



## **Bed & Breakfast, Farmstay and Accommodation Australia Ltd**

PO Box 422, Eltham Victoria 3095

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### **SELF ASSESSMENT REPORT**

#### **To be completed by applicants for membership of BBFAA Ltd**

All applicants for membership of BBFAA Ltd are required to undergo an assessment that demonstrates that they comply with its operating standards. BBFAA promotes its members to the general public on the basis that they have been assessed and confirm to BBFAA's Code of Conduct.

Businesses that are accredited under a State tourism accreditation program, or the National Tourism Accreditation Program, or which hold a current AAA Tourism Star Rating of 3 Stars and above will be deemed to conform to BBFAA's standards.

Other applicants are required to complete this self assessment report and BBFAA will determine eligibility for membership based on the information provided. Applicants in some states and territories may also be contacted by their local committee to arrange a meeting of introduction, or an assessment visit may be required if it is deemed necessary prior to approval of the application for membership.

#### **How to complete the Self Assessment Report**

Some questions are common to all types of businesses; others are specific to various businesses such as in-house accommodation, or self contained accommodation. You are only required to complete the generic questions and the questions that apply to your type of business. If you have a both in-house and self contained accommodation, please complete all questions. If a question in the 'essential' list is specific to your type business and you are unable to tick the 'yes' box please provide an explanation to assist us in determining your eligibility for membership.

Even though some requirements will not apply to your business, we do expect our members to provide the highest possible level of comfort and amenity and to deliver a quality experience that will meet, or surpass the expectations of their guests.

By signing BBFAA's Code of Conduct when you apply for membership you agree to maintain your business at or above the standard that qualified it for membership. The provisions of the BBFAA Code of Conduct and the BBFAA Self Assessment Report or AAA Tourism Assessment or Accreditation comprise the standards of BBFAA.

In this regard, BBFAA reserves the right to arrange a visit of assessment with you at any time during your membership if it is deemed necessary by the Directors to establish that your business is compliant with BBFAA standards and the operating standards under which your membership was granted.

If you have any questions about completing the form, please contact the BBFAA office on 1300 664 707 or email [admin@australianbedandbreakfast.com.au](mailto:admin@australianbedandbreakfast.com.au)

## Bed & Breakfast Farmstay and Accommodation Australia Ltd

### Self Assessment

BBFAA RESERVES THE RIGHT TO ARRANGE AN ASSESSMENT VISIT AT A CONVENIENT TIME IF IT IS DEEMED NECESSARY

#### Location, Settings and Surrounds

	Yes	No	If unable to tick please comment
The property is easy to locate with adequate signage	Essential <input type="checkbox"/>	<input type="checkbox"/>	
The surrounds to the accommodation are well maintained	Essential <input type="checkbox"/>	<input type="checkbox"/>	
<b>Maximum Points</b>	<b>2</b>		<b>Points Scored</b>

#### Comfort and Safety

Clearly stated smoking policy	Essential <input type="checkbox"/>	<input type="checkbox"/>	
Fire extinguisher, fully charged and regularly maintained	Essential <input type="checkbox"/>	<input type="checkbox"/>	
Installation of Earth leakage Circuit Breaker or Residual current device ie Safety switch	Essential <input type="checkbox"/>	<input type="checkbox"/>	
All electrical appliances and cords in sound and safe condition	Essential <input type="checkbox"/>	<input type="checkbox"/>	
Any electrical work performed has been issued with a compliance certificate	Essential <input type="checkbox"/>	<input type="checkbox"/>	
Contact numbers for emergency services and host prominently displayed	Essential <input type="checkbox"/>	<input type="checkbox"/>	
Smoke Detector (compliant with State Regulations)	Essential <input type="checkbox"/>	<input type="checkbox"/>	
First Aid Box (St John or Red Cross issue or as a basic kit) Prominent location and easily accessible to guests	Essential <input type="checkbox"/>	<input type="checkbox"/>	
Spa pools and hot tubs hygienically maintained with appropriate sanitizing agents	Essential <input type="checkbox"/>	<input type="checkbox"/>	
Swimming pools to be clean and well maintained	Essential <input type="checkbox"/>	<input type="checkbox"/>	
Swimming pool and spa safety fencing to comply with regulations	Essential <input type="checkbox"/>	<input type="checkbox"/>	
Open fires must have substantial fire screen and tools	Essential <input type="checkbox"/>	<input type="checkbox"/>	
Adequate heating/cooling provided, having regard to the climate of the geographical region and building type	Essential <input type="checkbox"/>	<input type="checkbox"/>	
All plumbing and drainage in good working order	Essential <input type="checkbox"/>	<input type="checkbox"/>	
Sufficient lighting at entrances, steps and stairs. Garden and path lighting where applicable.	Essential <input type="checkbox"/>	<input type="checkbox"/>	
Provision of a torch in each guest unit	Essential <input type="checkbox"/>	<input type="checkbox"/>	
Fly screens in good condition, fitted to all opening windows	Essential <input type="checkbox"/>	<input type="checkbox"/>	
Iron and ironing board	Essential <input type="checkbox"/>	<input type="checkbox"/>	
<b>Maximum Points</b>	<b>18</b>		<b>Points Scored</b>

