

# Bed & Breakfasts

## Inspection Checklist

This checklist shows the main items covered during a **Bed & Breakfast** health inspection. Owner must also be fully compliant with all food safety regulations. The only meal served to guests is breakfast. See [Wisconsin Administrative Code ATCP 73](#) for all health regulations.



### General

- A Conditional Use approval may be required. Check with your local zoning department.
- One smoke detector is required in each sleeping room and above each stairway.
- Carbon monoxide detectors:
  - Must be installed in all these locations:
    - Basement of building if basement contains a fuel-burning device\*.
    - Within 15' of each guest sleeping area if guest unit contains a fuel-burning device.
    - Within 15' of each guest sleeping area that is immediately adjacent to a guest unit on the same floor which contains a fuel-burning device\*.
    - Within 75' of a fuel burning device\* in any non-sleeping room.
    - In each hallway leading from any unit with a fuel-burning device\*, within 75' of that unit.
  - Exceptions: Above locations are not required if one of the following two carbon monoxide exceptions exist:
    1. If building only contains one guest unit, only one carbon monoxide detector is required.
    2. If building construction occurred prior to October 2008 and any of the following conditions exist, carbon monoxide detectors are not required:
      - Building does not contain an attached garage or any fuel-burning device\*.
      - All fuel-burning devices\* in building are sealed-combustion and covered by manufacturers' warranties against defects.
      - All fuel-burning devices\* in building are sealed-combustion and inspected in according to ATCP 73.145 (7) or (8) (b).

\*Fuel-burning device definition: *Device that burns fossil fuel and found in homes, i.e. a stove, grill, clothes dryer, furnace, boiler, water heater, heater or fireplace.*

- One approved fire extinguisher must be located near sleeping rooms.
- Railings on decks, patios and balconies more than 24" off the ground must be at least 36" tall, and gaps cannot be larger than four inches.
- Staircases with more than three risers must have securely fastened handrails.
- Private water wells must provide annual bacteriologically safe water sample report.
- All plumbing fixtures must connect and discharge into public sewer or, if not available, into private sewage disposal system in accordance with all state plumbing codes.
- Hot tubs and swimming pools not allowed. Only fill and drain whirlpools, i.e. whirlpool bathtubs, are permissible.

## Kitchen

- Only breakfast can be served. Home-style kitchen is allowed.
- Wash cups, plates, silverware and pans after each use and sanitize using either method:
  1. Home dishwashers which reach 160°F degrees will sufficiently sanitize.
  2. Wash, rinse and then soak utensils for 30 seconds in basin containing 1 tablespoon unscented chlorine bleach per each gallon of water.
- Cooking surfaces of equipment must be cleaned at least once per day.
- Follow [food safety guidelines](#) to prevent foodborne illness.
- Keep your refrigerator at or below 40 degrees F to keep food safe. A thermometer must be located in each refrigerator.
- If ice is offered, use a refrigerator ice dispenser or provide an empty, sanitized ice cube tray for each separate guest/group. Reach-in ice bins are not allowed for guest use.
- Ill employees should not be handling food for guests.

## Bathroom

- One full bathroom must be provided for every 10 guests.
- Laundry facilities and bathrooms for guest use must be cleaned at least once daily.
- Provide each guest with individual soap and towels. Shared soap, shampoo and other toiletries are permissible if in dispensers or bottles which prevent cross contamination.
- Slip-resistant flooring or mats are required in showers and bathtubs.

## Guest Sleeping Rooms

- All openable windows must have screens.
- All doors opening to outside must be screened if room is not effectively air conditioned.
- Cooking in sleeping rooms is prohibited.
- Unvented gas, kerosene or other fossil fuel space heaters are prohibited.  
Check [Wis. ATCP 73.14](#) for proper ventilation requirements.