

## Inspection Guide for Touring Rooming Houses

### Paperwork

- A current permit issued by the department shall be posted in a place visible to renters.
- Registration of guests, which includes full name and address, shall be kept intact and available for at least one year.
- Water tests are recommended to ensure your water is free of bacteria and is safe for consumption.

### Miscellaneous

- Garbage should be kept in leak-proof nonabsorbent containers equipped with tightfitting covers to protect from rodents, flies and insects. The use of wooden, paper or wicker containers is prohibited.
- Exterior water spigots are required to have backflow protection devices installed on them.
- Premises shall be maintained in a clean and safe condition.

### Smoke Detectors, Carbon Monoxide Detectors & Fire Safety

- Smoke detectors must be present on each level of the house and outside of bedrooms.
- Carbon monoxide detectors must be installed if fuel burning appliances are used. CO Detectors have to be on each level of the house and outside of bedrooms (generally in the hallway). If a fuel burning appliance is inside of a bedroom, there must be one present inside the bedroom. If the home has an attached garage, a CO Detector must be present in the first room that is attached to the garage (i.e. mudroom).
- Fire extinguishers are not required to be in a rental unit, but are **highly recommended**.

### Kitchen

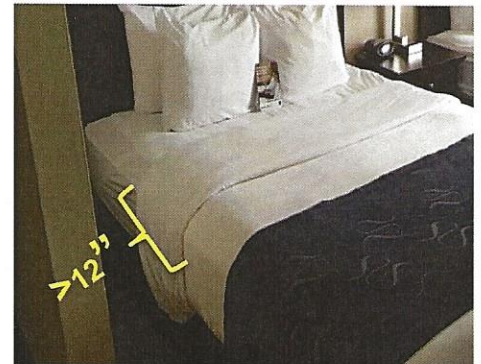
- Sanitizing of utensils in licensed lodging establishments
  - Whenever multi-use glasses, dishes and utensils are provided for a guest, the items shall be washed, rinsed and sanitized in an approved manner between each guest. The following are options to achieve this:
    1. Operators shall provide written communication that states:  
*"Food and beverage utensils have been provided in this unit as a 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 \_\_\_\_\_. Operators must provide to the guests unscented bleach and a measuring device to properly sanitize the utensils.
    2. An NSF-certified residential sanitizing dish machine is approved by our department. The homeowner must provide proper instruction how to use the sanitize cycle on the appliance.
- Appliances shall be clean and in good working order.
- All personal food, medications, alcohol, etc. are to be removed from the premises or kept in a lockable closet that is not accessible to renters.
- Clean towels and soap must be provided for hand washing.

### Bathrooms

- Slip-resistant flooring in showers and tubs
  - **Required:** For new establishments and at change of operator. Bottom of shower/tub shall be slip-resistant or provide a mat that is slip-resistant.
  - **Recommend:** In existing facilities.
- Clean towels and soap must be provided for hand washing.

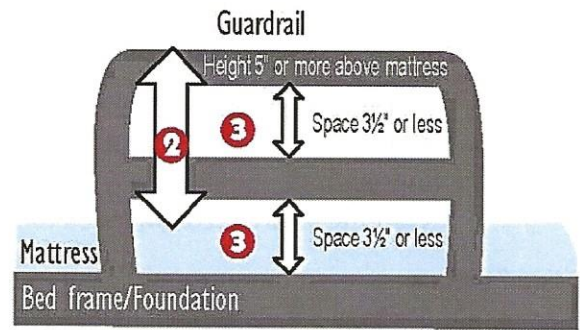
### Bedrooms (Sleeping Rooms)

- Every mattress shall be covered with a pad to protect it, and the mattress and pad shall be maintained clean and in good repair.



*(Bedrooms cont...)*

- Sheets shall be of sufficient size to cover the bed and have a fold-back over the blanket of at least 12 inches.
- Soiled linens shall be kept in washable containers used for this purpose exclusively.
- *Size of sleeping room:* each bedroom should be of sufficient size to accommodate at least 400 cubic feet of air space for each person over 12 yrs of age. 200 cubic feet for each person under 12 yrs of age.
- Railings are required on the top bed of bunk beds. Bunk rails are recommended to meet the requirements of 16 CFR 1513 (as shown in diagram to the right)



**Exits (This applies only to Tourist Rooming Houses (TRH) built after June 1, 1980):**

- Exits from First Floor:
  - Two exit doors are required, unless structure is less than 400 square feet
  - At least one of the exits shall discharge directly to grade
  - If structure is under 400 square feet one exit door and one egress window are required
- Exits from Second Floor:
  - Two exits are required
    1. One must be a stairway that leads to the first floor or discharge to grade
    2. The other exit can be either a door that leads to a balcony or a window that complies with window exiting requirements
- Exits from Loft:
  - If loft exceeds 400 square feet, one stairway exit is required
  - If loft is less than 400 square feet, a stairway or ladder may be utilized
- Exits from Basement and Ground Floor:
  - Each basement used for sleeping shall meet at least 2 of the following exit options:
    1. A door to the exterior of the building
    2. A stairway or ramp that leads to the floor above
    3. A stairway that leads to the garage provided the garage has an exit door other than the overhead door
    4. An egress window that complies with window exiting requirements located in EACH bedroom
- Windows used for exiting:
  - Windows used for exiting shall comply with the following rules:
    1. Able to open from the inside without the use of tools
    2. Dimensions of at least 20 inches by 24 inches
    3. Lowest point of opening shall be no more than 60 inches above the floor

**Handrails on staircases:**

- *Tourist Rooming House (TRH) built after June 1, 1980*
  - **Required:** A securely fastened handrail on staircases with more than three risers
- *TRH built before June 1, 1980*
  - **Required:** For new establishments and at change of operator, a securely fastened handrail on staircases with more than three risers.

**Guardrails on elevated surfaces (decks, patios and balconies greater than 24 inches from ground surface):**

- **Required:** At least 36 inches in height and gaps no more than 4 inches wide for new establishments and at change of operator in existing establishments with no guardrail.