

*Prince
Edward
Island*
CANADA

Fixed Roof Accommodation **Inspection Guide**



Production of Records

☐ **Registration of Person Accommodated** *(Required)*

Operator must keep a register of guests accommodated in the establishment. Items that are required in the register for each guest: guest's name, usual place of residence, including street and number, town, province, territory, or state, and country. Which rental unit the guest occupied, and the arrival and departure dates. **If an initial inspection**, inform the operator that a register is required to be kept with these items.

☐ **License Displayed** *(Renewal) (Required)*

The current license should be displayed in the part of the tourism establishment where the register is kept. **If an initial inspection**, inform the operator that they will need to display the license.

☐ **UV Light** *(Not Required)*

If applicable, Document if the establishment is required to have an UV Light.

☐ **Water Supply** *(Required)*

A tourism operator shall provide a water supply sufficient in quantity to meet the requirements of the maximum number of guests who can be accommodated in the tourism establishment. Must be able to provide hot and cold water.

☐ **Number of Wells** *(Not Required)*

If applicable, Document the Number of wells.

☐ **Waste Watch Sorting Guide** *(Required)*

Operator provides guests with an up-to-date version of a waste sorting guide.

☐ **Civic Number Posted** *(Required)*

Confirm that the posted civic number matches the number submitted with the application.

☐ **Unit Name/Number(s) Posted** *(Required)*

Confirm that each unit has a unique name or number.

☐ **On Municipal Water** *(Not Required)*

If applicable, Document if the establishment is on municipal water.

☐ **Water Test Report Number** *(Not Required)*

If applicable, Document the water test report number if the establishment is not on municipal water.

☐ **Fire Extinguisher(s) (2.5 lb ABC) Serviced** *(Required)*

Confirm that all fire extinguishers in the establishment have been serviced. Document the date of service.

☐ **Star Rating** *(Not Required)*

If applicable, Document the star rating if the operator participates in the star rating program.

☐ **Management On Site or Posted** *(Required)*

Document that the establishment has management on site or if it is posted.

☐ **Hot and Cold Water** *(Required)*

Confirm that the establishment has running hot and cold water.

☐ **Hot Tub/Pool License** *(Not Required)*

If applicable, Item is required if the establishment has a hot tub and/or a pool. Document the date of the inspection.

☐ **Food Premises License** *(Not Required)*

If applicable, Item is required if the establishment serves food. Document the date of the inspection.

☐ **Elevator Inspection Date** *(Not Required)*

If applicable, Item is required if the establishment is equipped with an elevator. Document the date of the inspection.

Exterior

☐ **Building(s) (Required)**

All buildings that are accessible by the public will be inspected on the below items.

☐ **Roof/Gutters (Required)**

In a state of good repair, no significant number of shingles are missing or lifting, appears structurally sound. Gutters are draining properly, no plant growth in the gutters.

☐ **Exterior Siding/Paint (Required)**

In a state of good repair, paint is not chipping, no missing siding, clean.

☐ **Windows/Window Area(s) (Required)**

In a state of good repair, no glass panes are cracked, glass is clean, window frame isn't rotting, no missing window shutters, window boxes aren't broken.

☐ **Exterior Stairs/Steps/Railings (Required)**

In a state of good repair, steps aren't rotting or missing, no exposed nails on the steps or hand railings, level, clear of tripping hazards, minimal rust if the item is metal, clean.

☐ **Foundation (Required)**

In a state of good repair, no significant cracking. **If elevated**, fully supported and level.

☐ **Exterior Lighting (Required)**

In a state of good repair, not burnt out, no bugs, clean.

☐ **Disposal Area(s) (Required)**

Green bins/black bins/recycling bins/designated sorting guide, area is tidy, no garbage is overflowing.

☐ **Deck Railings (Required if Decking is Present)**

In a state of good repair, wood isn't rotting, no exposed nails, minimal rusting if the railing is metal, structurally sound, clean.

☐ **Deck Boards (Required if Decking is Present)**

In a state of good repair, no deck boards are missing or rotting, no exposed nails, deck finish is in good condition, clean.

