



City of Racine Public Health Department

Short-Term Rentals Tourist Rooming Houses

Inspection Checklist:

The legal term in Wisconsin for a Short-Term Rental is a **Tourist Rooming House**. This checklist shows the main items covered during a Public Health inspection of a Short Term Rental / Tourist Rooming House. See [Wisconsin Administrative Code ATCP 72](#) for additional health regulations.

General

- ◆ All guests must register their true names and addresses into a registry that must be available to inspectors for current and prior years. Digital registry is sufficient.
- ◆ Maximum room rates must be posted. **Recommended to post emergency (911) and nearest hospital location/information.**
- ◆ One smoke detector per level of the home, including the basement, is required. **One smoke detector in each sleeping room is recommended.**
- ◆ One carbon monoxide (CO) detector per level of the home, including the basement, is required.
- ◆ One fire extinguisher, rated as 2-A:10-B:C, is required.
- ◆ All water faucets with threads for hose attachment (laundry tub and/or outdoor faucets) must be equipped with a backflow preventer valve to prevent cross contamination.
- ◆ Railings on decks, patios and balconies more than 24" off the ground must be at least 36" tall. Gaps cannot be larger than four inches.
- ◆ Staircases with more than three risers must have securely fastened handrails.
- ◆ Hot tubs and swimming pools are not allowed. Only fill and drain whirlpools, i.e. whirlpool bathtubs, are permissible.
- ◆ Hot and cold water under pressure from an approved public water supply.
- ◆ Approved public sewage disposal.
- ◆ Approved unobstructed secondary form of egress (approved exit for emergency escape).
- ◆ The property must be maintained in a state which will prevent the harborage of rodents and insects on the premises.
- ◆ Vehicles must be parked on a hard surface of concrete, asphalt, or paver stones.

Garbage

- ◆ Properly stored according to municipal ordinance (in covered containers prior to collection).
- ◆ Stored out of public view except when in proper containers out for collection.
- ◆ Provide adequate number of containers to meet the demand of the occupants.
- ◆ Stored in a leak proof nonabsorbent container equipped with a tight fitting cover.
- ◆ Containers must be cleaned at a frequency to prevent insect and rodent infestation.

Kitchen

- ◆ No food can be offered except for pre-packaged, shelf-stable items (those which do not need to be cooked or refrigerated to remain safe).
- ◆ 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.
- ◆ Wash and sanitize all dishes, utensils, pots, and pans after use with one of the following methods:
 1. Home dishwashers which reach 160°F using the *Sanitize*, *High Temp*, or potentially the *Regular Cycle*.
 2. Wash, rinse, and soak items for 60 seconds in a basin containing 1 tablespoon unscented chlorine bleach per each gallon of water.
- ◆ Appliances and surfaces must be maintained in a sanitary condition.
- ◆ Dishes, utensils, pots, and pans must be constructed of durable material that is easily cleanable.
- ◆ All food must be disposed of after each guest.

Bathroom

- ◆ Each guest sleeping room must have its own designated full bathroom that can be shared with hosts, or two separate, designated men's and women's full bathrooms for all guests and hosts to share. If all guestrooms are rented to one group, then only one full bathroom is needed.
- ◆ Each guest room is supplied with separate 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.
- ◆ All bathrooms must have vent fan or a window which may be opened.
- ◆ All plumbing and fixtures shall meet the requirements contained in [WI SPS 382](#) and shall be maintained in good repair and sanitary condition.

Guest Sleeping Rooms

- ◆ Guest beds must have mattress pads of adequate size and fit to effectively protect the mattress.
- ◆ Guest beds must have clean linens. Pillowslips, sheets, towels and washcloths shall be washed as frequently as they are assigned to a different guest and at least once a week. Blankets, spreads, mattresses, and pillows shall be kept clean and free of insect infestation. The use of quilts and comforters which are not machine washable is not permitted.
- ◆ Sheets shall have a 12-inch fold back.
- ◆ Doors to all guest sleeping rooms and homes must have locks that are non-keyed from the inside and keyed from the outside. Punch-in codes and swipe cards are considered keys.
- ◆ All windows that may be opened must have screens.