Low noise levels from passing traffic, neighbours and internal activities	Desirable <input type="checkbox"/>	<input type="checkbox"/>	
Outdoor relaxation area	Desirable <input type="checkbox"/>	<input type="checkbox"/>	
Barbeque for use of guests	Desirable <input type="checkbox"/>	<input type="checkbox"/>	
<b>Maximum Points</b>	<b>3</b>		<b>Points Scored</b>

## Housekeeping

### Interior

If unable to tick, please comment

Windows, ledges, screens – all clean and in good condition	Yes Essential <input type="checkbox"/>	No <input type="checkbox"/>
Curtains, drapes or blinds free of stains and marks	Yes Essential <input type="checkbox"/>	No <input type="checkbox"/>
Adequate floor coverings all free from stains, clean and in good condition	Yes Essential <input type="checkbox"/>	No <input type="checkbox"/>
All light fittings in working order, free from dust, dirt, insects and cobwebs	Yes Essential <input type="checkbox"/>	No <input type="checkbox"/>
Refrigerators and freezers in good condition, defrosted and clean	Yes Essential <input type="checkbox"/>	No <input type="checkbox"/>
Wallpaper/paintwork – clean and in good condition	Yes Essential <input type="checkbox"/>	No <input type="checkbox"/>
Ceilings and walls free of cobwebs, cracks, damage and stains	Yes Essential <input type="checkbox"/>	No <input type="checkbox"/>
All drains and plugholes clean and free from debris	Yes Essential <input type="checkbox"/>	No <input type="checkbox"/>
Airconditioners in good working order	Yes Essential <input type="checkbox"/>	No <input type="checkbox"/>
Ceiling fans clean and dust free	Yes Essential <input type="checkbox"/>	No <input type="checkbox"/>
Spare Globes available	Yes Essential <input type="checkbox"/>	No <input type="checkbox"/>

**Maximum Points 11**

**Points Scored**

### Exterior

Out buildings, paths, gardens and lawns all well maintained	Yes Essential <input type="checkbox"/>	No <input type="checkbox"/>
Verandahs and porches swept and free from cobwebs and grime	Yes Essential <input type="checkbox"/>	No <input type="checkbox"/>
Outdoor furniture clean and in good condition	Yes Essential <input type="checkbox"/>	No <input type="checkbox"/>
BBQ clean, fat free and well fuelled (gas/wood)	Yes Essential <input type="checkbox"/>	No <input type="checkbox"/>
Barbecue tools clean (where BBQ provided)	Yes Essential <input type="checkbox"/>	No <input type="checkbox"/>
Wall surfaces, roofing, guttering, downpipes, window frames all in good condition	Yes Essential <input type="checkbox"/>	No <input type="checkbox"/>

**Maximum Points 6**

**Points Scored**

### Furniture and Fittings – Living Room

Comfortable seating for maximum number of guests	Yes Essential <input type="checkbox"/>	No <input type="checkbox"/>
A variety of books, games, magazines,	Yes Essential <input type="checkbox"/>	No <input type="checkbox"/>
Reasonably spacious with adequate lighting for reading	Yes Essential <input type="checkbox"/>	No <input type="checkbox"/>
Interior decoration, overall attractiveness and appeal and adequate furniture without congestion	Yes Essential <input type="checkbox"/>	No <input type="checkbox"/>
Television (if not provided in bedrooms)	Yes Essential <input type="checkbox"/>	No <input type="checkbox"/>

**Maximum Points 5**

**Points Scored**

Selection of DVDs and or videos where a TV and recorder is provided	Yes Desirable <input type="checkbox"/>	No <input type="checkbox"/>
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**Maximum Points 1**

**Points Scored**

### Dining Room Area

Dining table and seats for maximum number of guests	Yes Essential <input type="checkbox"/>	No <input type="checkbox"/>
Reasonably spacious with adequate lighting for eating	Yes Essential <input type="checkbox"/>	No <input type="checkbox"/>
Interior decoration, overall attractiveness and appeal and adequate furniture without congestion	Yes Essential <input type="checkbox"/>	No <input type="checkbox"/>