☐ **Fencing (Not Required)**

If applicable, In a state of good repair, no rotten or missing boards, minimal rust if the fence is metal, no jagged points or exposed nails.

☐ **Landscaping (Required)**

Grass is cut, flower beds are weeded, whipper snipping is complete, shrubbery is trimmed, walkways are complete, level, and clear.

☐ **Parking/Parking Lot(s) (Hotel & Motel Specific) (Required)**

No potholes or any hazards, ample lighting at night, parking spaces are well outlined and clear.

☐ **Roads/Driveways/Walkways (Required)**

No significant potholes and/or cracks that will cause damage or injury to individuals and/or their vehicles. Clearance of the roadways should be a minimum of 12 feet.

☐ **Signs (Not Required)**

If applicable, In a state of good repair, sign is clear and identifies the property.

☐ **Gas Barbeque (Not Required)**

If applicable, In a state of good repair, barbeque is clean, functional with minimal rust. Wire brushes are not recommended.

☐ **Exterior Furnishings (Not Required)**

If applicable:

☐ **Deck chairs**

In a state of good repair, not broken, no loose screws, minimal rust, clean.

☐ **Cushions**

In a state of good repair, no tears, no mold growth.

☐ **Tables/Picnic Tables**

In a state of good repair, not broken, no loose screws or exposed nails, wood is not rotting, minimal rust, clean.

☐ **Exterior Door(s) (Single Units) (Required)**

In a state of good repair, no significant gaps, lock is functional and does not stick, metal trimming has minimal rust and is secure. Two (2) locks are required on the exterior door (a key lock and secondary lock). If a screen door is applicable, fully closes, no major holes in the screen and equipped with a locking device.

☐ **Playground Equipment (If Present, Required to Check)**

☐ **Ground Surface (Required)**

Constructed using pea gravel, sand, or rubber surface.

☐ **Protrusion Hazards (Required)**

No screws, wood, etc. sticking out.

☐ **Head and Neck entrapment (Required)**

Equipment should have no opening(s) between 3.5 – 9 inches.

☐ **Platforms with Guardrails (Required)**

Ensure that all elevated surfaces have guardrails.

☐ **Stability and Overall Structure (Required)**

In a state of good repair, no rotten wood or rusted metal.

Public Area(s)

☐ **Exits/Emergency Exits (Hotel) (Required)**

All exits must be clearly visible and lit, directional signage clear and understandable, exits are not obstructed by items interior and exterior.

☐ **Floors/Coverings (Required)**

In a state of good repair, Vinyl flooring is not lifting or ripped, Tiles aren't broken or loose, Carpet isn't ripped, laminate flooring isn't disconnecting. All flooring is clean with no stains or evidence of rodents. Check under furnishings in public areas.

☐ **Hallways (Required)**

In a state of good repair, well lit, unobstructed, no holes or cracks, wallpaper isn't peeling, no cobwebs, no stains or mold, clean.

☐ **Hotel Hallways**

Emergency lighting is required.

☐ **Decorations (paintings, plants, etc.)**

If applicable, In a state of good repair and clean.

☐ **Walls/Ceiling Area(s) (Required)**

In a state of good repair, no holes or cracks, wallpaper isn't peeling, no cobwebs, no stains or mold, clean.

☐ **Furnishings (Not Required)**

If applicable, In a state of good repair, no tears, no stains, no musty smell, clean.

☐ **Stairway(s) (Required)**

In a state of good repair, well lit, unobstructed, no loose steps, handrails are secure, clean. **Hotel Stairway(s)**, Emergency lighting is required. **Decorations (paintings, plants, etc.)** if applicable, In a state of good repair and clean.

☐ **Elevators (Hotel) (Not Required)**

If applicable, In a state of good repair, clean, ensure the Certificate of Inspection is posted on the interior of the elevator. Date of inspection will be documented in the Production of Records.

☐ **Windows/Windowsills/Coverage**
(Not Required in Public Areas(s))

If applicable, In a state of good repair, no bugs, no cracks or broken panes, clean.

☐ **Screens**

If the window can open, an insect screen in good repair (No holes, clean, and fits) is required.

