

BOARD OF HEALTH REGULATION R3 – 2007

“HOTEL AND MOTEL SANITATION STANDARDS”

Whereas, local boards of health are authorized by Section 3709.20 of the Ohio Revised Code to make such orders and regulations as are necessary for its own government, for the public health, the prevention or restriction of disease, and the prevention, abatement, or suppression of nuisances; and

Whereas, the Springdale Board of Health wishes to amend Regulation R2– 1999 which establishes standards of sanitation for the operation of hotels and motels within the City of Springdale.

Now, therefore, be it resolved by the Board of Health of the City of Springdale, State of Ohio, members appointed thereto concurring that the Board of Health Regulation R2 – 1999 be amended as follows:

Section 1.0 Definitions

1.1 BOARD OF HEALTH – means the Board of Health of the City of Springdale Health Department.

1.2 DURABLE AND EASILY CLEANABLE – means material of sound construction, non-impervious, readily accessible and of such finish and so fabricated that residue may be completely removed by normal cleaning methods.

1.3 CFM – Cubic Feet Per Minute

1.4 EMPLOYEE – means any person working in a hotel or motel.

1.5 FUNGI – a separate kingdom comprising living things that are neither animals nor plants. The kingdom fungi includes molds, yeasts, mushrooms, and puffballs.

1.6 GUEST – means any person who is in the hotel or motel under consideration for the purpose of sleeping, and any person who rents therein a room which has sleeping facilities; except that the owner of the building and his regular employees therein are not guests.

1.7 GUESTROOM – means a habitable room within a hotel or motel which is used or intended to be used primarily for the purpose of sleeping.

1.8 HEALTH COMMISSIONER – means the Health Commissioner of the City of Springdale Health Department or an authorized representative.

1.9 HOTEL – means a building or group of buildings providing five (5) or more guestrooms used for short term accommodations for transient guests in which access to each guestroom is provided by an entrance and a central service core connected by interior halls.

1.10 MOLD – Any of various fungi that often cause disintegration of organic matter. (This includes mycotoxins that are produced by molds that are harmful to humans and/or cause immune system responses that vary considerably, depending on the individual.)

1.11 MOTEL – means a building or group of buildings providing five (5) or more guestrooms used for short term accommodations for transient guests in which access to each guestroom is provided directly through an exterior door or by an entrance connected to a common interior hall leading to the exterior.

1.12 MYCOTOXIN – A toxin produced by a mold.

1.13 PERSON – means an individual, partnership, association, syndicate, company, firm, trust, corporation, department, bureau, agency, or any entity recognized by law.

- 1.14PRIVATE – as applied to an exit way, toilet room, or other part of a building means that such exit way or other part of a building is an adjunct to not more than one room or one suite of rooms.
- 1.15PUBLIC – as applied to an exit way, toilet room, or other part of a building means that such exit way or other part of a building is subject to common use by those who occupy or enter the building and includes those parts of the building which are not included within the meaning of "private".

1.16REMEDIAL – Fix

1.17REMODEL – To alter in structure or form.

- 1.18SOILED – means contaminated with dirt, filth or bodily fluids such as blood, feces, urine and other bodily fluids.
- 1.19UTENSIL – means drinking glasses, pitchers, cups and other equipment coming in contact with water, beverages or food during storage, transportation, serving or normal use of drinking water or beverages.

Section 2.0 – Permits

- 2.1 No person, directly or indirectly shall construct, operate, or maintain hotel or motel accommodations in the City of Springdale Health Department without first obtaining a permit from the Board Of Health.
- 2.2 The Board Of Health shall issue a permit to operate to all hotel and motel operators, upon compliance by the applicant with the provisions of this regulation.
- 2.3 A permit to operate a hotel or motel shall be valid for the calendar year, for which it is issued, provided, that such permit shall be renewed before January 1 of the following year. The permit shall not be transferable or assignable and shall automatically become invalid upon change of operator or upon suspension or revocation.
- 2.4 Every person, firm, association, or corporation who proposes to operate a hotel, motel, or extended stay hotel within the city of Springdale shall submit application with payment to the City of Springdale no later than thirty days prior to the expiration of their permit/or proposed opening date.
- 2.5 No permit shall be issued to the owner of authorized agent unless the following documents are provided to the city of Springdale:
- a) A copy of a license issued by the state fire marshal the premises;
  - b) A copy of the latest inspection report from the state fire marshal;
  - c) A copy of the latest inspection from the local fire inspector.
  - d) A letter designating the responsible party at the hotel to whom a notice of violations can be delivered, and who has the authority to act on behalf of the owner or authorized agents representative in his or her absence.
- 2.6 Every owner or authorized representative shall maintain a log of complaints from guests at the facility. Such records shall be available for inspection.
- 2.7 A permit must be conspicuously posted at all times at the hotel or motel for which it was issued during operation and maintenance of said accommodation.
- 2.8 Only persons who comply with the provisions of this regulation shall be entitled to receive and retain a permit to operate a hotel or motel.

