under 18 must be accompanied by parents					
	10	Medical examination certificates for all customer-facing, kitchen and housekeeping staff (if not submitted with application)					

Location	#	Checklist item	Present		Functions		Details
			Y	N	Y	N	
Public Washrooms	11	Designated men's public washroom in lobby or reception					
	12	- Maintains gender privacy					
	13	- Door lock					
	14	- Well ventilated					
	15	- At least one toilet					
	16	- Hand wash basin with running water					
	17	- Soap dispenser/holder with soap					
	18	- Electric hand dryer, disposable paper towels or single use cloth towels					
	19	- At least one waste bin					
	20	Designated women's public washroom in lobby or reception					
	21	- Maintains gender privacy					
	22	- Door lock					
	23	- Well ventilated					
	24	- At least one toilet					
	25	- Hand wash basin with running water					
	26	- Soap dispenser/holder with soap					

Location	#	Checklist item	Present		Functions		Details
			Y	N	Y	N	
Public Washrooms (cont'd)	27	Electric hand dryer or disposable paper towels or single use cloth towels					
	28	- At least one waste bin					
	29	- Lined, covered sanitary bin with pedal for each toilet					
Common Areas, Corridors and Stairwells	30	Areas kept clear of flammable material					
	31	Hallways and corridors well lit 24/7 and kept clear					
	32	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					
	33	At least one fire alarm/warning/detection system on each floor					
	34	At least one functioning fire extinguisher every 50m on each floor, clearly accessible and displaying maintenance stickers					
	35	Clearly marked fire exit/escape routes					
	36	Exit doors kept clear, with clearly visible exit signs and emergency lights					
	37	Elevator safety signs posted, outlining fire safety directions and reminding riders and maintenance employees of proper procedures in case of emergency					
	38	Stairwells kept clear and staircases guarded by handrails					
	39	Premise free from pests and vermin					
Furnace, Boiler, Gas Utility and Electrical Rooms	40	Furnace, boiler, gas utility and electrical rooms kept locked and only opened by authorised personnel (where applicable)					
Guest Rooms	41	Room numbers or names for all rooms, designated by signage					
	42	Designation of smoking and non-smoking rooms					

Location	#	Checklist item	Present		Functions		Details
			Y	N	Y	N	
	43	Key control system and door lock system					
	44	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					
	45	Curtains that maintain guest privacy					
	46	Bed, pillow, pillow cases, bed sheets and duvet					
	47	Wardrobe or clothes rack					
	48	Ensuite bathroom					
	49	- Toilet					
	50	- Handwash basin with hot and cold running water					
	51	- Mirror					
	52	- Towel rail, hook and/or hanger					
	53	- Towels					
	54	- Soap holder or dispenser with soap					
Stock	55	At least three (3) pairs of sheets and pillow cases per guest					
	56	At least three (3) towel sets per guest					

Location	#	Checklist item	Present		Functions		Details
			Y	N	Y	N	
Kitchen	57	At least one hand wash basin located outside the kitchen entrance					
	58	- Electric hand dryer or disposable paper towels (cloth towel is not permitted)					
	59	- Soap dispenser/holder with soap					
	60	At least one hand wash basin located inside the kitchen					
	61	- Electric hand dryer or disposable paper towels (cloth towel is not permitted)					
	62	- Soap dispenser/holder with soap					
	63	Covered drains in kitchen					
	64	At least one fire blanket in kitchen					
	65	At least two waste containers at every station inside the kitchen					
	66	- One container dedicated to organics					
	67	- One container dedicated to inorganics					
	68	- Waste containers separated from food preparation areas					
	69	- Waste containers emptied and cleared daily					
	70	All sinks drains and WCs are connected to an adequate provision of sewerage					
	71	At least two large covered waste containers outside the kitchen for storage of waste ahead of collection					
72	- One container dedicated to organics						

Location	#	Checklist item	Present		Functions		Details
			Y	N	Y	N	
Kitchen (cont'd)	73	- One container dedicated to inorganics					
	74	Open windows and vents in kitchen covered with mesh to prevent pests					
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					
	80	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		