GENERAL RULES

- State Code Chapter ATCP 72 requires that lodging places obtain a lodging license if sleeping accommodations are offered for pay to tourists or transients.

- A tourist or transient is defined as a person who travels to a location away from his or her permanent address for a short period of time for vacation, pleasure, recreation, culture, business, or employment.

- Land surfaces around the facility shall be well drained. Parking areas shall also be properly graded, drained, and treated to minimize dust and dirt. The exterior of all buildings shall be well maintained and in good repair.

- Each operator shall provide a register and require all guests to register their true names and addresses before being assigned sleeping quarters. The guest register shall be kept and available for inspection for at least one year.

- Any facility that prepares, sells, or serves any meals shall be licensed as a restaurant. This does include continental breakfast.

DISINFECTION & SANITATION

- Soap, single service towels, or other approved means of drying hands shall be provided in each toilet room.

- All garbage shall be kept in separate, leak proof, nonabsorbent containers (no wood or paper containers) with tightfitting covers. They shall be emptied often to prevent decomposition or overflow.

- All equipment and furnishings shall be durable and installed to facilitate cleaning.

- Multi-use glasses, ice buckets, and other utensils or dishes shall be stored to prevent contamination. When cleaned they shall be washed, rinsed, and sanitized.

- All dishes, utensils and potential food contact surfaces shall be cleaned and sanitized between guests.

- Effective measures shall be taken to minimize the presence of rodents, flies, cockroaches, and other insects.

STRUCTURE & FIRE SAFETY

- All hotels, motels, and tourist rooming houses shall comply with the state building codes and fire safety codes.

- Fire extinguishers shall be properly maintained in each kitchen area, and by all wood burning fireplaces.

- Smoke detectors shall be located in all sleeping rooms and kitchen area. Unless hardwired, smoke detectors must be check between guests to verify they are in working order.

- A carbon monoxide detector is required on each floor if combustible appliances are installed.

- Any room with a gas space heater shall have access to a constant fresh air source through a permanent opening, which shall not be closed. The size of the opening shall be a minimum of 10 square inches and a least one square inch for each 1,000 BTU per hour the rated capacity of the heater or constructed so that the air used in the combustion of fuel is taken directly from the outside. The concern here is incomplete combustion forming carbon monoxide.

- All cabins and tourist rooming houses built after June 1, 1980, must meet the requirements for two exits as required by the state building codes. In certain circumstances windows and ladders may be acceptable.

- Every sleeping room shall be at least 400 cubic feet for each occupant over 12 years of age and 200 cubic feet for each occupant under 12 years of age. All ceilings shall be at least 7 feet high.

- Doors to all cabins or cottages shall be provided with facilities for key locking from the outside and non-key locking from the inside.

- All windows that can be opened shall be screened and doors opening to the outside shall also be screened or self-closing.

- All rooms shall be maintained and equipped in a manner conducive to the health, comfort, and safety of its guests. They shall be in good repair and clean.

BEDDING

- Pillowslips, sheets, towels and washcloths shall be washed between guests

- Blankets, spreads, mattresses and pillows shall be kept clean and free of insect infestation.

- Beds shall be made with a mattress pad and a 12-inch fold back on the flat sheet over the blankets to reduce facial contact with blankets.

PLUMBING & WATER

- If approved public water supply and sewage facilities are available, connection is required. Private wells and private septic systems are accepted as long as they comply with DNR and Department of Safety and Professional Services (DSPS) requirements.

- Contact Polk County Land Information/Zoning for any new septic systems or alterations to an existing system, as submitting plans may be required.

- All plumbing systems must be connected to an approved discharge system.

- Privies are only accepted at existing facilities but shall be eliminated at change of ownership.

- All toilet facilities in conjunction with each guestroom shall include a toilet, lavatory, and shower or bathtub.
• Hot and cold water shall be available at all sinks.

• Private wells shall be tested annually for bacteria levels and for nitrate levels as directed.

• Only drain and fill jetted hot tubs are approved provided proper cleaning is done as below:

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 suds 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.

DON’T FORGET

1. If you plan to add sleeping rooms or remove sleeping rooms from your lodging license have you contacted the health inspector?

2. If you have a private well, are you testing for Coliform bacteria annually?

For copies of codes, applications, or other materials call Polk County Health Department at:

715-485-8500

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