

(NOTE: The following are code highlights, for complete code information, contact the Dept.)

HOTEL, MOTEL AND TOURIST ROOMING HOUSE CHECKLIST

SAFETY Is there at least one code approved smoke detector on each habitable floor level of each rental unit? Each sleeping room must have a smoke detector for added protection.

Are smoke detectors checked before each occupancy? It is recommended that a written maintenance record/log book of checks be maintained.

A carbon monoxide detector is required on each level with a fuel burning appliance(FBA), with in sleeping rooms with FBA, in units with attached garages.

Are there multi purpose (ABC type) Fire extinguishers in each cottage or cabin or within 75 feet of each rental unit?

Has a yearly check of fire extinguishers been made?

Is there a fresh air vent provided for the fuel fired heater? This vent is for the combustion of the unit and is sized a 1 square inch of opening for every 1,000 BTU/HR of input rating of the heater. A rating template can usually be found somewhere on the unit itself. i.e. A heater that has 30,000 BTU/HR would require a 30 square inch opening.

Have heating appliances/fixtures, ductwork and chimneys been cleaned and serviced before seasonal occupancy?

Are inside door locks easily openable with non-key locking devices?

Do you wash, rinse, sanitize, and air dry any food contact surfaces? Be sure to go through any and replace any cracked or chipped food utensils.

Are all your cleaning supply and chemical containers labeled with the name of the in it? Remember to always store your chemicals or cleaning supplies away from any food contact surfaces and linens in case they would drip or spill.

GENERAL PREMISE

Is garbage and refuse removed routinely as to not cause odors or nuisances?

Separate containers for waste and recycling provided to guests.

Outdoor containers for waste and recycling have tight fitting lids to deter insects and vermin.

Are all furnishings, floors, walls and ceilings maintained in good repair and clean?

Are all openable doors and windows provided with screens for insect proofing?

Are all mattresses supplied with mattress pad covers? Plastic is not required.

The flat sheet, fitted sheet, and pillow case should be cleaned between each occupancy or at least once a week if an occupant is renting longer than a week. When making the bed, the flat sheet should have a 12 inch foldback over blankets.

Are the rates posted in each hotel/motel room?

GUEST REGISTRATION

Is a guest registry maintained and retained for at least a year, containing all guest names, addresses, and date?

REMINDERS:

If you want to serve a continental breakfast to your guests, an additional license is required by the Dept.

When applying for a license be sure to check with county zoning and municipal ordinances for permitting.

If you are planning to install a whirlpool with a recirculating system, additional licensing is required. Contact the department before installation.

WATER SUPPLY AND PLUMBING

Has the seasonal water supply system been flushed prior to opening for business and sampled?

If your facility is served by a well, a water sample will be collected annually during the inspection.

Is there hot and cold running water supplied to all sinks in all units?

Do all threaded hose fittings have back flow preventors to protect against contaminations caused by cross connections?

Are there code approved anti-syphon ballcock valves properly installed in all toilet tanks? These valves will prevent back siphonage of contamination into the clean water supply.

Is there piping extended to within 6 inches of the floor from the water heater pressure relief valve?

WASTEWATER

Are all waste water systems functioning properly?

Are septic lids earth covered or supplied with a locking device?

