



CITY OF APPLETON

Department of Public Health
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Tourist Rooming House (“TRH”) Check List

Requirements for the establishment of a new TRH facility:

1. Completed City of Appleton TRH license application
2. Pre-inspection of the property by the Appleton Department of Public Health
3. Payment submitted for the pre-inspection and the annual license fees

** Not Included here **

4. Business Seller’s Permit from the Wisconsin Department of Revenue (“Sales Tax”)
5. Local Hotel/Room Tax
6. Property Insurance

(See [Wisconsin Administrative Code ATCP 72](#) for complete regulations on TRHs)

This checklist shows most items that will be considered during a TRH pre-inspection before the establishment can be permitted to operate, but it is not exhaustive:

- Completed application, fees paid in full and permit to be conspicuously posted.
- General and Safety
 - A written or electronic guest registry must be kept by the operator for 3 years, including guests’ full name and contact information.
 - A smoke alarm shall be located on each floor, including the basement, at the top of any stairway, and within each sleeping room.
 - A carbon monoxide (CO) alarm shall be located within 21 feet of the door to any sleeping room for homes with a fuel-burning appliance or attached garage.
 - All smoke and carbon monoxide detectors must be checked before each guest’s stay to ensure they are operational.
 - Railings on decks, patios, balconies, and staircase handrails follow Uniform Dwelling Code – Wisconsin Code Chapters SPS 320-325.
 - Fire safety, exits, and extinguishers to follow Wisconsin building code – Chapters SPS 301 to 391 (Appendix A).
 - Facility cleanliness is acceptable, maintained, and with proper pest control.
- Guest Rooms
 - All beds must have a washable mattress pad and clean linens.
 - Pillowcases, sheets, towels, and washcloths must be washed between each guest and at least once per week for longer stays.

- Individual locks shall be provided in each guest's sleeping room unless the entire home is rented to one party. Privately rented sleeping rooms must have a non-keyed interior lock (e.g., deadbolt or chain lock).
- All sleeping room windows and doors that open to the exterior must be screened. If a window unit AC is installed, it must be properly sealed.
- Kitchen
 - NO food can be offered except for pre-packaged, shelf-stable items. All opened food and beverages must be disposed of after each guest's stay.
 - Dishes, cups, and utensils, if provided and not single-use, are to be washed after each guest and a sanitizer method in use (Appendix B).
 - Appliances and surfaces must be maintained in a sanitary condition.
 - Ice machines and/or ice trays must be emptied and cleaned between each guest.
- Bathrooms
 - Toilet, lavatory, and shower or bathtub are provided with soap and towels.
 - Slip-resistant flooring in showers and tubs, or a bathmat, is available.
 - Jetted tubs must be cleaned and sanitized between each guest stay.
 - Room must have a vent fan or openable window.
- Water, Sewage, and Garbage
 - In the City of Appleton, water/sewage are public systems and in compliance.
 - Hot and cold water under pressure and fixtures in good condition. Any water faucets with threads for a hose attachment must be equipped with an air gap vacuum breaker or backflow preventer.
 - Refuse containers are appropriate, available, and clean.

For more information or to schedule a pre-inspection, contact:



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Tourist Rooming
 House Application

Appendix A – Building Structure and Safety for Tourist Rooming Houses

The lodging facility shall meet the Wisconsin building code applying to Tourist Rooming Houses under the Wisconsin Administrative Code ATCP 72.18, as enforced by the Wisconsin Department of Safety and Professional Services (SPS 301). A building evacuation diagram shall be provided.

