



## Health Department

505 Broadway Street, Suite 372

Baraboo, WI 53913

Telephone: (608) 355-3290 Fax: (608) 355-4329



**Public Health**  
Prevent. Promote. Protect.

## Checklist & Expectations for a Tourist Rooming House (TRH)

### 1. Inspectors are required to follow & enforce the following documents:

- Chapter ATCP 72 Hotels, Motels, and Tourist Rooming Houses
- SPS 361 to 365 (regarding building structure and safety)
- SPS 321.097 and 362.1200 (regarding carbon monoxide detectors)
- Other codes and requirements in regards to public safety and health (Code references are located throughout ATCP 72)

### 2. Documents to assist new Tourist Rooming House operators.

- Lodging Inspection Guidance (Commercial Building Code vs. Uniform Dwelling Code)
- Disclosure for Sanitizing Utensils
- Jetted Tub Cleaning and Sanitizing Guide

### 3. Listed below is a check list that inspectors will consider during the annual inspection (but not limited to):

- Up-to-date license (license (or a copy) must be posted in public view)
- WATER & SEWAGE:
  - i. Approved public water supply. Private wells may be used but must follow NR 812 and comply with yearly DNR testing requirements
  - ii. Approved public or private sewage must be in accordance of SPS 382 and 383
  - iii. Hot and cold water under pressure
- GARBAGE:
  - i. Kept in a leak-proof, non-absorbent containers equipped with tight fitting covers.
  - ii. Containers must be cleaned inside and outside regularly.
- KITCHEN:
  - i. Appliances and surfaces must be maintained in a sanitary condition.
  - ii. Utensils must be constructed with material that is easily cleanable and durable (example: wooden cutting knife blocks are NOT allowed because it is not easily cleanable)
  - iii. All food must be disposed of after each guest stay
  - iv. Ice machines and/or ice trays must be emptied and cleaned after each guest stay
  - v. Two options are available for cleaning and sanitizing dishes:
    - 1. Wash, rinse and sanitize entire supply of kitchenware after each guest stay
    - 2. Post the Disclosure for Sanitizing Utensils to notify guests that utensils have not been sanitized.
- SLEEPING ROOMS
  - i. Linens shall be washed in between each guest stay and at least once a week. Must be maintained in a clean and sanitary condition and free of insect infestations.

- ii. Sheets shall have a 12 inch fold back
- iii. Every mattress shall be protected effectively with a pad of appropriate size and fit.
- iv. Must have an unobstructed secondary form of egress (approved exit for emergency escape)
- BATHROOM
  - i. All fixtures and plumbing maintained in proper working order.
- All jetted tub shall be maintained in accordance with the Jetted Tub Cleaning and Sanitizing Guide
  - ii. Bottom of shower/tub shall be slip resistant or a slip resistant mat shall be provided
  - iii. Soap and towels shall be provided and available for each guest stay
- BUILDING STRUCTURE & SAFETY (See ATCP 72.14 for more information)
  - i. Compliance with all state commercial building and fire safety codes is required
  - ii. Sleeping rooms are of adequate size
  - iii. Smoke detection provided and maintained where required
  - iv. Windows and doors shall be screened in accordance with ATCP 72 requirements.
- CARBON MONOXIDE DETECTORS
  - i. Please refer to ATCP 72.145 (3) for installation requirements
    - 1. \*\*\*New law requires a CO detector on the ceiling of the room with the fuel burning appliance and in each sleeping area.
    - 2. Refer to Wis. Stats. 101.149 for detailed information.
  - ii. Refer to ATCP 72.145 for more information regarding fuel-burning appliance requirements.
- REGISTRATION OF GUESTS
  - i. Shall provide a register including guest's true name and addresses
  - ii. Shall be kept intact and available during the inspection for at least one year.
- OTHER RECOMMENDATIONS
  - i. It is highly recommended to include emergency information including nearest hospitals.

**4. Contact Sauk County Health Department at 608-355-3290 if you have any questions regarding the inspection process.**