



Hotel, Motel, and Tourist Rooming House Checklist

- If approved public water supply and sewage facilities are available connection is required. Private wells and private septic systems are accepted as long as they comply with DNR and Department of Commerce's requirements.
- Contact Department of Commerce for any new septic systems or alterations to an existing system, as submitting plans may be required.
- All plumbing systems must be connected to an approved discharge system.
- Privies are only accepted at existing facilities but shall be eliminated at change of ownership.
- All toilet facilities in conjunction with each guestroom shall include a toilet, lavatory, and shower or bathtub.
- All new facilities and at change of ownership who do not have private toilets for each guest room shall at least have separate toilet facilities for each sex except cabins or cottages rented to family units. Shared toilet facilities shall be available in the ratio of one toilet, lavatory, and shower or bathtub for every 10 persons of each sex.
- Hot and cold water shall be available at all sinks.
- Soap, single service towels, or other approved means of drying hands shall be provided in each toilet room.
- Toilet room doors shall be identified "Men" or "Women" with letters at least one inch high or symbols may be used in place of words.
- If drinking water is not available in each guestroom then at least one drinking fountain or water cooler with single service cups shall be provided.
- All garbage shall be kept in separate, leakproof, nonabsorbent containers (no wood or paper containers) with tightfitting covers. They shall be emptied often to prevent decomposition or overflow.
- Separate fly-tight containers with covers shall be provided for cans, bottles, and other rubbish.
- All equipment and furnishings shall be durable and installed to facilitate cleaning.
- Multi-use glasses, ice buckets, and other utensils or dishes shall be in good repair and made of smooth, nontoxic, nonabsorbent materials. They shall be stored to prevent contamination. When cleaned they shall be washed, rinsed, and sanitized. Glasses in guestrooms shall be stored in single-service containers or in a dispenser.
- Pillowslips, sheets, towels and washcloths shall be washed as frequently as they are assigned to a different guest and at least once per week.
- Blankets, spreads, mattresses and pillows shall be kept clean and free of insect infestation. The use of quilts and comforters which are not machine washable is not permitted.
- Beds should be made with a mattress pad and a 12-inch foldback on the flatsheet over the blankets to reduce facial contact with blankets.
- Soiled linens shall be stored in a washable containers used just for their storage.
- Any facility that prepares, sells, or serves any meals shall be licensed as a restaurant. This does include continental breakfast.
- Ice making machines shall have tight-fitting doors that are kept closed between uses. New or replacement ice-making machines shall be of the mechanical dispensing type unless ice is dispensed by an employee. Ice shall be made from an approved water supply and if bagged stored in a clean protected area.
- Employees with a communicable disease shall refrain from working.
- All hotels, motels, and tourist rooming houses shall comply with the state building codes and fire safety codes.
- Escape routes shall be posted unless room has a direct exit to the outside.
- Exit signs shall be approved design, maintenance, and location.
- Furnace and dryer room doors shall be self-closing solid core wood, metal clad, or labeled. They shall be kept closed unless connected to a fire alarm system.
- Fire extinguishers shall be located within 75 feet of each rental room and properly maintained.
- Fire alarm systems shall be checked monthly and recorded.
- Smoke alarms shall be installed as required by State building codes and manufacturers recommendations.
- Any room with a gas space heater shall have access to a constant fresh air source through a permanent opening, which shall not be closed. The size of the opening shall be a minimum of 10 square inches and a least one square inch for each 1,000 BTU per hour the rated capacity of the heater or constructed so that the air used in the combustion of fuel is taken directly from the outside. The concern here is incomplete combustion forming carbonmonoxide.
- All cabins and Tourist Rooming houses built after June 1, 1980 must meet the requirements for two exits as required by the state building codes. In certain circumstances windows and ladders may be acceptable.
- Every sleeping room shall be at least 400 cubic feet for each occupant over 12 years and 200 cubic feet for each occupant under 12 years. All ceilings shall be at least 7 feet high.
- Doors to all sleeping rooms, cabins, or cottages shall be provided with facilities for key locking from the outside and non-key locking from the inside.
- All windows that can be opened shall be screened and if unit is not air-conditioned doors opening to the outside shall also be screened.
- All rooms shall she maintained and equipped in a manner conducive to the health, comfort, and safety of its guests. They shall be in good repair and clean.
- Effective measures shall be taken to minimize the presence of rodents, flies, cockroaches, and other insects.
- Land surfaces around the facility shall be well drained. Parking areas shall also be properly graded, drained, and treated to minimize dust and dirt. The exterior of all building shall be well maintained and in good repair.
- Each operator shall provide a register and require all guests to register their true names and addresses before being assigned sleeping quarters. The guest register shall be kept and available for inspection for at least one year.
- Only drain and fill jetted hot tubs are approved. Those that have chlorination and recirculation systems are required to be plan approved and licensed as a pool. 1/06