Section 3.0 – Application for Permit to Operate

- 3.1 Application for a permit to operate shall be made to the Board Of Health in writing, signed by the applicant, and shall contain such information as may be requested by the board to enable them to determine whether the proposed or existing hotel or motel accommodation will comply with the provisions of this regulation.

3.2 Application for a permit to operate a hotel or motel or the renewal thereof shall be made annually to The Board Of Health, or at least 10 days before the proposed commencement of the operation of the hotel or motel.

Section 4.0 – Permit Fee

4.1 The annual permit fee for the operation of a hotel or motel shall be \$1.00 per room and a base fee of \$100.00 per location.

Section 5.0 – Permit Revocation or Suspension

5.1 A permit to operate a hotel or motel may be suspended or revoked by the board of health upon violation of any requirement of this regulation. However, such suspension or revocation shall not take place until: the permitter has first notified such permittee in writing, calling specific attention to the violation and afforded a reasonable time and opportunity to make satisfactory corrections and the permitter has given the permittee an opportunity for a hearing before the board of health.

SECTION 6.0 – TRANSFER OF OWNERSHIP

6.1 It shall be unlawful for owner of any hotel, motel, or extended stay hotel who has received a notice of violation and who is not in compliance with the order to sell, transfer, or lease the facility until the provisions of the notice of violation have been complied with, or the owner or his authorized representative furnishes, the buyer/lessee with a true copy of the notice of violation, and shall provide to the City Of Springdale a signed and notarized statement from the grantee, purchaser/lessee acknowledging receipt of such notice of violation and fully accepting responsibility without condition for making the corrections required to bring the facility into compliance with the provisions of this ordinance.

6.2 In the event of an intended change of operator of a hotel or motel the new operator shall make written application for a permit to operate to the board of health at least 30 days before the proposed change is effected.

Section 7.0 – Inspections

7.1 The Health Commissioner or an authorized representative is hereby authorized and directed to make inspections to determine the condition of the hotel or motel accommodations and premises in order that he may perform his duty of safeguarding the health and safety of guests and of the general public. For the purpose of making such inspections, the Health Commissioner or authorized representative is hereby authorized to enter, examine, and survey at all reasonable times all hotel or motel accommodations. The person in charge thereof shall grant the Health Commissioner or authorized representative free access to such hotel or motel accommodations and its premises at all reasonable times for the purpose of such inspection, examination, and survey. Every guest of a hotel or motel accommodation shall give the owner or manager thereof, or his agent or employee, access to any part of such accommodation or its premises, at all reasonable times for the purpose of making such repairs, alterations, or inspection as are necessary to effect compliance with the provisions of this regulation or with any lawful rule or regulation adopted or any lawful order issued pursuant to the provisions of this regulation.

7.2 The Health Commissioner shall have the authority to inspect and examine the register containing a record of all guests using the facilities at a hotel or motel.

7.3 At least once each licensing period the Health Commissioner or an authorized representative shall inspect each motel or hotel located within the city for compliance with the requirements of this regulation and re-inspect as necessary for the enforcement of this administrative regulation. The Health Commissioner or the authorized representative shall provide the hotel/motel

operator with a copy of the inspection report that includes a specific and reasonable time period for the correction of the violation(s) found.

#### Section 8.0 – Plan Review

8.1 No person shall construct, extensively alter or equip or repair or remodel a hotel or motel until plans have been submitted in writing and approved by the Health Department and all other appropriate agencies.

8.2 Such plans and specifications submitted to the Health Department shall be acted upon within 30 days after date of receipt.

8.3 Plans and specifications shall clearly show and describe the:

- a) Total area to be used.
- b) A floor plan showing the general layout of the hotel or motel including the location of out buildings, bathing and laundry facilities, and lighting.
- c) Location, number and types of plumbing fixtures and locations of water supply and sewage disposal lines.
- d) Methods of solid waste collection, storage and disposal.
- e) Housing, including size and construction data, finish materials, air conditioning, lighting, heating and ventilation, in room cooking and eating facilities, storage facilities and beds and bedding.
- f) Separate plans must be submitted for food service and for swimming pools and spas.

