



Bed and Breakfast operators' Checklist

In order to be licensed as a Bed and Breakfast you must meet all six points of this definition.

1. Provides 8 or fewer rooms for rent to no more than a total of 20 transients.
2. Provides no meals other than breakfast. Breakfast may be served only to guests.
3. The house is the owner's personal residence.
4. The owner is there at time of rental.
5. The house was originally built and occupied as a single family residence or, prior to use as a place of lodging, was converted to use and occupied as a single family residence.
6. Has had completed, before May 11, 1990, any structural additions to the dimensions of the original structure, including renovation, except that this limit does not apply to any of the following:
 - a. A structural addition, including a renovation, made to a structure after May 11, 1990 within the dimensions of the structure.
 - b. A structural addition made to a structure that was originally constructed a least 50 years before an initial or renewal

application for a permit under s. 254.61(1)(b) is made and for which no use other than as a bed and breakfast establishment is proposed. The structural addition under this subdivision shall comply with the rules under s. 101.63 (1) and (1m).

Homes constructed after May 11, 1990 cannot be licensed as Bed & Breakfasts as they do not meet the definition of a Bed and Breakfast (item #6). Such a home could be licensed as a Tourist Rooming House or Hotel and then have a separate restaurant license for the food service which does require a separate commercial kitchen. In addition, homes that are constructed after May 11, 1990 which rent 2 or more rooms must be constructed according to commercial code with plan approval through the Department of Commerce.



Basic Operational Guidelines

1. Water shall be tested annually for coliform/bacteria if on private well.
2. One toilet, lavatory, and shower or bathtub shall be provided for at least every ten guests with hot and cold running water, soap, and towels.

3. Store and handle linens and towels to avoid contamination.
4. Residential sinks and homestyle dishwashers can be used but rinse must be followed by manually sanitizing (bleach can be used at 100ppm) and then air dry.
5. Only Grade A pasteurized milk may be used.
6. Use of home canned foods is prohibited except for jams and jellies.
7. All foods shall be protected from contamination while being stored, prepared, and served.
8. Keep cold foods at 41°F or less and hot foods at 135°F or higher.
9. Gas heaters shall have a constant fresh air supply through a permanent opening and properly vented.
10. Provide approved smoke detectors in each sleeping room and at the top of stairways. Supply at least one ABC fire extinguisher that is checked and charged annually.
11. No cooking shall be allowed in the sleeping rooms.
12. All windows that can be opened in the sleeping rooms shall be screened.
13. Provide mattress pads on each bed. The flat sheet, fitted sheet, and pillowcases shall be washed between each occupancy. Make bed with a 12-inch fold back on flat sheet to avoid needing to wash blanket and/or comforter between guests.



Dishwashers

Since the codes regarding equipment in B&B operations do not require commercial equipment, the Department had previously allowed home-style dish machines as long as a separate sanitizing step was performed. Now, NSF is certifying that home-style machines that meet Protocol P153, when operated in the proper mode, are capable of meeting the same sanitizing standards as commercial grade machines. Accordingly, these machines may henceforth be used in B&B operations. However, the operator must purchase heat sensitive tape or a max/min thermometer and test the performance of the machine periodically. No additional sanitizing process will be required.

Are homestyle swimming pools and whirlpools able to be licensed?



According to the 8/29/97 policy, noncommercial pools that meet the following criteria and are only used by registered guests may be licensed if:

1. They were constructed before 1/1/90.
2. All requirements of HFS 172 are met.

3. "Drain and Fill" pools as described in the interpretation HSS 171.03 (18) are not subject to licensure.
4. Whirlpools must be in an observable area. If not possible the department will review case by case.
5. Whirlpools must be less than 800 gallons.
6. A disinfectant chlorine or bromine auto-feeder is required.
7. Whirlpool temperature must be no higher than 102F.
8. Adequate emergency access space must be provided around the pool.
9. Swimming pools and hot tubs require separate licensure.

Operational Guidelines:

1. During nonuse (unoccupied) periods: Whirlpool filtration equipment must be connected to an auto timer and operated a minimum of 4 hours per day, during at least two different periods. Swimming pool equipment must be connected to an auto timer and operated a minimum of 8 hours a day during at least two periods of a quantity of water equal to the total capacity of the pool passes through the filters (one turnover), whichever is greater. Disinfectant must be brought to effective levels per HFS 172.09.
2. During periods when guest rooms are rented: The filtration equipment for both swimming pools and whirlpools must run continuously. Whirlpools must run

continuously for a minimum of 4 hours before check-in and after checkout of guest.

Proper Cleaning of Drain and Fill Whirlpools

1. Drain the tub completely.
2. Fill with water at least 110 degrees F. to 2" above the highest jet.
3. Add 1/4 cup or 2 oz. of a low sudsing automatic dishwasher detergent and run the jets for 5 -10 minutes.
4. Drain the tub completely.
5. Refill the tub with cool water. Add 1 ounce of household bleach per 4 gallons of water. If you are not sure of the capacity, 4 ounces should be sufficient. Run the jets for another 5-10 minutes.
6. Drain the tub completely and wipe dry with a clean soft cloth towel.

The most important point is to circulate detergent and bleach throughout the piping system because this is where bacteria and pathogens may grow.