

Property Name: YHA Brisbane City

Location: 392 Upper Roma Street Brisbane City QLD 4000

Phone Number: [\(07\) 3236 1004](tel:0732361004)

Email: brisbanecity@yha.com.au

Please mark 'Yes' or 'No' with 'X'

Rooms	<i>Not Applicable</i> <input type="checkbox"/>		
	Yes	No	Notes
Rooms are secured with individual access	X		
Type of key	X		Card key
Room doors are fire rated	X		
Interconnecting doors lockable	X		Key is located at reception
Beds are compliant with current government standards	X		
Mattresses are compliant with current government standards	X		
Bunk beds and ladders are compliant with current government standards	X		
Property conducts regular inspections and maintenance of beds and in-room equipment	X		
There are lockers in the rooms to secure personal property and bags	X		Require your own padlock
Are Group leaders provided keys to all group rooms?		X	
Evacuation plans are displayed in all rooms in line with Australian standards	X		
Property information is displayed in all rooms		X	
Type of windows in room	X		Rolling Window
Windows that open have a restriction in place	X		30cm

Common Areas and Facilities	<i>Not Applicable</i> <input type="checkbox"/>		
	Yes	No	Notes
How many floors is the property?	X		Upper Roma Street 2 floors & Quay Street 5 floor
Balconies have railings/balustrades that comply with BCA (Building Code of Aust.)	X		
Property has private meeting rooms	X		Rainforest Room
Meeting rooms have locks	X		Key Card Access
Rooms have evacuation maps and information on the back of room doors	X		Located Back of Door
Hallways and common areas are marked with evacuation maps in line with Australian standards	X		
Meeting rooms have locks	X		Key Card Access
Property has ramp access	X		
Property has an elevator	X		Only for Back Building (Quay Street)
Property has stair access only	X		Only for Front Building (Roma Street)
AED (defibrillator) is available on property	X		Outside Reception & Level 5 Dining

BBQ on property		X	NA
Property has a wellness space with fitness equipment	X		Level 5
Property has co-working space	X		Level 5
Property has a TV or Cinema room	X		Wellness Centre is used on occasion
Property hosts inhouse activities whereby a waiver and consent is required for participation	X		Depending on activities

Bathrooms				Not Applicable
	Yes	No	Notes	
Property has communal bathrooms	X		Each Floor	
Bathrooms are gender specific and clearly signed	X		Each Floor	
Bathroom access is restricted by encoded keys	X		Coded Male or Female Access	
Accessible bathrooms are available	X		Not available on Back Building level 5/Level 2 Front Building	
Accessible bathrooms are fitted to in line with Australian standards.	X		NA	
Showers and toilets stalls have individual locks on each door	X		Level 2 male is currently missing lock on toilet doors	

Staffing and Property				Not Applicable
	Yes	No	Notes	
Staff are onsite 24 hours	X		Receptionist	
Property uses an electronic access management system (key card access)	X		Vistio keycard astro boy	
Staff receive comprehensive, role- specific training	X		NA	
Property has a current emergency procedures and serious incident manual that staff have access to	X			
Staff have received training in emergency procedures	X			
Staff are First Aid and CPR certified.	X		Supervisors & Managers trained	
All staff have access to a first aid kit	X			
Property is accessible in line with Australian standards	X			
Group receive an induction to the property on arrival?	X			
There are specific areas that groups are restricted from.	X		Level 5(Roof top Bar)	
Property has dedicated space for groups	X		Rain Forrest room needs to be booked	
The property have a dedicated area for luggage storage	X		In front of reception	
The property has an after-hours check in procedure	X		Staff are onsite 24 hours and need to call phone if receptionist is not a reception	

Elevator			<i>Not Applicable</i>
	Yes	No	Notes
Number of elevators at property	X		2 in Quay St Building
Elevators are serviced on a schedule by a licensed contractor	X		
Elevator/s is registered inline with local government regulation	X		
Elevator/s have a phone to contact someone in case of an emergency and listed information	X		
Elevator/s doors are controlled by sensors	X		
Elevator/s have floor access restrictions		X	Pending

Kitchens			<i>Not Applicable</i>
	Yes	No	Notes
Kitchen is accessible to groups	X		(Level 5) Only 18+
The kitchen has fire extinguisher	X		
Fire Blanket available	X		
Property is equipped with gas/electricity emergency cut off	X		
Equipment is tagged and tested regularly	X		
Property has guest use	X		
Property has surge protections installed	X		
Kitchen has a Instant boiling water unit		X	
Dry food storage, Fridges and freezers (where applicable) are cleared and cleaned on a regularly schedule	X		
Kitchen is cleaned regularly	X		
Kitchen is open 24 hours		X	5:00am to Midnight

Security			<i>Not Applicable</i>
	Yes	No	Notes
There is CCTV throughout the property	X		
External doors is restricted overnight	X		Locked at 9:00pm
External access can be restricted at any time to ensure guest safety	X		Reception main door can be locked
Emergency phone number is clearly displayed	X		
Property has on call security	X		Security on site Thu -Sun evenings, (Wilson)
Rooms have encoded door locks	X		
Property has key card access to each floor	X		
Is there an emergency phone number listed after hours	X		

