

# Tourist Rooming House Inspection Checklist

The following are common guidelines when preparing for your TRH inspection. This list is not all-inclusive. Review the Wisconsin Lodging code (ATCP 72) for a complete list of required items.

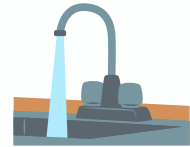
## Fire/Smoke/Carbon Monoxide Detection

- Smoke Detectors MUST be in All of the following locations:
  - On each floor level at the top of stairways, excluding crawl spaces and unfinished attics.
  - Outside of each separate sleeping area, within 21 feet of any door to a sleeping room.
  - Within each sleeping room.
- Carbon Monoxide Detector MUST be in All of the following locations:
  - Outside of each separate sleeping area, within 21 feet of any door to a sleeping room
  - In a sleeping room if a fuel burning appliance is located within the sleeping room or its attached bathroom.
- Recommend a Carbon Monoxide detector on each level of the home/cottage with a fuel burning appliance.
- Recommend one Type ABC fire extinguisher per home/cottage.
- Post of list of emergency contact numbers for local fire/police with physical address of TRH.



## Water and Wastewater

- Private well drinking water shall be tested annually for bacteria and nitrates.
- Minimum hot water temperature of 85 degrees Fahrenheit.
- Septic tank lids shall be secured/locked at all times.
- Soap, single-service towels, or other approved means of drying hands shall be provided in each toilet room.



## Food

- The following may be offered to guests without obtaining a retail food license:
  - Shelf-stable, prepackaged food items (example: cookies, crackers, popcorn, coffee).
  - Dry Bulk Spices (such as salt and pepper)
  - Grocery shopping, as requested by the guest, if the following is met:
    - All food items requiring refrigeration must be delivered and placed under refrigeration within 2 hours of purchase.
    - Refrigerator temperature shall be 41 F or below before food is placed into refrigerator
- All refrigerated food, opened shelf-stable food, and ice shall be removed from the home prior to next guest rental.



## Stairways and Railings

- At least 1 handrail, a minimum of 30 inches high, for stairs with more than 3 risers.
- Guards on all open sides of stairs with more than 3 risers.
- All surfaces elevated more than 30 inches above floor or grade need guards. Guards shall be at least 36 inches high on all open sides.
- Space between guards shall be less than or equal to 6 inches.
- This includes lofts, landings, platforms, decks, balconies or porches attached to the lodging facility.



## Beds and Sleeping Areas

- At least 50% of the room's floor area must have a ceiling height of at least 7 feet.
- Number of occupants is based on mattress width:
  - Width 50 inches or less = 1 occupant
  - Greater than 50 inches = 2 occupants
- Beds must be spaced in rooms to allow a 2 foot path for emergency evacuation.
- **All** beds shall have a mattress protector that is easily cleanable, **non-absorbent**, and covers the entire sleeping surface.

## Bunkbeds

- Vertical separation of at least 2.5 feet from top of the lower mattress to bottom of the frame for the upper bunk bed.
- Free space of at least 2.5 feet above the mattress of the upper bunk bed.
- Permanently installed guard rails for upper bunk needs:
  - Top of the guard to be at least 5 inches above the top of the mattress.
  - Bottom of the guard to be no more than 3.5 inches above top of the upper bunk frame.



## General Safety Aspects

- Bathtub or shower base shall have slip resistant surface, or a tub mat shall be provided.
- All windows in sleeping areas that can be opened shall be screened, with no holes or gaps.
- Outdoor garbage/recyclables shall be kept in leak-proof containers with tight fitting covers
- Exterior doors need to lock from the outside and be lockable from the inside.
- A building diagram is **required**. It must indicate a minimum of 2 evacuation routes that lead to the exterior of the building. It must be posted in each sleeping room or provided in a guest book.
- Stairways to lake should be in good condition and handrails stable and secured, if provided.
- Recommend posting "NO DIVING" signs at lakefront, in at least 4" tall letters.
- All dishes and utensils, if provided, must be washed, rinsed and sanitized between each guest, otherwise bleach shall be provided and the following statement posted in public view:

**"Food and beverage utensils have been provided in this unit as a guest convenience. They have not been sanitized. It is recommended that you wash with a detergent, rinse with clean water and sanitize utensils before their use. To sanitize, after rinsing, add 1 teaspoon of unscented bleach per gallon of clean water and immerse utensils for a minimum of 30 seconds, then air dry."**

- Guest records must be kept for 3 years. Information shall include: full name, phone number, email or mailing address, arrival and departure dates and number of guests in the party.
- Health and safety issues are addressed under section ATCP 72.06(2)



Use this link for a complete list:

[https://datcp.wi.gov/Pages/Programs\\_Services/LodgingEstablishments.aspx](https://datcp.wi.gov/Pages/Programs_Services/LodgingEstablishments.aspx)