☐ **Public washrooms/Locks/Identification (Required)**

In a state of good repair, stall locks are present and functional, washrooms are easily identifiable, soap dispensers are present, paper towel dispensers and/or hand dryers are present, garbage cans are present. Hot and Cold water is present.

☐ **Disposable Utensils (Not Required)**

If applicable, single use only.

☐ **Pool/Locker Room/Hot Tub Area(s) (Not Required)**

If applicable:

☐ **Pool/Hot Tub**

Proof of inspection by Env. Health. Pool, documented in Production of Records.

☐ **Locker Room(s)**

In a state of good repair, clean.

☐ **Pool/Hot Tub Area(s)**

In a state of good repair, no broken tiles, no mold or mildew between tiles, no missing or rotten deck boards, no exposed nails, clean.

☐ **Furnishings**

In a state of good repair, not broken, clean.

☐ **Ice Machine(s) (Hotel/Motel/Large Cottage Operations)**
(Not Required)

If applicable, In a state of good repair, dispenser is controlled, machine (in and around) is clean.

☐ **Safe Storage of Hazardous Substances (Required)**

Locked and stored safely out of the reach of children.

☐ **Smoke Detector(s) (Public Area(s) (Required)**

1 smoke detector on each common area floor, each hallway that leads to a bedroom must have a smoke detector.

Expiry date will be documented in the Production of Records. Smoke detectors cannot be older than 10 years from the manufacture date.

☐ **Wall Mounted Fire Extinguisher(s) (Required)**

Fire extinguisher must be 2.5lb ABC, tagged every year, kept in areas that are visible, if not, signage saying where the fire extinguisher is located.

☐ **Public Telephones/Notice Posted (Required)**

Emergency plan and the address of the establishment is posted near public telephones.

☐ **Lighting/Emergency Lighting (Required)**

In a state of good repair, not burnt out, no bugs, clean. Emergency lighting in hallways and stairways of Hotels.

☐ **First Aid Kit (Required)**

No specific size, examples of items included but is not limited to bandages, ice packs, gauze, medical tape, alcohol whips.

☐ **Guest Laundry/Washer(s)/Dryer(s) (Not Required)**

If applicable, Machines and room is in a state of good repair, safe storage of detergents, clean, dryer lint is cleaned frequently.

☐ **CO alarm (If applicable) (Required)**

Placed near bedrooms if gas/oil/wood heat or an attached garage.

Bedroom(s)

☐ **Security (Required)**

Each publicly accessible bedroom is required to have 1 lock. Examples of establishments with publicly accessible bedrooms include but are not limited to tourist homes, bed and breakfasts, hotels.

☐ **Heating (Required)**

In a state of good repair, heats to a minimum of 21 degrees Celsius. Document the type of heating used in the comment section. Examples of heating include but are not limited to oil, heat pumps, and wood stoves.

☐ **Flooring/Coverings (Required)**

In a state of good repair, vinyl flooring is not lifting or ripped, tiles aren't broken or loose, carpet isn't ripped, laminate flooring isn't disconnecting. All flooring is clean with no stains or evidence of rodents. Check under the bed if possible.

☐ **Lighting (Required)**

In a state of good repair, well lit, no burnt-out bulbs, no dead bugs, ceiling fan is clear of dust, clean.

☐ **Walls/Ceiling Area(s) (Required)**

In a state of good repair, no holes or cracks, wallpaper isn't peeling, no cobwebs, no stains or mold.

☐ **Smoke Detectors (Bedroom(s)) (Required)**

Each closed room (sectioned by walls and a door) used for sleeping is required to have a smoke detector. Expiry date will be documented in the Production of Records. Smoke detectors cannot be older than 10 years from the manufacture date.

☐ **Windows (3.77 square feet) (Required)**

In a state of good repair, at least one bedroom window that meets egress - minimum of 15 inches wide. Length multiplied by width must be over 542.88 sq inches (3.77 sq feet) minimum opening. The window must be able to stay open.

☐ **Screens**

If the window can open it must be equipped with an insect screen in good repair, no holes, clean, and fits.