Pool			Not Applicable
	Yes	No	Notes
Pool has a current pool safety certificate	X		
Pool Rules and Conditions of entry and use are clearly displayed	X		
Pool depth	X		1.2 metre
Is pool heated and if so what temperature?		X	
Pool opening hours	X		5:00am to Midnight
The pool is fenced per regulations	X		
Lifeguard on duty at property		X	
Water tested on a daily basis	X		
Scheduled maintenance plan is in place	X		
Pool Safety equipment is available in the area	X		
Is a specific shower in the area		X	
Changing rooms available and lockable		X	
Pool area is shaded		X	
There are restrictions regarding food and beverage consumption in the area	X		No Glass
The property has contamination procedures in place.	X		

Food and Beverage Services			Not Applicable
	Yes	No	Notes
The property has a license bar?	X		Level 5
The bar is accessible to all guests	X		Under 18 with guardian
The bar is accessible to the public (non-guests?)		X	
The property sell alcohol?	X		Café and Bar
Guests can bring their own alcohol into the property		X	
Property has a current Plan of Management	X		
Staff hold current RSA certificate and information is recorded	X		
Staff trained in site specific RSA including requesting ID	X		
Property has qualified Food Safety Supervisors	X		Managers have this qualification
Property has a current food safety management plan	X		
Property has a café	X		Outside Reception
The property uses external catering		X	
External caterers are compliant with all food safety legislation and local regulations	NA	NA	
The property provides inhouse catering	X		Cafe
The property caters for dietary requirements	X		
All outlets conduct regular temperature testing on cooling and heating equipment	X		
All team members cooking and/or serving food have had food safety training.	X		

Car Parking | Loading | Pick-Up, Drop-Off

Not Applicable

	Yes	No	Notes
Car park is secure	X		
Car park requires key card access	X		
Car park have CCTV footage	X		
Is the car park internal or external to the property	X		Internal
Height restriction of car park	X		2.15m
Property has a safe area for bus drop off and pick up	X		Roma Street
Property has a Loading Area (size & times)	X		Roma Street

Fire System

Not Applicable

	Yes	No	Notes
Property has an approved fire safety management plan in place.	X		Located at reception
The property has a fire panel installed	X		Located at reception
Fire Panel is linked to the Fire Service (emergency services) for automatic deployment	X		
Property has fire suppression system installed	X		
Property has an audible alarm system that can be heard in all areas including rooms	X		
All rooms are fitted with smoke detectors in line with Australian standards.	X		
Smoke detectors are connected to fire panel	X		
Manual Call Points (MCP) are located throughout the property	X		
Staff receive training in the use of the fire panel	X		
Property has Fire Wardens	X		
All staff are trained in evacuation procedures	X		
Emergency signage and lighting is installed	X		
Regular testing of the fire system and equipment is conducted by a licensed contractor	X		
Number of Fire Stairs	X		3 Back Building and 2 Front Building
Hallways longer than 30 metres have fire exits at regular intervals	X		
Fire Extinguishers/Fire Reels are located on each floor of the building and in common areas	X		
Property has systems in place to manage occupant density.	X		

Cleaning and Maintenance

Not Applicable

	Yes	No	Notes
Staff are trained in the use of cleaning products and chemicals	X		
Cleaning products and chemicals are stored in appropriate containers and areas in accessible to non-staff	X		

Liability + Compliance Certificates

Public Liability Insurance	Coverage to \$20,000,00	YHA Public-Liability	

Local Facilities

	Name	Distance from property	Notes
Hospital	St Andrew's War Memorial Hospital	2.5 km 6 minute drive	457 Wickham Terrace, Spring Hill QLD 4001
Medical Centre	CBD 7 Day Medical Centre and Travel Clinic Brisbane	2.4km 8 minute drive	Level 1/245 Albert St, Brisbane City QLD 4000
Police	Roma Street Police Station	550m	200 Roma St, Brisbane City QLD 4000
Train Station	Roma Street	600m	151 Roma St, Brisbane City QLD 4000
Airport	Brisbane Airport	16.2km 18min	Airport Dr, Brisbane Airport QLD 4008
Poisons Hotline	NA	NA	13 11 26

YHA Policies and Information

Name	Link
House Rules	YHA House Rules
Child Safety Policy	YHA Child Safety Policy
Direct Bookings Non Groups Booking Terms and Conditions	Booking Terms and Conditions YHA Australia
Group Booking Term and Conditions	Refer to Booking form

FAQ's

- All group rooms are booked exclusively to the group, no guests outside the group will be accommodated in the room.
- Any group involving a majority of children under the age of 18 must be booked via the Groups team, any group that is found to have booked via another platform maybe cancelled.
- A ratio of 1 responsible adult (refer to child safety policy) per 15 children (1:15) needs to be booked to ensure proper and adequate supervision is provided.
- YHA cannot guarantee exclusive access to floors or spaces, other than rooms, as fire doors elevators cannot be locked off due to safety regulations.
- Other guests may be allocated to the same floor as the group, Guests outside the group will not be allocated to the same rooms.
- Communal bathrooms are available for all guests and cannot be reserved for a group or time period. Ensuite rooms should be booked if the group does not want to use the communal facilities.