#### Section 9.0 – Minimum Sanitation Standards

##### 9.1 Exterior Premises

- 1) The exterior premises at a hotel or motel site shall be well graded and drained and so located that its drainage will not create a nuisance or a hazard to health.
- 2) Exterior premises shall be kept free of accumulations of refuse, garbage, rubbish, debris and weeds.

##### 9.2 Housing

- a) Every hotel or motel building and every part of such building shall be maintained in a state of good maintenance and repair.
- b) Floors, walls, and ceilings shall be of sound construction, impervious, durable and easily cleanable, and shall be kept clean and in good repair. Vinyl wall coverings shall not be used on the inside exterior walls without adequate water vapor protection in any new or extensively remodeled hotel or motel.
- c) Carpeting shall lie flat on the floor and be free from rips, torn edges, odors, or excessive staining. It shall be vacuumed daily. Food residue, bodily fluids, and excessive soil shall be immediately spot cleaned. Carpeting behind and under room furnishings and in corners shall be cleaned at least once every week.
- d) Baseboards or cove base shall be firmly attached and sealed to the wall. Baseboards or cove base shall be installed in every sleeping room and bathroom.
- e) All equipment, fixtures, furniture and furnishings, decorative items, including windows, draperies, and curtains within lodging units, corridors, stairways or other areas occupied or used by guests shall be stain free, and maintained in good repair.
- f) Doors, door frames and handles, switch covers, telephones, remote controls, and other tactile surfaces including televisions, computer and gaming components shall be composed of smooth, easily cleanable materials, and cleaned with disinfectant cleaner on a daily basis.
- g) All hotels or motels shall have adequate mechanical ventilation capable of exhausting both the guest room and the bathroom capable of preventing objectionable odors and excessive condensation.
- h) Heating and air conditioning cabinets, grills, filters, covers, coils, and condenser pans shall be free from dirt, bacteria, and debris and intact, secure and in good repair. All control for units shall be operable, and the switches, buttons or knobs for the controls shall be in place.
- i) All hotels or motels shall have artificial lighting adequate to provide for cleaning purposes, safety, and normal comfort of guests to include 40 foot candles of light in the bathroom and shower area.

- j) All hotels or motels used during periods requiring heating or cooling shall be provided with a safe and adequate source capable of maintaining a comfortable room temperature (68°F to 78°F) and humidity (50-70%) at all times during occupancy.

#### 9.3 Water Supply

- a) The existing municipal water supply system shall be used to meet the needs of the guests and employees of a hotel or motel.
- b) Drinking fountains shall be constructed of impervious materials, shall have an angle-jet nozzle protected by a non-oxidizing guard above the overflow rim of the bowl with the flow of water crest at least 2 inches above the top of the mouth guard, and shall be equipped with a pressure regulation valve.
- c) Drinking fountains shall be maintained in a sanitary manner.
- d) Ice provided for guests shall be prepackaged or produced, stored and dispensed in a sanitary manner, and shall be protected from being contaminated through customer self-service contact with ice or the interior of the storage unit. Open ice bin machines shall not be used. Self-service ice provided for the guest shall be dispensed through the use of ice dispensing machines which are cleaned/sanitized regularly.
- e) All reusable ice buckets and bucket trays provided for use by guests shall be of impervious, smooth and easily cleanable material, washed and sanitized after being used by a guest and stored so as to be protected from contamination.
- f) If single service utensils are supplied, they shall be stored and handled in a sanitary manner and shall be used only once.
- g) All multi-use glassware, cups, utensils, coffee/teapots etc. shall be designed and fabricated for safety, durability, cleanability and shall not contribute to the contamination of foods or beverages. All multi-use glassware, cups, utensils, etc. shall be cleaned and sanitized in a mechanical dishwasher or glass washer, or in a three compartment sink where the glassware, cups, utensils, etc. are washed in hot soapy water, rinsed in clean water, then rinsed in an approved sanitizing solution and allowed to air dry. The use of lavatories, mop sinks, plastic buckets or other similar compartments are not acceptable for washing multi-use items.
- h) All service sinks with threaded bibb outlets shall have back flow prevention devices on all hose bibb outlets.

#### 9.4 Sewage Disposal

- a) Sewage shall be discharged into the municipal sanitary sewer system.