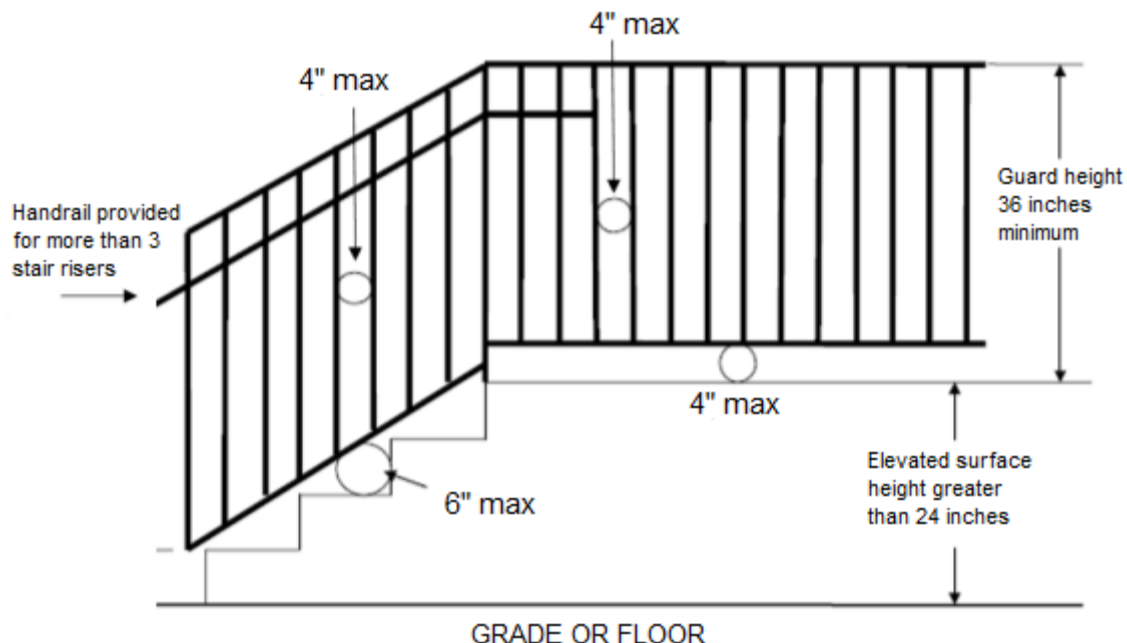
BUILDING OCCUPANCY

- Sleeping rooms shall meet minimum ceiling, spacing, and occupancy requirements
- No more than 10 guests per dwelling unless a commercial occupancy permit is obtained
- Beds shall be arranged to provide a 2-foot path on one side for emergency egress
- Multi-family buildings (3 or more individual units) must submit a Plan Review to the Appleton Inspections division (920-832-6411) and be approved for R-1 “transient” occupancy use

EMERGENCY EXITING REQUIREMENTS

- Two exits are required; one may be an egress window (SPS 321.03 (5)).
- At least one of the exits shall be discharged directly to the exterior at grade or a stairway that leads to the ground floor.
- For sleeping rooms above the second floor, both exits must be a stairway that leads to the floor below or discharges directly to grade (i.e., exterior fire escape).
- SPS 321.03 (5) – Windows Used for Exiting
 - Openable from the inside without the use of tools.
 - **Cannot be obstructed**
 - Dimensions of at least 20 inches x 24 inches.
 - The lowest point of the opening shall be no more than 60 inches above the floor.

HANDRAILS AND GUARDS



Appendix B – Cleaning and Sanitizing Methods for Tourist Rooming Houses

Wisconsin Administrative Code ATCP 72.20 applies to the cleanliness and sanitizing of surfaces and utensils that come into contact with food.

- Whenever multi-use glasses, ice buckets, or other utensils are provided for guests, ALL items shall be washed, rinsed, and sanitized properly before being provided for use by a different guest. Utensils, when furnished, shall be free of cracks or chips. Food-contact surfaces shall be smooth, nontoxic, corrosion-resistant, non-absorbent, and easily accessible for cleaning.
- Single-use Utensils may be used but must be thrown away between each guest if opened.
- Ice may be provided prepackaged or from an ice machine, such as those found in most refrigerators/freezers.
- Ice tongs or scoops, buckets, and trays must be emptied, cleaned, and sanitized between each guest and properly stored.

If utensils provided are not sanitized between guests, the following is required:

1. Operators shall post a sign in a conspicuous location that states: "Food and beverage utensils have been provided in this unit as a guest convenience. They have been cleaned but not sanitized. It is recommended that you wash with detergent, rinse with clean water, and sanitize utensils before use. To sanitize: after rinsing, add 1 teaspoon of unscented bleach per gallon of clean water and immerse utensils for a minimum of 30 seconds in bleach/water solution, then air dry."
2. Operators must provide unscented bleach that shall be stored in its original, labeled container, with other cleaning products and out of reach of children, a measuring device, and chlorine test strips that test to a minimum of 100 ppm to sanitize utensils.

NOTE: A residential dishwasher with a "Sanitize" setting that reaches 160° F and is NSF-certified may be used instead of the bleach/water method.

3. Operators must wash any utensils left out after each guest's stay with soap and water and wash any visibly soiled and dirty utensils in the cabinets, drawers, or cupboards.
4. Upon inspection, the operator shall be able to demonstrate to the inspector full knowledge of their utensil washing practices.

Food & Beverage Utensils Have Been Provided in this Unit as a Guest Convenience

They Have Been Cleaned but Not Sanitized

It is recommended that you wash utensils with detergent, rinse with clean water (manually or with dishwasher machine) and sanitize before use

To Sanitize:

1. Add 1 teaspoon of unscented bleach per gallon of clean, cool water;
2. Use Chlorine Test Strips to verify that the water/bleach solution is ~100ppm;
3. Immerse utensils in solution for a minimum of 30 seconds; and
4. Air dry utensils

BLEACH & TEST STRIPS ARE LOCATED: