



PUBLIC HEALTH SAUK COUNTY

Environmental Health

Public Health Sauk County

505 Broadway, Suite 372

Baraboo, WI 53913

co.sauk.wi.us/environmental-health

(608) 355-4327 | TDD (608) 355-4298

environmentalhealth@saukcountywi.gov

Tourist Rooming House (TRH) Checklist and Expectations

Tourist Rooming Houses in Wisconsin are required to comply with the lodging code, ATCP 72. Inspections by Sauk County Health Department are focused on ATCP 72 compliance and are required annually. TRH owners/operators must also maintain compliance with local town, city, county ordinances and local zoning requirements.

Please contact Sauk County Environmental Health at 608-355-4327 or environmentalhealth@saukcountywi.gov if you have any questions regarding code requirements or the inspection process. Listed below are some of the common code requirements that will be checked during an annual inspection.

Water Supply, Wastewater, and Bathrooms

Water Supply	Water supply must be an approved public or private system.	
	Private water supply systems <ul style="list-style-type: none">- Must meet basic well construction standards, as enforced by the Wisconsin DNR- Must sample for bacteria and nitrate samples annually and have current (within 1 year) documentation of safe samples	
	Must be a pressurized system capable of providing water with a temperature of at least 85 F	
Wastewater	Must discharge to a public sewer or private system	
	Private Wastewater Systems <ul style="list-style-type: none">- Must be approved by local jurisdiction or zoning department- Must have access covers secured and locked	
Bathrooms	Must have at least one toilet, adjacent sink, and a shower or bathtub	
	An owner-occupied facility must have an additional toilet separate from the toilet available to guests.	
	Toilet room must have soap, hand towels, hand-drying method, toilet paper, and a waste receptacle	
	Shower and bathtub basins must have slip resistant flooring.	

Building Safety Features

Handrails and Guards	Handrails required for stairs with more than 3 risers	
	Guards required on open sides of stairways with more than 3 risers	
	Elevated surfaces of 30 inches or more must have guards on open sides	
	Guards must not have gaps of more than 6 inches	
Evacuation Diagram	Posted in each sleeping room or check in materials	
	Indicate the two required evacuation routes for sleeping rooms	
Fire Extinguishers	If provided, must be in an accessible area and maintained according to manufacturer instructions	
Fuel Burning Appliances	Venting must direct outdoors and be maintained in good repair. A fuel burning oven or range does not need venting unless required by manufacturer specifications.	
Smoke and Carbon Monoxide Detectors	Functional, installed according to manufacturer specifications, and not expired	
Smoke Detector Location	Each floor level and at top of any stairway	
	Outside of each sleeping room within 21 feet of the door	
	Inside each sleeping room	
Carbon Monoxide Detector Location	Required if a fuel burning appliance or attached garage is present	
	Outside of each sleeping room within 21 feet of the door	
	Inside any sleeping room that has a fuel burning appliance within the room or it's attached bathroom	
Note about Combination Detectors	Combination smoke/carbon monoxide detectors can be used in the above locations to reduce number of required detectors and simplify location requirements.	
Hazardous Chemicals	Stored in original, covered containers	
	Stored in an area available only to staff, except for chemicals used for utensil sanitization	

Guest Comfort and Safety Requirements

Sleeping Rooms	Ceiling height of at least 7 feet, with some exceptions for sloped ceilings	
	Occupancy not exceeded, adequate spacing of beds	
	Bunk bed requirements <ul style="list-style-type: none"> - No more than 2 beds may be stacked vertically - Vertical separation of at least 2.5 feet between upper and lower bunks - Space of at least 2.5 feet above the mattress of the upper bunk - The upper bunk needs permanently installed guards and shall meet all of the following: <ul style="list-style-type: none"> o Top of the guard at least 5 inches above mattress o Bottom of the guard no more than 3.5 inches above the top of the upper bunk bed frame - Upper bunk away from potential hazards 	
Linens	<ul style="list-style-type: none"> - All bed coverings shall be washable. - Sheets, pillow covers, towels, washcloths must be washed in between each guest and at least once every 7 days for extended stay guests. - Blankets, bedspreads, comforters, mattresses, mattress covering, and pillows must be maintained clean. - Mattresses must have a non-absorbent mattress protector that covers the entire sleeping area of the mattress. 	
Furnishings and Equipment	Clean and maintained in good repair	
	Jetted bathtubs must be cleaned in between each guest according to manufacturer instructions.	
Food Utensil Sanitization	Two options for sanitization: <ul style="list-style-type: none"> - All utensils in the establishment must be washed, rinsed, and sanitized with an approved method in between each guest. Or... - Post the following language and provide means for sanitization of utensils: <p><i>“Food and beverage utensils have been provided in this lodging facility 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, add 1 teaspoon of unscented bleach per gallon of clean water and immerse utensils for a minimum of 30 seconds, then air dry.”</i></p>	
Food Utensils General	<ul style="list-style-type: none"> - Smooth, cleanable, good repair, and stored to be protected from contamination 	

Food	Allowable items: <ul style="list-style-type: none"> - Non-refrigerated, prepackaged, and unopened food items including cookies, crackers, popcorn, pretzels, coffee, and other food items that do not require refrigeration for safety - Dry spices like salt and pepper (can keep open containers) 	
	Ice must be from an approved water source and removed in between guests.	
Garbage	Containers have adequate capacity to hold garbage until disposal	
	Kept in a durable, cleanable, leak-proof, and non-absorbent container	
	Removed from property regularly to avoid accumulation	
Building and Property Maintenance	Building and property must be kept in good repair	
	Must be maintained to prevent entrance, harborage, and infestation of pests	
	Window screens required on all windows that can be opened	

Administrative and Operational Responsibilities

Registration of Guests	Operator must keep documentation of guests for the previous 3 years. The log/register must include the following: <ul style="list-style-type: none"> - Full name of registered guest - Phone number, mailing address, or email - Arrival and departure dates - Number of guests in group 	
Death, Illness, Injury Reports	Submitted to department within 2 business days of any death, injury requiring emergency medical response, food or waterborne illness	
Closing Criteria	The operator shall close the establishment or effected unit when the following hazards are identified: <ul style="list-style-type: none"> - Potable water is unavailable - Waterborne disease outbreak - Failing or unapproved sewage disposal system - Absence of functioning smoke or carbon monoxide alarms in required areas - Pest infestation - Any immediate danger to health and safety 	