CLAYTON COUNTY
HEALTH DISTRICT

Tourist Accommodations
Rules and Regulations, Chapter 511-6-2
Plan Review Checklist

A. Facility Information

1. Facility Name: _____

2. Facility Address: _____

3. Type of Facility: ❒ Motel ❒ Hotel ❒ B&B ❒ Cabins ❒ Campground ❒ RV Park

4. Number of Units/Spaces:_____

5. Tourist Room Rental Rates: ❒ Daily ❒ Weekly

6. Facility Amenities: ❒ Pool ❒ Spa ❒ Continental Breakfast
❒ Foodservice Establishment ❒ Kitchenette in Room
❒ Facility Laundry ❒ Guest Laundry

7. Project Point of Contact: _____Phone #:_____

8. Date Submitted: _____Date Approved: _____Date Disapproved:_____

9. If disapproved, provided a letter detailing why the submission does not comply with the rules.

Date of Letter:_____

B. Project Information

Check all that apply to this facility:

1. Water Supply: ❒ Public Water Utility ❒ EPD Permitted Well ❒ MOU Well

2. Sewage Disposal: ❒ Public Sewage Utility ❒ On-site Sewage System

3. Local Officials Review: ❒ Zoning ❒ Building Inspection ❒ Fire ❒ Other

Comments: _____
_____

C. Area Assessments

1. Water Supply

Yes	No	N/A	
❒	❒	❒	Water supply comply with Federal, State and local laws and/or ordinances.
			• Name of Public Water System (if applicable)_____
❒	❒	❒	Cold running water under pressure provided to all equipment that uses water.
❒	❒	❒	Hot and cold running water under pressure provided to all lavatories, bathing facilities, laundry facilities and all water-using equipment where eating and drinking utensils are washed.

❒ ❒ ❒ Plans specify hot water will not exceed 120°F in the tourist room lavatory, bathtub or shower.

❒ ❒ ❒ Water supply adequately protected to preclude the possibility of back siphonage.

❒ ❒ ❒ A "food grade" water hose is provided for filling trailer water tanks and used for no other purposes.

❒ ❒ ❒ Water glasses, multiuse utensils and/or unlined ice buckets are used or supplied in tourist rooms.

- List the sanitizing method and equipment

  _____

❒ ❒ ❒ A dedicated 3 compartment sink for warewashing must be provided in addition to any approved dishwashing appliance(s).

❒ ❒ ❒ Water glasses and multiuse utensils are protected from contamination.

❒ ❒ ❒ Single service articles commercially wrapped available in lieu of multi-use utensils in tourist rooms.

❒ ❒ ❒ All drinking fountains are constructed of impervious material.

❒ ❒ ❒ All ice, if provided, is made from an approved water supply.

❒ ❒ ❒ Ice machines automatically dispense, if provided.

2. Toilet Facilities

Yes No N/A

❒ ❒ ❒ Toilet, lavatory and bathing facilities are provided as required in the rules.

❒ ❒ ❒ Mechanical ventilation provided in all toilet rooms.

❒ ❒ ❒ Toilet room ductwork does not connect into the return ventilation ducts to any other room.

❒ ❒ ❒ Soap in public restrooms dispensed from an approved container in a manner that prevents contamination.

❒ ❒ ❒ Individual towels and bathmats will be laundered in an acceptable manner.

- Laundry service: ❒ Onsite laundry ❒ Offsite contract laundry

❒ ❒ ❒ Central toilet/shower facilities provided and sized to meet the expected guests load and minimum design requirements.

- Not less than one commode, one lavatory and one tub or shower head for each sex for each ten trailer spaces or fraction thereof and for each ten dwelling units of non-permanent structure or fraction thereof. A urinal provided in each central toilet designated for men.

❒ ❒ ❒ Toilet rooms, lavatories and bathing facilities provided with soap, artificial light, and hot and cold water under pressure.

❒ ❒ ❒ One service sink or one curbed cleaning facility conveniently located in the facility or central toilet building and equipped with a floor drain.