☐ **Measurements**

All bedroom window measurements shall be recorded in the comment section

☐ **Basement Bedrooms**

In the case of basement bedrooms, the egress window must but be accessible via a moveable object. Examples of object include but are not limited to desks, chairs, or step ladders.

☐ **Window Coverings (Required)**

In a state of good repair, cannot see through coverings, clean. Examples of covering include but are not limited to curtains, drapes, or window film.

☐ **Room Furnishings (Not Required)**

If applicable, In a state of good repair, not broken, no tears in upholstery, clean. Examples of room furnishings include but are not limited to armchairs, pullout beds, or couches.

☐ **Room Accessories (Not Required)**

If applicable, In a state of good repair, no broken items, clean. Example of room accessories include but are not limited to coffee makers (hotel), plants, TVs, radios, Mirror, or paintings.

☐ **Mini Bar/Bar Fridge/Microwaves (Hotel) (Not Required)**

If applicable, In a state of good repair, items are not broken, no ice buildup, items are clean. Ensure that these items are plugged directly into the wall, no power bars or extension cords.

☐ **Bedspread/Blanket (Required)**

In a state of good repair, no tears, no stains, fresh and clean.

☐ **Linen (Required)**

In a state of good repair, no tears, no stains, fresh and clean.

☐ **Box spring (Not Required)**

If applicable, In a state of good repair, not broken, no stains, no dirt, no bed bugs, clean.

☐ **Mattress/Mattress Pad (Required)**

In a state of good repair, no stains, no bed bugs, clean, ensure mattress is not too worn (no body indents).

☐ **Pillows/Pillow Protector(s) (Required)**

In a state of good repair, no stains, no odor, clean, ensure each pillow has a protector.

☐ **Dresser/Clothes Storage (Not Required)**

If applicable, In a state of good repair, not broken, drawers move smoothly, clean.

☐ **Closet/Hanger (Minimum 8) (Required)**

In a state of good repair, no broken hangers, clean.

☐ **Luggage Rack (Hotel) (Required)**

In a state of good repair, not broken, clean.

☐ **Wastebasket (lined) (Required)**

In a state of good repair, not broken, clean.

☐ **Sterilized Drinking utensil(s) (Not Required)**

If applicable, In a state of good repair, not broken, clean.

Bathroom(s)

☐ **Partitioned (Required)**

In a state of good repair, doors and walls are fully partitioned.

☐ **Door Lock (Required)**

Bathroom doors are required to have a lock, lock must be in a state of good repair, functional.

☐ **Hook(s) (Not Required)**

If applicable, In a state of good repair, minimum of 2 hooks in at least 1 bathroom.

☐ **Air Circulation (Required)**

In a state of good repair, clean, each bathroom must include either a window that opens, a vent, or a bathroom fan.

☐ **Windows (Not Required)**

If applicable, In a state of good repair, no broken panes, clean.

☐ **Windows (Required)**

If the bathroom is not equipped with a vent or bathroom fan, the bathroom must have a window with a minimum of 3 square feet of glass that can open to the outside

☐ **Window Coverage (Required)**

In a state of good repair, cannot see through, examples of coverage include but are not limited to frosting, curtains, or shades.

☐ **Floor/Coverings (Required)**

In a state of good repair, vinyl flooring is not lifting or ripped, tiles aren't broken or loose, carpet isn't ripped, laminate flooring isn't disconnecting. All flooring is clean with no stains or evidence of rodents.

☐ **Lighting (Required)**

In a state of good repair, well lit, no burnt-out bulbs, no dead bugs, clean.

☐ **Walls/Ceiling Area(s) (Required)**

In a state of good repair, no holes or cracks, wallpaper isn't peeling, no cobwebs, no stains or mold, clean.

☐ **Mirror (Required)**

In a state of good repair, not broken, clean.

☐ **Shelving Vanity/Countertop (Not Required)**

If applicable, In a state of good repair, not broken, no stains, no storage of hazardous substances, clean.

☐ **Sink/Basin (Required)**

In a state of good repair, not broken, drains well, no mildew or mold, overflow hole is clean, no odor, clean, no evidence of leaking around the piping.

