

TRH INSPECTION CHECKLIST



GENERAL

- ☐ Guest Registry
- ☐ Smoke and carbon monoxide detectors installed and up to date
- ☐ Railings and handrails up to code
- ☐ Key is in lockbox or other secure location

KITCHEN

- ☐ Only pre-packaged, shelf-stable, and fresh fruits and vegetables offered.
- ☐ Ice is from approved sources or the bin is sanitized.
- ☐ Dish sanitation is done/provided using bleach or a certified dishwasher.

BATHROOM

- ☐ At least one bathroom with a sink, toilet and shower or bath
- ☐ Each bathroom is provided with soap and clean towels
- ☐ Slip-resistant flooring in showers and bathtubs
- ☐ Vent fan or Openable window

GUEST SLEEPING ROOMS

- ☐ All guest beds must have a mattress pad.
- ☐ Top sheets must have a 12" fold back if the comforter/blanket is not cleaned between guests.
- ☐ Clean linens between guests.
- ☐ Windows must have screens.

FINAL CHECK

- ☐ General cleanliness of rooms
- ☐ Ensure that all trash is contained in closed containers and has been removed.
- ☐ License is visible.



Public Health
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De Pere Health Department

THE LEGAL TERM IN WISCONSIN FOR A SHORT-TERM RENTAL IS A TOURIST ROOMING HOUSE (TRH). THEY ARE LIMITED TO FOUR GUEST SLEEPING ROOMS. THIS CHECKLIST SHOWS THE MAIN ITEMS COVERED DURING A HEALTH INSPECTION. SEE WISCONSIN ADMINISTRATIVE CODE ATCP 72 FOR ALL HEALTH REGULATIONS.

General

- Provide a guest registry that is available to inspectors for the current and prior year. Digital registry is sufficient.
- One smoke detector per home is required. One smoke detector on each level and in each sleeping room is recommended.
- One carbon monoxide (CO) detector per home is required if there is an attached garage or fuel-burning device**. One CO detector on each level is recommended.
- 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.
- Residential fire extinguishers are recommended for safety and are not required.

**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).

Kitchen

- No food can be offered except for pre-packaged, shelf-stable items and fresh fruits and vegetables.
- Each kitchen sink is supplied with soap and towels.
- If ice is offered, use a refrigerator ice dispenser, or provide an empty, sanitized ice cube tray for each separate guest reservation group. Reach-in ice bins are only allowed for guest use if emptied and sanitized between guests.
- Wash cups, plates, silverware, and pans after each use and sanitize using either method:
 - Home dishwashers which reach 160°F degrees will sufficiently sanitize.
 - Wash, rinse and then soak utensils for 30 seconds in basin containing 1 tablespoon unscented chlorine bleach per 1 gallon of water.

Bathroom

- If all guestrooms are rented to one reservation party, then only one full bathroom is needed. This includes single occupancy homes.
- 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 is required in showers and bathtubs or have bath mat available.
- All bathrooms must have a vent fan or openable window.

Guest Sleeping Rooms

- Guest beds must have a mattress pad.
- All guest bed top sheets must have a 12" fold-back over top of comforter/blanket if comforter/blanket is not cleaned between guests.
- Pillowslips, sheets, towels, and washcloths must be washed between guests and at least once/week.
- Individual locks on guest sleeping room doors are required unless entire home is rented to one reservation party or home has only one guest room. Locks must be unkeyed on the inside and keyed on the outside.
- All guest sleeping room windows and doors that open to the outside must have screens.