#### 9.5 Toilet Facilities

- a) Both private and public toilet facilities in hotel or motel accommodations shall be constructed, located, and maintained so as to prevent any nuisance or public health hazard.
- b) Both private and public toilet facilities shall also be kept clean and sanitary at all times. Restroom fixtures, including toilets, urinals, and sinks shall be cleaned and disinfected daily. Door handles, switch covers and other tactile surfaces shall be cleaned and disinfected daily. Restroom walls, doors, doorframes, and toilet stalls shall be maintained in a clean and sanitary condition.
- c) Flush type toilets, lavatory facilities with hot and cold running water under pressure, and bathing facilities shall be provided in all guestrooms, and such facilities shall be easily accessible and available to guests at all times.
- d) The hot water temperature in lavatory and bathing facilities shall not exceed 110°F. Installation of tempering valve may be necessary to facilitate this.
- e) The floors, walls, ceilings, and fixtures in toilet and shower rooms shall be constructed of non-absorbent washable materials and shall be kept clean, free of mold, and in good repair.
- f) All toilet and shower rooms shall have mechanical ventilation capable of exhausting (at least 20 cfm) to prevent objectionable odors, excessive condensation, and mold growth.

#### 9.6 LOBBIES, MEETING ROOMS, AND HALLWAYS:

- a) All common areas of the hotel shall be maintained in a clean and sanitary condition. Floors shall be mopped or vacuumed daily, except for the

meeting rooms that are not used on a daily basis. These rooms shall be cleaned after use. Tactile surfaces, including switch covers, door handles, door frames and telephones shall be cleaned and disinfected daily.

#### 9.7 Solid Waste Disposal

- a) The on site storage, collection, and disposal of solid waste shall be so conducted as to avoid the creation of odors, health hazards, rodent harborage and insect breeding areas, air pollution, and accidents.
- b) At least one (1) washable container for solid waste shall be provided for each guest unit.
- c) All solid waste materials shall be collected daily from rooms and areas used by guests and stored in either washable covered or plastic containers until removed to a disposal facility.
- d) Solid waste shall be collected at least once weekly or as frequently as may be necessary to prevent the overflowing of available containers or creating a nuisance.
- e) Solid waste disposal shall be provided by a method(s) acceptable to the Health Commissioner.

#### 9.8 Laundry Facilities

- a) Hotel/motel laundry facilities for bedding and linen washing, if provided, shall be of sufficient capacity to handle all laundering needs including sanitization.
- b) All floor and wall surfaces subject to spray shall be of impervious, smooth and easily cleanable construction.
- c) All containers for transporting or storage of soiled and clean laundry shall be clearly labeled and shall be cleanable construction or otherwise protected so as to be maintained in a sanitary condition.

#### 9.9 Bedding and Linen

- a) All bedding and linen including mattresses, mattress covers, mattress pads, quilts, pillows, sheets, pillow cases/ covers, spreads, towels, washcloths, and bath mats for guests' use shall be kept clean, free from vermin, have adequate storage, and not be used after becoming stained or worn so as to be unfit for further use.
- b) Where bed linens are provided for guests, each bed, cot, bunk, and other sleeping place shall be provided with suitable pillow cases, and top and under sheets. After being used by a guest, pillow cases, sheets, wash cloths and towels shall be laundered twice weekly or before being used by another guest.
- c) A washable mattress pad or cover shall be used on all mattresses. Non-washable pillows shall have an easily removable inner cover between the pillow case and the pillow ticking. The inner pillow cover shall be kept clean.
- d) Bedspreads and blankets shall be maintained in a clean condition and in good repair and laundered routinely.

#### 9.10 Housekeeping and Safety

- a) Janitor closets, supply carts, mops, pail brushes and other cleaning equipment shall be kept clean and repaired or replaced as needed to maintain all facilities in a safe and sanitary condition.
- b) All containers of chemical agents, cleaners, solvents, insecticides, shall bear the instructions and precautions for usage as prescribed by the manufacturer to include the materials safety data sheets, msds.
- b) All chemical agents shall be kept isolated from guests and stored so as to prevent contamination of single service utensils, clothing, toiletries, towel and bedding materials. All application of chemicals shall be in accordance with the manufacturer's recommendations for preventing a hazard to guests and employees.

#### 9.11 Kitchens:

Kitchenettes and efficiency cooking equipment shall be constructed of durable and easily cleanable material, and maintained in a sanitary condition.

- a) No enamel ware, or cracked or chipped utensils shall be provided for use in kitchenettes.
- b) The walls within the food preparation and service area of a kitchenette shall be constructed of a durable and easily cleanable material, washable up to the level of splash.
- c) Garbage containers with lids and single-service liners shall be provided.

d) Refrigerators shall maintain an internal temperature of 41°f, or lower when in operation.