☐ **Soap (Required)**

Bathroom must be equipped either individual soap or a soap dispenser in a state of good repair.

☐ **Drinking Glasses (Not Required)**

If applicable, glass must be in a state of good repair and clean.

☐ **Towels (Hand/Face/Full) (Required)**

In a state of good repair, no tears or holes, not pulling, no stains, no odor, clean. 1 full set must be supplied for each guest, the accommodation sleeps (hand, face, full).

☐ **Bathmat (Absorbent) (Not Required)**

If applicable, In a state of good repair, no stains, no odor, clean.

☐ **Shower Curtin/Door (Required)**

In a state of good repair, not broken, fully closes, rubber seal(s) is clean, no stains, mildew, mold, or dirt, clean.

☐ **Bathtub/Shower (Required)**

In a state of good repair, drains well, no stains, clean.

☐ **Shower Tiles/Grout/Surround (Required)**

In a state of good repair, no broken or missing tiles, no mildew or mold, clean.

☐ **Flush Toilet (Required)**

In a state of good repair, not broken, flushes well, no stains, clean, no evidence of leaking around the piping.

☐ **Toilet Tissue Dispenser (Required)**

In a state of good repair, not broken.

☐ **Wastebasket (Lined) (Required)**

In a state of good repair, not broken, clean.

Kitchen(ette)

☐ **Flooring/Coverage** *(Required)*

In a state of good repair, vinyl flooring is not lifting or ripped, tiles aren't broken or loose, carpet isn't ripped, laminate flooring isn't disconnecting. All flooring is clean with no stains or evidence of rodents.

☐ **Lighting** *(Required)*

In a state of good repair, well lit, no burnt-out bulbs, no dead bugs, clean.

☐ **Walls/Ceiling Area(s)** *(Required)*

In a state of good repair, no holes or cracks, wallpaper isn't peeling, no cobwebs, no stains or mold, clean.

☐ **Counter/Cupboards** *(Required)*

In a state of good repair, not broken, no food or condiments, no stains, clean, no evidence of rodents.

☐ **Equipment/Small Appliances** *(Not Required)*

If applicable, In a state of good repair, not broken, clean. Examples of equipment and/or small appliances include but are not limited to frying pans, toasters, tongs, and coffee makers.

☐ **Microwaves** *(Not Required)*

If applicable, In a state of good repair, buttons are working, turnstile works and is clean, interior, exterior and door are clean.

☐ **Dishes/Cutlery** *(Required)*

In a state of good repair, not broken, no food stains, clean. One full set for each guest the accommodation sleeps.

☐ **Sink** *(Required)*

In a state of good repair, drains well, no odor, clean. No evidence of leaking around the piping.

☐ **Dishwasher** *(Not Required)*

If applicable, In a state of good repair, not broken, seals, door, racks are all clean.

☐ **Refrigerator** *(Required)*

In a state of good repair, not broken, no stains, no odor, clean. No ice buildup in freezers if applicable. Regular sized fridge for full kitchens, no mini fridges.

☐ **Stove/Range Top** *(Not Required)*

If applicable, In a state of good repair, not broken, burners work, no odor, clean.

☐ **Ventilation** *(Required)*

In a state of good repair, range hood or a window that open to the outside is required. The underside of the range hood is clean.

☐ **Table** *(Required)*

In a state of good repair, not broken, no stains, level, clean. The table has enough capacity for the number of guests the accommodation sleeps.

☐ **Chairs** *(Required)*

In a state of good repair, not broken, no stains, no tears in the cushions if applicable, clean. Enough chairs for all the guests to sit.

☐ **Wastebaskets** *(Required)*

In a state of good repair, not broken, clean, fire resistant (plastic or metal).

☐ **Cleaning Supplies** *(Required)*

Safe storage of all cleaning supplies, out of the reach of children. Examples of cleaning supplies include but are not limited to detergent, dishwasher tabs, and drain cleaner.

☐ **Windows/Screens/Coverage** *(Not Required)*

If applicable, In a state of good repair, no broken panes, no tears or holes in the screen, clean.