

# Outagamie County Public Health

## Tourist Rooming House Checklist



### Fees

- Up-to-date license and fees paid (license, or a copy of license, must be posted in public view); OR
- Application turned in and fees paid for new TRHs.
- The initial application fee (\$296.00) and the pre-inspection fee (\$310.00) are a one time cost of \$606.00.
- You will have to pay \$296.00 every year to renew your license.

### Local Licensing

The local municipality in which the property is located may have additional licensing requirements.

Please reach out to the particular municipality for more information.

### Water and Sewage

- Approved public water supply, or private wells may be used but must follow NR 812 and comply with yearly DNR testing requirement.
  - If the unit utilizes a private well, you must provide bacteria and nitrate test results yearly. Have test results available at the pre-inspection.
  - Hot and cold water under pressure must be available.

### Garbage

- Kept in clean leak-proof, non-absorbent containers equipped with tight fitting covers.

### Kitchen

- Appliances and surfaces must be maintained in sanitary condition.
- Utensils must be constructed of material that is easily cleanable and durable, or single use disposable.
- All food and beverage must be disposed of after each guest stay.
  - You may provide single use, non temperature-controlled food items for guests (if you wish).
- Ice trays/dispensers must be emptied and washed after each guest stay.
- Two options are available for cleaning and sanitizing dishes:
  - 1) Rinse, wash and sanitize entire supply of kitchenware for each guest stay.
  - 2) Post utensil sanitation sign to notify guests that the utensils have not been sanitized.
    - You must provide the following items for guests to use to sanitize the available dishware:
      - Un-scented chlorine bleach
      - Chlorine test strips that test to **100 ppm**
      - OR an NSF approved dishwasher

**Sleeping Rooms**

- Must be maintained in clean and sanitary condition, and free of insect infestations.
- Linens must be washed in between each guest stay and at least once a week.
- Sheets must have a 12-inch fold back.
- Every mattress must be protected with a mattress pad of appropriate size and fit.
- Bunkbeds - Top bunk's guardrail must extend 5 inches or more above the top of the mattress.
- Must have unobstructed secondary form of egress (an approved secondary exit for emergency escape).
- Ceiling height must be at least 7 feet.
- Each sleeping room must have:
  - At least 400 cubic feet of air space for each guest over 12 years of age, and
  - At least 200 cubic feet of air space for each guest 12 years of age and under.

**Bathroom**

- All fixtures and plumbing must be maintained in proper working order.
- Bottom surface of shower/tub must be slip resistant, or a slip resistant mat must be provided.
- Soap and towels must be provided and available for each guest stay.

**Building Structure and Safety**

- Compliance with all state commercial building and fire safety codes is required.
- Windows and doors shall be screened in accordance with ATCP 72 requirements.
- UL-listed, non-expired carbon monoxide detectors must be provided:
  - Within the proximity of each sleeping area of a unit that has a fuel-burning furnace
  - In each sleeping room that has a fuel-burning appliance within the room
- At minimum, one UL-listed, non-expired smoke detector is required in each unit.

**Other Recommendations**

- It is highly recommended to provide emergency information, including:
  - Directions to the nearest hospital
  - Emergency contact information (poison control, local non-emergency, etc.)

**Please read through the following guidance documents, and check the boxes to confirm you understand the content.**

**These documents can be found on Outagamie County Public Health Division's website: [www.outagamie.gov/eh](http://www.outagamie.gov/eh)**

- ATCP 72 DATCP
- Outagamie County Carbon Monoxide Detector Guidance
- Outagamie County Establishment License



**Public Health**  
Prevent. Promote. Protect.  
**Outagamie County**