



Name of Lodge/Resort: _____ Number of rooms: _____

Address: _____

Name of Staff showing the establishment _____ Name of Inspector: _____

Date of Inspection: _____ Contact Number: _____

Conditions of the Inspection Process

1. Inspections are done after the completion of license application form and payment of fees.
2. An assigned officer of the GTA will conduct inspection unannounced within 14 days of the time application was made.
3. A completed report on establishment will be submitted after inspection, listing all conformities and non-conformities.
4. Should there be any non-conformity, a period of 40 days will be extended or agreed upon with the authority to rectify the non-conformities identified.
5. The Authority reserves the right to inspect, at any reasonable time, any establishment without prior notice.

Place an X under the category that best describes this particular establishment:

PARTICULARS	Excellent	Average	Poor	Confor- mity	Non-Con formity	COMMENTS
<u>Safety & Sanitation Standard</u>						
Clean & maintained surroundings						
High degree of cleanliness & sanitary conditions throughout the lodge or resort						
Comply with waste storage and disposal byelaws						
Properly installed & maintained plumbing and sewage that does not cause any pollution or contamination of water and done in accordance to the applicable code made under the GNBS Act 1984.						
Waste management disposal according to EPA Act of 1996.						
Maintains a high degree of safety & security						
Availability of guest safety & their possessions (safety deposit box at front desk or in room).						
Fire Safety in accordance to the Fire Prevention Act 1984						
Properly installed electrical wiring according to the applicable code made under the GNBS Act 1984.						
Available 24hrs on site or on call duty officers						
Display of emergency information & procedures						
Adequate & potable supply of water						
<u>Registration Requirement</u>						
Filled & signed by all guests by verification of identification card						
Inclusion of special rates for children						

Display of additional taxes and surcharges						
<u>Lodge & Resort Policy</u> Credit Card Payment(Visa, Mastercard, Scotiabank, GBTI Mastercard)						
Daily Foreign Exchange rate						
Refund policy						
Eviction rights						
Cancellation of bookings						
Check in and check out time						
Prices for accommodation, meals, refreshments, including service charge, surcharges & levies						
Responsibility for all luggage or personal property of guest						
Safety risk and other factors						
Special condition applying to children						
Display of amenities, facilities & services offered						
Smoking/No Smoking Signs						
Any other in-house policy						
<u>Registration Records</u> Names of guests						
Address & Country of residence						
Nationality of guests						
Arrival & departure dates						
Room rates charged						
Any form of identification details						
<u>Service</u> Friendly & efficient service						
Handle all enquiries, requests, reservation Complaints promptly & courteously						
Make clear to all what is included in prices quoted for accommodation, meals, transportation, services and facilities.						
Availability of suggestion box or slips for guests to leave comments						

This inspection was carried out in accordance to the Accommodation Regulations Requirement made under the GUYANA TOURISM AUTHORITY ACT 2002, where the Accommodation Management or its representatives and the GTA inspection officer both duly confirmed to the results at the time of inspection and observation.

Inspection Officer

Hotel Management Representative