



PORTAGE COUNTY
HEALTH AND HUMAN SERVICES
Division of Public Health

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Tourist Rooming House Checklist

*This checklist shows the main items covered during a tourist rooming house health (TRH) inspection.
See Wisconsin Administrative Code ATCP 72 for all health regulations.*

General:

- All guests must register their true names and addresses into a registry that must be available to inspectors for current and prior year. Digital registry is acceptable.
- One smoke detector per home is required. One smoke detector on each level and in each sleeping room is recommended.
- One carbon monoxide (CO₂) detector per home is required if there is an attached garage or fuel burning device. One CO₂ detector on each level is recommended.
- Railings on decks, patios and balconies more than 24" off the ground must be at least 36" tall. Gaps cannot be larger than 4".
- Staircases with more than 3 risers must have securely fastened handrails.
- Recommend providing 1 fire extinguisher per cabin or cottage.
- Pools and hot tubs located in TRH's are currently not under regulatory jurisdiction.

Water supply and waste disposal

- If an approved public water supply and approved public sewage facility is available to the premise, connection and use are required.
- A septic system is permitted when a public sewer facility is not available to the premise. The system shall be located on the premise and shall be designed, constructed, and operated in accordance with ch. SPS 382 and 383.
- A private well is permitted as a source of water when a public water facility is not available to the premise. Wells must be constructed, and the pump installed in accordance with ch. NR 812
- The well water will be sampled by PCHHS for bacteria and nitrate annually.

Kitchen:

- No food can be offered except for pre-packaged, shelf stable items and fresh fruits and vegetables from an approved source.
- If ice is offered, use a refrigerator ice dispenser, or provide an empty, sanitized ice cube tray for each separate guest. Reach in bins are not allowed for guest use unless emptied and sanitized before guest use. (mechanically dispensing type?)

To promote the health, safety, and well-being of Portage County residents.

- Wash cups, plates, silverware, and pans after each use and sanitize between different guests using either method:
 - NSF-certified sanitizing dish machine.
 - Wash, rinse and then soak dishes/utensils for 30 seconds in a basin containing 1 tablespoon unscented chlorine bleach per gallon of water OR facility can post sign with bleach sanitization method.

Bathroom:

- Each guest sleeping room has its own designated full bathroom that can be shared with hosts, or two separate, designated men's and women's full bathrooms for all guests and hosts to share, although families can use any bathroom regardless of gender. If all guestrooms are rented to one reservation party, then only one full bathroom is needed.
- Each guest bathroom is supplied with separate soap and towels. Shared soap and other toiletries are permissible if in dispensers or bottles which prevent cross contamination.
- Hot and cold running water under pressure at all sinks
- Slip-resistant flooring is required in showers and bathtubs or have slip-resistant mats available.
- All bathrooms must have vent fan or openable window.

Guest Sleeping Rooms:

- Guest beds must have a mattress pad.
- All guest bed top sheets must have a 12" fold back over top of blanket.
- Pillowslips, sheets, towels, and washcloths must be washed between guests and at least once per week.
- The use of quilts and comforters which are not machine washable is not permitted.
- Individual locks on guest sleeping room doors are required unless entire home is rented to one reservation party or home has only one guest room. Doors must be key locking from the outside and non-key locking from the inside.
- All guest sleeping room windows and doors that open to the outside must have screens.