



Please mark with a X

1. Basic Requirements		YES	NO
1.1	The host family is able to communicate in basic English and/or any other international language: Tick Languages : <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> German <input type="checkbox"/>		
1.2	Do you enjoy meeting and helping people?		
1.3	Within easy or reasonable access to public transport.		
1.4	Guests have access to emergency telephone numbers (booklet to be provided)		
1.5	Non smoking and smoking areas are clearly demarcated and indicated		
1.6	All facilities or equipment offered to guests are functioning properly <small>i.e. tea/coffee facilities, washing machine, irons, micro-oven, toasters etc</small>		
1.7	Breakfast and other meals available on request (optional)		
1.8	Manager / Owner has access to all rooms, master key available		
1.9	Protective, respectful yet stable environment:		
2 Safety and Security		YES	NO
2.1	Establishment adheres to all fire, building and health codes.		
2.2	Free and safe parking provided on or off the property		
2.3	All doors are lockable to provide safety and privacy		
2.4	Adequate light available in all public areas, corridors, parking		
2.5	A safe and secure storage area is provided for valuables		
3 Bedrooms and Bathrooms		YES	NO
3.1	Bedrooms are adequately furnished with comfortable bed, wardrobe, study desk or table with a reading light and a chair.		
3.2	Bed linen is to be provided and must be replaced every 3 nights or for every new guests before their stay		
3.3	Sharing accommodation is available (families, couples, per person sharing) Indicate : No of Rooms <input type="text"/> No of Beds per Room <input type="text"/> Type of Beds per Room : Single beds <input type="text"/> Double Beds <input type="text"/> Other <input type="text"/>		
3.4	Guest room is equipped with a wastebasket, ashtray, if smoking is permitted		
3.5	Bedrooms / bathrooms available to guests must be serviced daily:		
3.6	Number of bathrooms available : <input type="text"/> Bathrooms are clean, neat and private		
3.7	Have access to hot water.		
3.8	Screening / curtains available on all windows to ensure privacy.		
3.9	Bedrooms have adequate ventilation system, windows / fans / heaters.		
4 Building and Surrounds		YES	NO
4.1	The grounds / garden is neat and appealing.		
5 Public Areas		YES	NO
5.1	All basic amenities are communicated to guests (Clinic, Police Station, Shops, Emergency services etc).		
5.2	Public telephone or access to a telephone is available.		
6 The Guest's Welfare		YES	NO
6.1	Be home for the guest's arrival and departure.		
6.2	Do not go on holiday or leave home during the guest's stay.		
6.3	Guest should be informed as soon as possible when you will be absent due unpredicted emergency.		