

Bed & Breakfast Checklist

- Privies:** They are not permitted.
- Toilet Facilities:** They must include at least a toilet, sink, and shower or bathtub for every 10 guests or fraction thereof.
- Hot and cold water:** Both shall be available at all sinks.
- Hand washing:** Soap and towels shall be provided in each toilet room.
- Drinking water:** Water shall be provided. Well water must be tested annually for coliform bacteria and nitrates.
- Garbage containers:** All garbage shall be kept in separate, leak-proof, nonabsorbent containers (no wood or paper containers) with tight fitting covers. They shall be emptied often to prevent decomposition or overflow. Separate fly-tight containers with covers shall be provided for cans, bottles and other rubbish.
- Multi-use utensils:** Multi-use glasses, bakeware, and other utensils or dishes shall be in good repair and made of smooth, nontoxic, nonabsorbent materials. They shall be stored to prevent contamination. When cleaned they shall be washed, rinsed, and sanitized after use.
- Utensil sanitization:** Approved sanitizer must be used. Approved sanitizers are chlorine, quaternary ammonium, or iodine based disinfectant products or a dishwasher meeting NSF/ANSI standard 184. Sanitizer testing device must be present.
- Laundry:** 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 are not permitted.
- Making beds:** Beds should 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.
- Soiled linen storage:** Soiled linens shall be stored in washable containers used only for their storage.
- A Restaurant license:** A license is required for any facility that prepares sells or serves any meals, other than breakfast.
- Food holding:** Time, temperature for safety food (TCS) maintained <40F or >150F.
- Food Storage:** Food shall be stored off the floor.
- Employees with a communicable disease:** Employee shall refrain from working.
- Building and fire safety codes:** Codes shall be complied by all B&B, hotels, motels and tourist rooming houses.
- Fire extinguisher:** At least one fire extinguisher must be present near the sleeping rooms.
- Smoke detectors:** Shall be located inside each sleeping room and above each stairway.
- Carbon monoxide detectors:** Must be within 15 feet of each sleeping room and in each non-sleeping room that has a fuel burning appliance.
- Two exits:** All cabins and tourist rooming houses built after June 1, 1980 must meet the requirements for two exits as required by the state building code. In certain circumstances, windows and ladders may be acceptable.
- Sleeping room size:** Every sleeping room shall be at least 400 cubic feet for each occupant over 12 years old and 200 cubic feet for each occupant under 12 years old. All ceilings shall be at least 7 feet high. Occupants should not need to duck, crouch, crawl, etc. in order to reach an emergency exit.
- Locks:** Doors to all sleeping rooms, cabins, or cottages shall be provided with facilities for key locking from the outside and non-key locking from the inside.
- Screens:** All windows that can be opened shall be screened and if unit is not air-conditioned doors opening to the outside shall also be screened.
- Health comfort and safety:** All rooms shall be maintained and equipped in a manner conducive to the health, comfort, and safety of its guest. They shall be in good repair and clean.
- Cooking:** Cooking prohibited in individual sleeping rooms.
- Insects:** Effective measures shall be taken to minimize the presence of rodents, flies, cockroaches and other insects.
- Drainage:** Land surface 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.
- Registration:** 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.
- Pools, Whirlpools, Hot Tubs** at B&Bs are not under the regulatory jurisdiction of DATCP or its agents as of 4/26/2022. Guests can use the B&B pool, whirlpool or hot tub as currently designed without a need for a separate agreement from the lodging rental.
- Operation:** More than 10 nights in a 12-month period, permit required. Facility must be owner occupied at time of rental. If not, owner occupied at time of rental must be licensed as TRH.

