

Property Name:
YHA Sydney Central

Location: Sydney

Phone Number: 02 9211 6495

Email: sydcentral@yha.com.au

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

| Rooms | | | Not Applicable |
|---|-----|----|----------------|
| | Yes | No | Notes |
| Rooms are secured with individual access | x | | |
| Type of key | | | Key Card |
| Room doors are fire rated | x | | |
| Interconnecting doors lockable | x | | |
| 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 | | |
| 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 | | | Windows Locked |
| Windows that open have a restriction in place | x | | |

| Common Areas and Facilities | | | Not Applicable |
|---|-----|----|-------------------------------|
| | Yes | No | Notes |
| How many floors is the property? | | | 10 total. 7 Guest Room Floors |
| Balconies have railings/balustrades that comply with BCA (Building Code of Aust.) | x | | |
| Property has private meeting rooms | x | | |
| Meeting rooms have locks | x | | |
| Rooms have evacuation maps and information on the back of room doors | x | | |
| Hallways and common areas are marked with evacuation maps in line with Australian standards | x | | |
| Meeting rooms have locks | x | | |
| Property has ramp access | | x | |
| Property has as elevator | x | | |
| Property has stair access only | | x | |
| AED (defibrillator) is available on property | x | | |

| | | | |
|--|---|---|--|
| BBQ on property | x | | |
| Property has a wellness space with fitness equipment | | x | |
| Property has co-working space | x | | |
| Property has a TV or Cinema room | x | | |
| Property hosts inhouse activities whereby a waiver and consent is required for participation | x | | |

| Bathrooms | | | | Not Applicable |
|---|-----|----|-------|----------------|
| | Yes | No | Notes | |
| Property has communal bathrooms | x | | | |
| Bathrooms are gender specific and clearly signed | x | | | |
| Bathroom access is restricted by encoded keys | x | | | |
| Accessible bathrooms are available | x | | | |
| Accessible bathrooms are fitted to in line with Australian standards. | x | | | |
| Showers and toilets stalls have individual locks on each door | x | | | |

| Staffing and Property | | | | Not Applicable |
|---|-----|----|---|----------------|
| | Yes | No | Notes | |
| Staff are onsite 24 hours | x | | | |
| Property uses an electronic access management system (key card access) | x | | | |
| Staff receive comprehensive, role- specific training | x | | | |
| 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 | | | |
| 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 | | Kitchens, Rooftop. 18+ Groups Can Access Rooftop | |
| Property has dedicated space for groups | | x | Cinema can be utilised for Groups | |
| The property have a dedicated area for luggage storage | x | | | |
| The property has an after-hours check in procedure | x | | | |

| Elevator | | | | Not Applicable |
|--|-----|----|-------|----------------|
| | Yes | No | Notes | |
| Number of elevators at property | | | 3 | |
| 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 | | |

| Kitchens | | | Not Applicable |
|---|-----|----|----------------|
| | Yes | No | Notes |
| Kitchen is accessible to groups | | x | |
| 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 | | |

| Security | | | Not Applicable |
|--|-----|----|----------------|
| | Yes | No | Notes |
| There is CCTV throughout the property | x | | |
| External doors is restricted overnight | x | | |
| External access can be restricted at any time to ensure guest safety | x | | |
| Emergency phone number is clearly displayed | x | | |
| Property has on call security | x | | |
| 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 | | |
| Is pool heated and if so what temperature? | x | | |
| Pool opening hours | | | 8:30am – 8:30pm |
| The pool is fenced per regulations | | x | Rooftop Is Separate Area with Balcony |

| | | | |
|--|---|---|--------------------|
| Lifeguard on duty at property | | x | |
| Water tested on a daily basis | x | | Pool Testing Daily |
| 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 <input type="checkbox"/> |
|--|-----|----|---|
| | Yes | No | Notes |
| The property has a license bar? | x | | External entrance, No internal access |
| The bar is accessible to all guests | | x | 18+ Guests Only |
| The bar is accessible to the public (non-guests?) | x | | |
| The property sell alcohol? | | x | Bar Only |
| 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 | | |
| Property has a current food safety management plan | x | | |
| Property has a café | | x | External business |
| The property uses external catering | x | | Group Dinners Only |
| External caterers are compliant with all food safety legislation and local regulations | x | | |
| The property provides inhouse catering | x | | Breakfast & Lunch Packs |
| 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 <input type="checkbox"/> |
|--|-----|----|---|
| | Yes | No | Notes |
| Car park is secure | x | | Located In Basement |
| Car park requires key card access | x | | |
| Car park have CCTV footage | x | | |
| Is the car park internal or external to the property | | | Internal |
| Height restriction of car park | | | 2.0 Metres |

| | | | |
|---|---|---|---------------------------------------|
| Property has a safe area for bus drop off and pick up | x | | Bus stops located Pitt St & George St |
| Property has a Loading Area (size & times) | | x | |

| Fire System | | | Not Applicable |
|---|-----|----|----------------|
| | Yes | No | Notes |
| Property has an approved fire safety management plan in place. | x | | |
| The property has a fire panel installed | x | | |
| 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 | | Monthly |
| Number of Fire Stairs | | | 2 |
| 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 | | |
| Cleaning products and chemicals are environmentally friendly (where possible) | x | | |
| Occupied rooms receive regular servicing | x | | |
| Rooms are checked by housekeeping daily | x | | |
| Property has detailed cleaning program in place | x | | |
| Property conducts regular maintenance inspections | x | | |

| | | | |
|---|---|--|--|
| Property has regularly scheduled maintenance with contracted services, such as pest control, air conditioning, sanitary | x | | |
| Are licensed trades are used for all construction, maintenance and repair work? | x | | |
| Property conducts regular testing as outlined by policy or regulations | x | | |
| External contractors are required to register their attendance at reception | x | | |
| Property conducts regular testing of plant/equipment as outlined by policy and local standards and regulations | x | | |
| Safety signage and barricades are used to restrict access to staff only areas | x | | |
| Property has surge protections installed | x | | |
| PPE easily accessible to staff members | | | |

| Privacy and IT | | | Not Applicable |
|---|-----|----|----------------|
| | Yes | No | Notes |
| YHA has privacy policy that all staff are trained on | | | |
| YHA has cyber security protection in place | x | | |
| YHA complies with PCI-DDS regulations | x | | |
| Staff receive training in relation to Cyber Security | x | | |
| YHA conducts audits on current system regularly | x | | |
| YHA complies with reporting of security breaches and concerns | x | | |

| Other Identifiable Risk at the Property | | | Not Applicable |
|---|-----|----|----------------|
| | Yes | No | Notes |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

| Liability + Compliance Certificates | | | |
|-------------------------------------|-------------------------|--------------------------------------|--|
| Public Liability Insurance | Coverage to \$20,000,00 | YHA Public-Liability | |
| | | | |
| | | | |
| | | | |
| | | | |

| Local Facilities | | | |
|------------------|-----------------------|------------------------|-----------------------------|
| | Name | Distance from property | Notes |
| Hospital | Royal Prince Alfred | 2.2km | |
| Medical Centre | Square Medical Centre | <1Km | World Square – 02 9777 0024 |
| Police | Day Street Police | 700m | |
| Train Station | Central Station | 100m | Adjacent To Property |
| Airport | Sydney Airport | 8km | 10 Min From Central Station |
| Poisons Hotline | NSW Poisons Info | | 131 126 |

| 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.