



**Bed & Breakfast Association  
of Alaska**  
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## **Member at Large Peer Review Affidavit**

The **Bed and Breakfast Association of Alaska** requires as a condition of membership that all members subscribe and adhere to the established Standards and Ethics of the organization. As a Member at Large, this requirement may be satisfied by the following method:

**Step One:** The prospective **NEW** member completes the membership application (separate document).

Business Name as shown on Business License

\_\_\_\_\_

Owner Name(s) \_\_\_\_\_

Primary Contact Name \_\_\_\_\_

Primary Contact Title \_\_\_\_\_

Mailing Address \_\_\_\_\_

Physical Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Toll free \_\_\_\_\_

Fax \_\_\_\_\_ Cell Phone (optional) \_\_\_\_\_

Email \_\_\_\_\_

Website <http://>\_\_\_\_\_

**Step Two:** The prospective member selects two individuals from their peer group or community to **visit and review** the prospective member's bed and breakfast to insure compliance with

Examples of possible reviewers are other B&B owners or business owners in the community. Reviewers may not be related to the business or the owners of the property.

(**Renewing members** will submit only the Peer Review Affidavit every three years, along with any changes in insurance carrier information.)

**Step Three:** Each member of the peer group (2 required) completes and signs the attached affidavit form.

**Step Four:** The prospective member completes the required membership documents and submits them along with the peer review to the address at the top of the first page.

## Peer Review Check List

### Professionalism

- All advertising is truthful. All brochures/rack cards/ web sites/advertising materials, if used, accurately portray the facility.
- Any policies, including cancellation policies, are clearly defined and in a prominent location.
- Guest complaints and inquiries are responded to in a timely fashion, maintaining a high degree of friendliness and helpful hospitality.
- All guests are either personally welcomed upon arrival or a welcome note is left in a prominent place.

### Health and Safety

- The health and safety of all guests is considered a top priority at all times.
- Functional Smoke Alarms are in all guestrooms and common areas.
- Functional Carbon Monoxide Detector(s) are located near potential CO source(s).
- Identifiable and functional fire extinguishers are in kitchen, furnace, and bedrooms or adjacent hallways.
- Emergency and host contact number(s) and the B&B address are always available near phones.
- There are two exits from each room (including window) and emergency exit instructions are provided to guests.
- Kitchen, food preparation, and serving areas are safe, clean and orderly with good sanitation and hygiene practices in evidence.
- Interior locks are on all bedroom/bathroom doors (excluding private, in room, baths.) and on all open/close exterior windows.
- Pets, if in the home, are not allowed in food preparation or serving areas during meal preparation and serving.
- Refrigerator is kept at 40 degrees or colder.
- Tub/shower bottoms and area rugs are non-skid.

### Housekeeping and Maintenance

- Maintenance of the facilities is at the highest standard of cleanliness and maintenance at all times.
- Maintenance projects are undertaken with regard to minimal guest impact.
- Exterior buildings, landscaping grounds, etc. are well-kept and present good roadside appeal.
- The entrance, parking areas and walkways are well lighted, clean & free of snow/ice, leaves or other seasonal obstructions.
- All public areas/Common Rooms are clean, safe, well maintained, properly illuminated and provide a pleasant, comfortable atmosphere.
- Clean and comfortable beds, pillows and bedding, for example, 2 sheets, 2 pillowcases, 1 blanket and 1 top cover and pillow and mattress protector (as a minimum) are provided.
- Bed linens are changed for every new guest and every 3 days for longer-term guests, unless guests agree to other arrangements.
- All bathrooms, whether shared or private, supplied either in bedroom or bath, contain adequate basic necessities, for example, toilet paper, soap, adequate hot water, at least one bath towel/washcloth per guest and a bathmat or rug, and proper ventilation via a window or functioning exhaust fan.
- Bathrooms will be cleaned daily, unless guests agree to other arrangements.
- Privacy window coverings are provided if there is any possibility of being viewed from outside.

Any extra items for guest use not listed specifically herein are kept at the highest level of safety, cleanliness and maintenance with instructions for use.

**I understand that this is a privilege of trust and that I am agreeing to follow all BBAA Standards and Ethics. I know that I can also ask for professional assistance to continually improve the quality of my bed and breakfast business. As part of the organization's commitment to statewide quality assurance, I agree to participate in a free, random inspection by a state association representative if requested.**

Printed Name of Owner \_\_\_\_\_

Owner Signature \_\_\_\_\_

Date \_\_\_\_\_

**Reviewers' Affidavit**

On (date) \_\_\_\_\_, and at the request of (property owner/manager)

\_\_\_\_\_,

we were invited to participate in a self-initiated peer evaluation of: (property name)

\_\_\_\_\_.

We acknowledge and by our signatures below certify that this prospective member has met and/or exceeded the requirements contained herein, and has agreed to comply and adhere to the above. Standards and Ethics as set forth by the Bed and Breakfast Association of Alaska.

!) Reviewer's Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Business \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

2) Reviewer's Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Business \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

\*\*\*\*\*For Office Use Only\*\*\*\*\*

Date Rec'd \_\_\_\_\_ Date Processed \_\_\_\_\_