



Tourist Rooming House (TRH) Inspection Checklist

Notes:

- Any cabin or vacation home that is rented to tourist shall be licensed by the Sawyer County Health Department.
- Licensing year runs from July 1st – June 30th the following year. A renewal fee shall be paid to the Sawyer County Health and Human Services annually.

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)
- NR 812 (bacteriologically safe drinking water)
- 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.

- Renting Out Your Property guide
- Cleaning Checklist
- Lodging Inspection Guidance (Commercial Building Code vs. Uniform Dwelling Code)
- Good Neighbor Guidelines
- 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)
- The maximum tourist rooming house rate must be posted in public view
- Appliances and furnishing shall be in good working order and installed to facilitate cleaning
- WATER & SEWAGE:
 - Approved public water supply. Private wells shall be constructed and pump installed in accordance with Ch. NR 812. Drinking Water from private well must be tested, per the DNR testing requirements, within the last 12 months and a copy of the results provided. Sawyer County Health & Human Services can assist you in your annual water testing needs.
 - Approved public or private sewage must be in accordance of SPS 382 and 383
 - Hot and cold water under pressure must be available at all sinks
- GARBAGE:
 - Kept in a leak-proof, non-absorbent containers equipped with tight fitting covers
 - Containers must be emptied often and cleaned inside and outside regularly
 - Recycling containers shall be provided with tight fitting covers
- KITCHEN
 - Appliances and surfaces must be maintained in a sanitary condition.
 - 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)
 - All food must be disposed of after each guest stay
 - Ice machines and/or ice trays must be emptied and cleaned after each guest stay
 - 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.



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- SLEEPING ROOMS
 - 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.
 - Sheets shall have a 12-inch fold back
 - Every mattress shall be protected effectively with a pad of appropriate size and fit.
 - Must have an unobstructed secondary form of egress (approved exit for emergency escape)
 - Every sleeping room must be 400 cu. ft. per occupant over 12 years of age and 200 cu. ft. per occupant under 12 yrs. of age. All ceilings shall be at least 7 ft. high.
- BATHROOM
 - All fixtures and plumbing maintained in proper working order
 - All toilet facilities must include a toilet, sink, and bathtub or shower
 - Bottom of shower/tub shall be slip resistant or a slip resistant mat shall be provided
 - Soap and towels shall be provided and available in each toilet room for each guest stay
 - All jetted tub shall be maintained in accordance with the Jetted Tub Cleaning and Sanitizing Guide after each guest/party rotation.
- BUILDING STRUCTURE & SAFETY (See ATCP 72.14 for more information)
 - Compliance with all state commercial building and fire safety codes is required
 - All dwellings shall be kept in good repair and a sanitary condition
 - All exterior doors shall be key locking from the outside and non-key locking from the inside
 - Sleeping rooms are of adequate size
 - Smoke detection provided and maintained where required. At least one smoke alarm shall be located on each floor level in the hallway nearest bedrooms. It is highly recommended that a smoke alarm be located in each sleeping room.
 - All windows that can be opened shall be screened and screen doors shall be installed on dwellings that lack air conditioning
 - It is highly recommended that at least one 2A fire extinguisher is readily available and in good working order.
 - Any room that has a gas space heater must have a constant supply of fresh air through a permanent opening
 - Staircases with more than 3 risers shall have a securely fastened handrail.
 - Guardrails shall be provided for elevated surfaces (decks, patio balconies that are more than 24 inches off the ground). Guardrails should be 36 inches high and gaps of no more than 4 inches.
- CARBON MONOXIDE DETECTORS
 - Please refer to ATCP 72.145 (3) for installation requirements
 - Refer to ATCP 72.145 for more information regarding fuel-burning appliance requirements.
 - At least one carbon monoxide detector shall be located on each floor if there is an attached garage, fireplace, or fuel burning appliance.
- REGISTRATION OF GUESTS
 - Shall provide a register and require ALL guests to register their true names and addresses
 - Shall be kept intact and available during the inspection for at least one year.
- OTHER RECOMMENDATIONS
 - It is highly recommended to include emergency information including nearest hospitals.

4. Contact Sawyer County Health & Human Services at 715-634-4806 if you have any questions regarding the inspection process.