**Maximum Points 3**

**Points Scored**

**Bathroom/Toilet**

If unable to tick, please comment

All wall surfaces or tiles and grouting in good condition	Essential <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Adequate shelf/drawer/cupboard space for guests toiletries	Essential <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Floors of suitable finish and non slip	Essential <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Lined and covered bins in both bathroom and toilet	Essential <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Good quality bath towels, face washers and hand towel for each guest. Good quality bathmat as required	Essential <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Toilet conveniently located to bathroom, toilet brush and toilet paper holder	Essential <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Adequate and well lit mirror	Essential <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Power points conveniently and safely located	Essential <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Sufficient towel hanging space for each guest	Essential <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Adequate number of clothes hooks	Essential <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Sink plugs and soap-holders, conveniently located	Essential <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Ample fresh soap, tissues, and extra supply of toilet paper	Essential <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Adequate shower screen or curtain	Essential <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Effective air ventilation and/or extraction fan	Essential <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Suitable lock on bathroom / toilet doors	Essential <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**Maximum Points 15****Points Scored**

Extra personal toiletries (shampoo, conditioner, bath gel, razor, shower cap, toothbrush, toothpaste, sanitary bags, (min. of any 5 items)	Desirable <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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**Maximum Points 1****Points Scored****Bedroom**

Good quality mattress, free from dips, bumps, tears and stains	Essential <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Mattress and pillow protectors	Essential <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Good quality bed linen	Essential <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Blinds and/or curtains should provide total privacy	Essential <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Two good quality pillows free from stains, for each guest	Essential <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Adequate sized mirror, conveniently located	Essential <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Waste bin, lined	Essential <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Side table and reading lamp for each sleeping position	Essential <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Adequate wardrobe and hanging space with min 3 coat hangers per guest	Essential <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Adequate drawer or shelf space	Essential <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Interior decoration, overall attractiveness and appeal, with sufficient furniture. No congestion and easy access to the bed	Essential <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Floor surface and coverings of good condition	Essential <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Electric blanket for each sleeping position (conditional on climate)	Essential <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Waterproof mattress cover for beds used by young children	Essential <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Clock Alarm/Radio	Essential <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

	Yes	No	<b>If unable to tick, please comment</b>
Televisions in bedrooms (if not provided in living room)	Essential <input type="checkbox"/>	<input type="checkbox"/>	
<b>Maximum Points</b>	<b>16</b>	<b>Points Scored</b>	

	Yes	No	
Range of DVDs and or Videos where a TV and recorder is provided	Desirable <input type="checkbox"/>	<input type="checkbox"/>	
	Yes	No	
Spare blankets and pillows	Desirable <input type="checkbox"/>	<input type="checkbox"/>	
	Yes	No	
Luggage rack or sufficient floor space for luggage	Desirable <input type="checkbox"/>	<input type="checkbox"/>	
	Yes	No	
Bath robes for max number of guests for accommodation with shared facilities	Desirable <input type="checkbox"/>	<input type="checkbox"/>	
<b>Maximum Points</b>	<b>4</b>	<b>Points Scored</b>	

**Other - General**

	Yes	No	
Fresh water and drinking glasses available at all times	Desirable <input type="checkbox"/>	<input type="checkbox"/>	
	Yes	No	
Tea and coffee Making Facilities available at all times	Desirable <input type="checkbox"/>	<input type="checkbox"/>	
	Yes	No	
Guest Compendium with information on tourist attractions, local shops and restaurants, train and bus timetables, emergency information, etc	Desirable <input type="checkbox"/>	<input type="checkbox"/>	
<b>Maximum Points</b>	<b>3</b>	<b>Points Scored</b>	

**STANDARDS APPLICABLE TO IN-HOUSE ACCOMMODATION WITH CATERING**

**Kitchen**

	Yes	No	
Hygienic food handling practices to be followed at all times	Essential <input type="checkbox"/>	<input type="checkbox"/>	
	Yes	No	
Food preparation areas must meet Local Council regulations	Essential <input type="checkbox"/>	<input type="checkbox"/>	
	Yes	No	
Fire blanket (fire extinguisher where required under state legislation)	Essential <input type="checkbox"/>	<input type="checkbox"/>	
	Yes	No	
Rubbish bins lined and with lids	Essential <input type="checkbox"/>	<input type="checkbox"/>	
	Yes	No	
Adequate ventilation	Essential <input type="checkbox"/>	<input type="checkbox"/>	
	Yes	No	
Refrigerators and freezers regularly checked for optimum operating temperatures	Essential <input type="checkbox"/>	<input type="checkbox"/>	
<b>Maximum Points</b>	<b>6</b>	<b>Points Scored</b>	