#### 9.12 Insect and Rodent Control

The premises of all hotels or motels shall be kept reasonably free of insects, rodents and other vermin. If a pest infestation does occur, the owner or authorized agent shall consult with a licensed pest control operator. In the event that pests are discovered in the sleeping room, the room shall not be rented until the pests have been eradicated by a licensed pest control operator. All exterior doors shall have self closing devices and the doors shall not be propped open so as to preclude pests. Number sixteen mesh screens shall be installed and properly maintained on all operable windows.

#### 9.13 Pets

- a) The operator of a hotel or motel shall establish and enforce rules designed to prohibit or control pets within the accommodation. No guest shall allow his pet to run at large or commit a nuisance.
- b) Rooms in which animals have been kept by a guest shall be thoroughly cleaned and disinfected to remove fur, dander, urine, feces, and other contamination.

#### 9.14 Communicable Disease

- a) The operator of a hotel or motel shall notify the Health Commissioner immediately of any known or suspected case of reportable communicable disease (as defined By Ohio Administrative Code 3701-3-02, "Know Your ABC's") of either an employee or a guest.
- b) In case of a disease diagnosed as quarantinable by a qualified physician, the hotel or motel operator shall not permit the departure of its guests or the removal of clothing or other articles that have been exposed to the infection without the approval of the Health Commissioner.

#### 9.15 Mold

- a) Guest rooms shall be inspected as often as necessary to determine if water and mold damaged materials such as wall covering, drywall and particle board are present. If mold is found, the contaminated area shall not be used until the mold contamination has been properly remediated, following the guidelines in the U.S. Environmental Protection Agency, "Mold Remediation In Schools And Commercial Buildings" Guidelines (see appendix). Prior to the mold remediation, the source of the moisture shall be identified and remediated such that it is no longer creating mold growth. A plan of action shall be submitted in writing to the health commissioner for any mold growth area more than 10 square feet identifying the procedure for the moisture remediation and the date of compliance.
- b) Guidelines for remediation of building material with mold growth caused by clean water (U.S. Environmental Protection Agency, "Mold Remediation In Schools And Commercial Buildings") is as follows:
  - 1) Small areas with a total surface area less than ten square feet shall require minimum personal protective equipment and consultation with the health department prior to beginning remediation. Containment of the effected area is not required but is highly recommended.
  - 2) Medium areas with a total surface area between 10 and 100 square feet shall require consultation with a licensed professional mold remediation firm and removal and disposal of water damaged material. An action plan shall be submitted to the health department prior to commencement of remediation. Limited or full personal protective equipment will also be required. Limited containment of the effected area is required.
  - 3) Large areas with a total surface area greater than 100 square feet shall require that the Health Department be notified immediately and an action plan shall be submitted to the Health Department prior to commencement of remediation. Use of a licensed professional mold remediation firm is also required. Full personal protective equipment and full containment of the effected area is required.

This is an annotated version of the guidelines and shall be used as reference material but is not a substitution for the actual guidelines.

- c) Immediate professional advice should be sought for sewage contamination and/or flooding.

Section 10.0 – Variances

10.1 The Board of Health may grant a hearing to a person and authorize in specific cases, such variance from the requirements of this regulation as will not be contrary to the public interest, where the person shows that because of special conditions the application of this regulation will cause unusual and unnecessary hardship. However, no variance shall be granted that will defeat the spirit and general intent of this regulation, or otherwise not be in the public interest.

10.2 The application for variance provided in Section 10.1 thereof shall be in writing filed with the secretary of the Board of Health. Said application shall be heard by the Board of Health at the next regular or special meeting of the board provided that the board shall not consider such application sooner than the fifth day after the filing of the same with the secretary.

Section 11.0 – Invalidity

Should any section, paragraph, sentence, clause, or phrase of this regulation be declared unconstitutional or invalid for any reason, the remainder of such regulation shall not be affected thereby.

Section 12.0 - Penalties


Violation of any provision of this regulation is prohibited by Section 3709.99 of the Revised Code and is subject to the penalties therein.

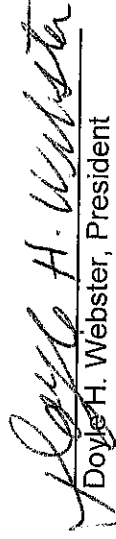
Section 13.0

That this regulation is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare and shall be in effect immediately upon its passage. The reason for said declaration of emergency is the need to amend the existing hotel and motel regulation and to continue the program without interruption.

Passed this 15 day of Dec., 2007.

Attest:

  
Cammie Mitrione, RS, Secretary  
Springdale Board of Health

  
Doyle H. Webster, President  
Springdale Board of Health