

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
- All windows shall be screened
- All doors must lock & no gaps
- Handrails and guards in compliance
See depiction on the back of this page
- Bunk beds have appropriate railings
See depiction on back of this page

WATER AND SEWAGE



- Approved public water supply
- Private well tested for bacteria & nitrate annually utilizing an [approved laboratory](#)
- Backflow preventer installed outside faucets

BATHROOMS



- All fixtures and plumbing maintained in proper working order
- Hot and cold water under pressure
- 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

REGISTRATION OF GUEST



- Collect guest information including name, number of guest, address or email
- Guest registration information kept and available upon request for at least 3 years
- Maintain: employee health reportable illness forms and vomiting & diarrhea protocol for employees

GARBAGE



- Leak-proof, non-absorbent containers with tight fitting covers
- Containers must be cleaned inside and outside regularly
- Garbage removed as often as needed

CARBON MONOXIDE & SMOKE DETECTORS

[CO detector](#)

- In the room with the fuel-burning appliance
- Outside of sleeping rooms when ANY gas burning appliances in the home or attached garage.

[Smoke detectors](#)

- On each level-including basement/ground level & top of every stairway
- In & outside of each sleeping room



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)
- Ice trays or bins must be emptied, cleaned & sanitized between each guest stay
- Food products shall be discarded between 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 occupancy is determined on mattress width (<50" =1 person, >50" =2 people) **or** dependent on POWTS capacity whichever is less restrictive.
- Bed arrangements must allow 2 feet width from one side of each bed for a clear path in an emergency
- Every mattress shall have a nonabsorbent or waterproof pad/cover
- 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
- Building evacuation diagram posted in each room or provided at check in with at least 2 exit routes.
- Every level in the home that has a sleeping room must have 2 exits.

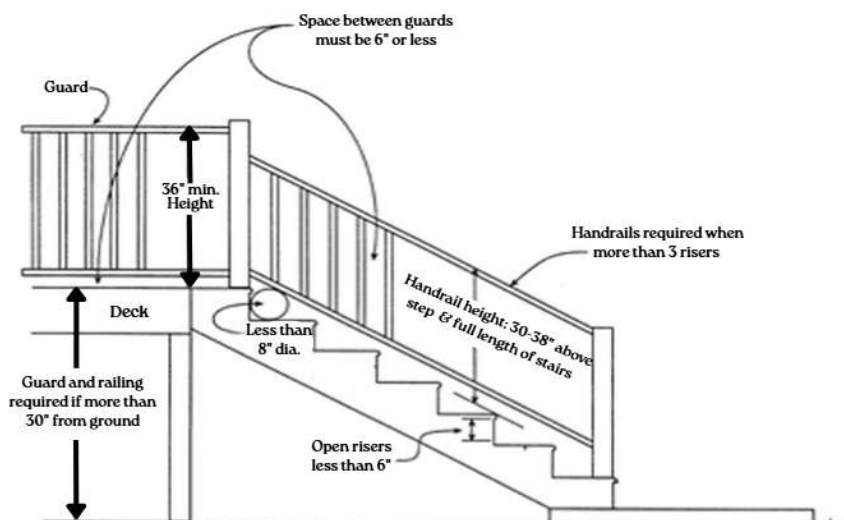
This can be a stairway that leads to the outside or main level (or garage if there is a door in addition to the overhead garage door), or an egress window in each room (at least 20 inches by 24 inches)

BUNK BED GUARD RAIL

- Railing must be 5 inches above the mattress.
- Openings between railing must be 3 ½ inch or less.
- No aftermarket toddler railings are permitted.
- Bunks not secured to wall must have railings on both sides

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.
- Openings between guards may not be 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 _____.