**Breakfast** *Both full and continental breakfast or breakfast provisions should include generous quantities of these items and be available or supplied to the guests for the duration of their stay.*

	Yes	No	
Fruit juice and fresh drinking water	Essential <input type="checkbox"/>	<input type="checkbox"/>	
	Yes	No	
Fresh or stewed fruit and/or yogurt	Essential <input type="checkbox"/>	<input type="checkbox"/>	
	Yes	No	
Selection of breakfast cereals with sufficient milk	Essential <input type="checkbox"/>	<input type="checkbox"/>	
	Yes	No	
Tea and coffee, milk and sugar	Essential <input type="checkbox"/>	<input type="checkbox"/>	
	Yes	No	
Fresh bread or toast.	Essential <input type="checkbox"/>	<input type="checkbox"/>	
	Yes	No	
Butter or table margarine. Selection of jams and marmalades	Essential <input type="checkbox"/>	<input type="checkbox"/>	
	Yes	No	
Eggs and bacon plus a selection of two from sausages, tomato, mushrooms (Full cooked breakfast only)	Essential <input type="checkbox"/>	<input type="checkbox"/>	
	Yes	No	
Napkins/serviettes/condiments	Essential <input type="checkbox"/>	<input type="checkbox"/>	
<b>Maximum Points</b>	<b>8</b>	<b>Points Scored</b>	

**Other: In-house Accommodation with Catering**

If unable to tick, please comment

Must be a phone available for guest use with emergency contact numbers Displayed	Yes Essential <input type="checkbox"/>	No <input type="checkbox"/>
Bathroom/ toilet facilities conveniently located and separate to host's facilities	Yes Essential <input type="checkbox"/>	No <input type="checkbox"/>
<b>Maximum Points</b>	<b>2</b>	<b>Points Scored</b>

Selection of teas and coffees, including decaffeinated	Yes Desirable <input type="checkbox"/>	No <input type="checkbox"/>
<b>Maximum Points</b>	<b>1</b>	<b>Points Scored</b>

**STANDARDS APPLICABLE TO SELF CONTAINED ACCOMMODATION**

**Kitchen**

Cooking facilities eg hotplate, stove, microwave, toaster, kettle	Yes Essential <input type="checkbox"/>	No <input type="checkbox"/>
Sufficient cutlery, crockery and glassware for maximum number of guests	Yes Essential <input type="checkbox"/>	No <input type="checkbox"/>
Cooking utensils and cookware free from cracks, chips, stains	Yes Essential <input type="checkbox"/>	No <input type="checkbox"/>
Sink plugs easily located, detergent, new dishcloth and scourer, tea towel, kitchen gloves or disposable gloves	Yes Essential <input type="checkbox"/>	No <input type="checkbox"/>
Cupboards, drawers and benches all clean and lined or laminated	Yes Essential <input type="checkbox"/>	No <input type="checkbox"/>
Rubbish bins lined and with lids (marked if recycling or compost, etc)	Yes Essential <input type="checkbox"/>	No <input type="checkbox"/>
Adequate ventilation	Yes Essential <input type="checkbox"/>	No <input type="checkbox"/>
Refrigerator with freezer available for guests use, defrosted and clean	Yes Essential <input type="checkbox"/>	No <input type="checkbox"/>
Fire blanket (fire extinguisher where required under state legislation)	Yes Essential <input type="checkbox"/>	No <input type="checkbox"/>
<b>Maximum Points</b>	<b>9</b>	<b>Points Scored</b>

**Other Self Contained**

A phone available or written directions to nearest phone with emergency numbers	Yes Essential <input type="checkbox"/>	No <input type="checkbox"/>
<b>Maximum Points</b>	<b>1</b>	<b>Points Scored</b>
Dishwasher and dishwasher detergent	Yes Desirable <input type="checkbox"/>	No <input type="checkbox"/>
<b>Maximum Points</b>	<b>1</b>	<b>Points Scored</b>

.....  
**Business Name**

.....  
**Signature of applicant**

.....  
**Please Print Name**

.....  
**Date**

**RETURN TO:  
BBFAA Ltd  
PO Box 422  
ELTHAM Victoria 3095**

**For queries call: 1300 664 707**

**For office use only:**

Essential Pts	.....
Desirable Pts	.....
Approved by:	
Date:	