

# INSPECTION CHECKLIST

For Short-Term Rentals. If property is located within the City of Madison, please also check with the City for additional requirements.

The legal term in Wisconsin for a Short-Term Rental is a Tourist Rooming House (TRH). This checklist shows the main items covered during a health inspection. See Wisconsin Administrative Code ATCP 72 for all health regulations.

## Life Safety

### ☐ **Smoke detectors**

- At least one installed in each individually keyed unit
- Meet UL217 certification
- Within 10 years from date of manufacture

### ☐ **Carbon monoxide detectors** (only required if building has a fuel-burning appliance)

A fuel-burning appliance is a device that burns fossil fuel or carbon-based fuel and found in homes (e.g. a stove, grill, clothes dryer, furnace, boiler, water heater, gas space heater or fireplace).

- Located in sleeping areas in immediate vicinity of sleeping rooms
- Provided inside sleeping rooms that have a fuel-burning appliance
- Meet UL2034 certification
- Within 10 years from date of manufacture

### ☐ **Fire from sleeping rooms below 3rd floor (includes basement)**

- At least two code-compliant fire exits (e.g. window, door) provided in each guest sleeping room
- Code-compliant exits from lofts
- Balconies provided with guards/railings and no more than 15 feet above grade

### ☐ **Fire exit windows**

- Openable from the inside without the use of tools or the removal of a sash
- Window opening at least 20 inches by 24 inches irrespective of height or width
- No portion of the window, including stops, stools, meeting rails and operator arms, shall infringe on the required opening
- Lowest point of opening no more than 60 inches above the floor
- Permanent platform or fixture installed if lowest point of opening is more than 46 inches above the floor
- Platform or fixture (if required) provides flat surface at least 20 inches wide and 9 inches deep and located no more than 46 inches directly below the window opening
- Window located under a deck or porch discharges through a clear path at least 36 inches high and 36 inches wide, and no more than 15 feet long, to a yard or open space

- ☐ **Ventilation** provided in any room where a gas space heater is located
- ☐ **Handrails**
  - on all open sides of staircases with more than three risers, with some exceptions
  - between 30-38 inches above nosing of tread
- ☐ **Guards/Railings**
  - on elevated surfaces more than 30 inches off the ground, with some exceptions
  - at least 36 inches tall, unless terminating under code-compliant railing
  - spindle spacing no more than six inches

## Plumbing

- ☐ Indoor threaded faucets - backflow prevention device meets ASSE 1011
- ☐ Exterior wall hydrants - integrated backflow prevention meets ASSE 1019 **OR** backflow prevention device that meets ASSE 1011

## Water and Sewage

- ☐ PHMDC well and septic review if applicable
- ☐ Safe water sample results if on private water well
- ☐ Well in sound condition (cap, electrical conduit, screen)
- ☐ DATCP approved variance if on shared well
- ☐ Sewage not surfacing to ground

## Kitchen

- ☐ No food other than commercially pre-packaged foods that do not require refrigeration
- ☐ Ice (if offered) provided in ice dispenser or ice cube trays sanitized between guests - ice in trays or bins discarded between guests
- ☐ All utensils (e.g. pots, pans, plates, cups, eating utensils) washed, rinsed, and sanitized between guests using approved methods **OR** approved signage with sanitizing instructions provided for guests
- ☐ Regular household bleach provided for sanitizing – no added scents (e.g. lemon, lavender, fresh scent)

## Bathroom

- ☐ Required numbers and fixtures provided
- ☐ Hot/cold tempered water provided
- ☐ Separate soap and towels provided for each guest
- ☐ Slip-resistant flooring in showers/bathtubs or bathmats provided (e.g. rubber, silicone, wood)

## Guest Sleeping Rooms

Sleeping room means a room where beds are located. Bed means a piece of furniture for sleep or rest including a framework with a mattress and coverings, cot, bunk bed, futon, sleeper sofa, sleeping pad, or air mattress placed on the floor.

- ☐ Mattress pads on all beds
- ☐ 12-inch foldback of top sheet over blanket, bedspread, and/or comforter
- ☐ Pillowslips, sheets, towels, washcloths washed between guests and at least once per week
- ☐ Locks installed on guest sleeping room doors if TRH rented to more than one party at the same time
- ☐ Guest sleeping room door locks non-keyed from the inside
- ☐ Exterior door locks keyed from the outside, non-keyed from the inside
- ☐ Screens on windows in sleeping rooms
- ☐ Screens on doors opening to the outside in sleeping rooms if air conditioning not provided
- ☐ Minimum ceiling height of 7 feet, with certain exceptions
- ☐ Sufficient room size to provide required volume of air per occupant

## General

- ☐ Guest registry to include guest contact information and retained for at least one year
- ☐ Furnishings clean and in good repair
- ☐ Premises maintained clean, no evidence of pests
- ☐ Employees restricted from working if communicable disease suspected
- ☐ Garbage and recyclables stored in approved containers and disposed of as needed