

TOURIST ROOMING HOUSE PRE-INSPECTION CHECKLIST

To be used as general guidelines for operation. Refer to [ATCP 72](#) for complete interpretation and requirements.

GENERAL



- License posted in public view
- Windows and doors shall be screened
- Handrails and guards in compliance
See depiction on the back of this page
- Bunk beds have appropriate railings

REGISTRATION OF GUEST



- Provide guest information including guest's true name and address
- Guest registration information kept and available during the inspection for at least one year
VRBO, Air B n B, and other renting sites are acceptable forms of guest registration

WATER AND SEWAGE



- Approved public water supply
- Private well tested for bacteria utilizing an [approved laboratory](#)
- Hot and cold water under pressure

GARBAGE



- Leak-proof, non-absorbent containers with tight fitting covers
- Containers must be cleaned inside and outside regularly

BATHROOMS



- All fixtures and plumbing maintained in proper working order
- Bottom of shower/tub slip resistant or slip resistant mat provided
- Hand soap and towels provided and available for each guest stay
- [Sanitize jetted tubs](#) after each guest
See depiction on the back of this page

CARBON MONOXIDE AND FIRE DETECTORS



- [CO detector](#) required in the room with the fuel-burning appliance and outside of sleeping rooms if there are ANY gas burning appliances in the home or an attached garage.
- [Smoke detectors](#) are provided in working order, in every unit, and are not expired.

KITCHEN



- Appliances, surfaces, and utensils must be constructed of cleanable, smooth, nonabsorbent material and maintained in sanitary condition.
- Two options available for cleaning and sanitizing dishes:
 1. Wash, rinse and sanitize ALL kitchenware after each guest stay
 2. Post disclosure for sanitizing utensils (to notify guests that utensils have not been sanitized)
See next page for disclosure statement
- Ice machines and/or ice trays must be emptied and cleaned after each guest stay
- Food products shall not be provided to guests

*Common bulk items are allowed to be provided (ie ketchup, spices, coffee, ect.) as long as they come from an approved source. Prepackaged items may also be provided if they do not require refrigeration and are from an approved source.

SLEEPING ROOMS



- Sleeping rooms are of [adequate size](#)
- Every mattress shall be protected with a pad
- If linens are provided, such as pillowcases and sheets, they must be laundered between guests
- Must be maintained in a clean condition and free of infestation
- Every level in the home that has a sleeping room must have 2 exits.

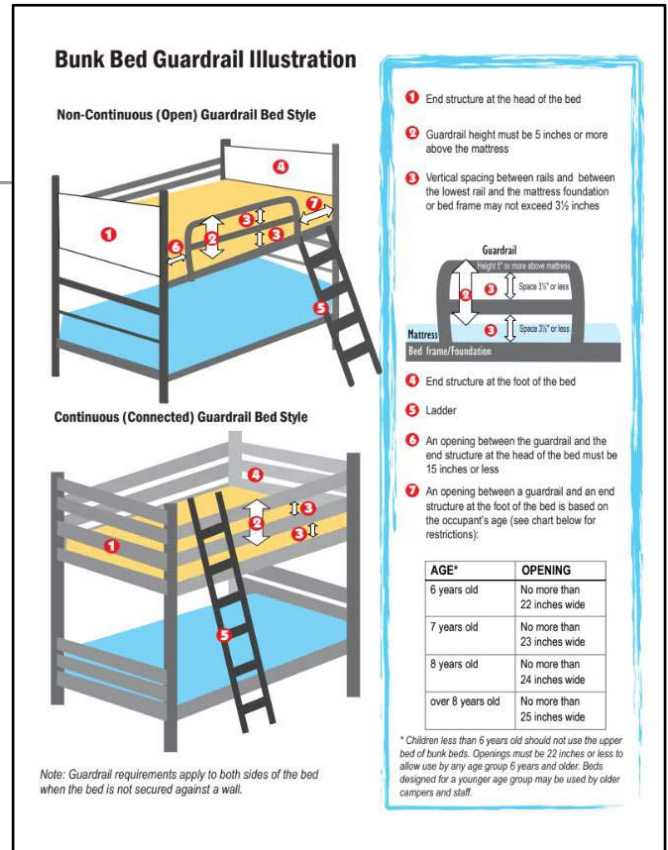
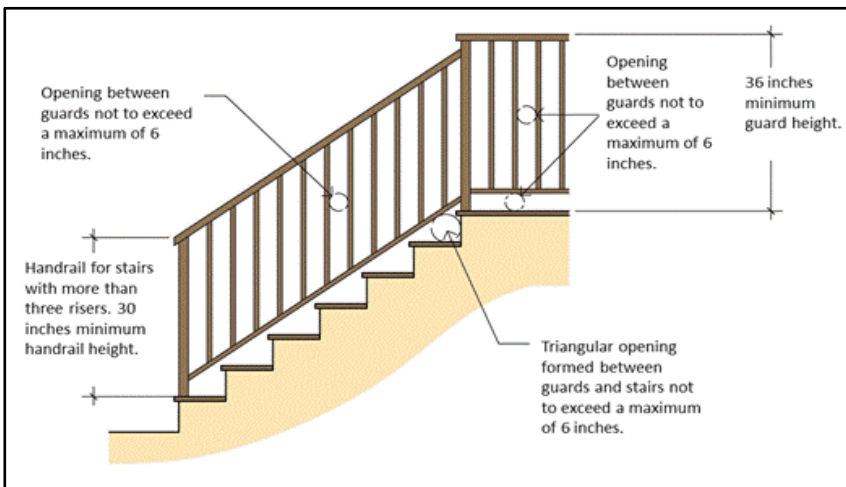
This can be a stairway that leads to the outside or main level (or garage if there is a door in addition to the overhead garage door), or an egress window (at least 20 inches by 24 inches)

BUNK BED GUARD RAIL

Railing must be 5 inches above the mattress. Openings must be 3 ½ inch or less between spacings of the rail.

GUARD RAIL GUIDANCE

Guards are required on elevated surfaces such as decks, patios, porches, balconies, landings, and staircases when the surface is greater than **30 inches above grade** (or ground level). Guards or railings are required to be at least 36 inches above the floor and the spacing must not have openings that are larger than 6 inches.



SANITIZING DISCLOSURE STATEMENT:

Food and beverage utensils have been provided in this unit at 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.

The sanitizer is located _____.