3. Sewers

Yes No N/A

❒ ❒ ❒ Sewers designed in accordance with recognized engineering practices for the estimated sewage flow and approved by local building authority.

❒ ❒ ❒ Each independent trailer space provided with a sewer connection not less than three inches in diameter and designed to provide a watertight junction with a trailer outlet and can be capped when not in use to prevent escape of odors.

❒ ❒ ❒ Independent trailers use a properly sized dump station for sewage disposal with a properly sized central toilet/shower building.

❒ ❒ ❒ Dump station meets minimum design and construction specifications in the rule.

4. Sewage Disposal

Yes No N/A

❒ ❒ ❒ Connection made to a public or community sewage treatment system if available within 200 feet.

❒ ❒ ❒ Public sewers are not available as determined by the local governing agency.

❒ ❒ ❒ Application for an on-site sewage management system submitted.

❒ ❒ ❒ Site evaluated and approved for an on-site sewage management system.

- Permit Number:_____or
- Name of Utility:_____

❒ ❒ ❒ A central toilet/shower building is provided; and a dump station is installed and sized based on the number of spaces.

5. Plumbing

Yes No N/A

❒ ❒ ❒ All plumbing comply with State and local laws, ordinances or regulations.

6. Garbage and Refuse Disposal

Yes	No	N/A	
❒	❒	❒	Approved containers for waste provided within 100 ft. of tourist accommodation or in an approved location.
❒	❒	❒	Adequate cleaning facilities provided for cleaning waste containers and storage areas.
❒	❒	❒	Dispose of water from cleaning operation as directed by Health Authority.
❒	❒	❒	Refuse and garbage storage containers placed on concrete or asphalt surfaces.
❒	❒	❒	Refuse and garbage containers collected and disposed of in accordance with applicable laws and ordinances.

7. Insect and Rodent Control

Yes	No	N/A	
❒	❒	❒	List the effective and appropriate measures to eliminate the presence of rodents and pests on the premises.
			• List the Certified Pest Management Professional (if under contract)_____
❒	❒	❒	Openings to the outside effectively protect against the entrance of rodents and insects.

8. Construction, Layout and Furnishings

Yes	No	N/A	
❒	❒	❒	Walls and ceilings in residential kitchens for bed and breakfast inns are easily cleanable and light colored.
❒	❒	❒	Permanently installed cooking facilities in tourist rooms approved by Health Authority and appropriate local officials.
❒	❒	❒	Ventilation provided for all rooms and comply with the state minimum building and mechanical code.
❒	❒	❒	If windows are the only means for ventilation, is the openable window area at least 1/20 of the floor area served?
❒	❒	❒	Artificial light provided to maintain at least ten foot candles at 30” above floor levels.
❒	❒	❒	Tourist room linen exchange policy compiles with the requirements for supplying laundered linen during and after each occupancy.

❒ ❒ ❒ Bed and Breakfast Inn sleeping quarters separated by walls from food preparation, food storage and food service areas.

9. Heating and Fire Safety

Yes No N/A

❒ ❒ ❒ All gas fire equipment vented to the outside of building.

❒ ❒ ❒ Automatic natural gas heating equipment provided with automatic safety pilots.

❒ ❒ ❒ Liquefied petroleum gas burning appliances equipped with 100% safety cut off pilots.

❒ ❒ ❒ Gas water heaters installed outside of bathrooms, bedrooms and connecting closets.

❒ ❒ ❒ Unvented gas heaters installed on the premises in accordance with code and manufacturer's instructions.

10. Swimming Pools

Yes No N/A

❒ ❒ ❒ Plans for the swimming pool and or spa have been submitted and approved.

❒ ❒ ❒ If a swimming pool at a bed and breakfast establishment is not approved for tourist use, it must have four feet high fence and locked gate.

❒ ❒ ❒ A portable spa is installed on the same premise of a detached cabin used for lodging. Does it comply with the installation and operation standards?_____

11. Laundry Rooms

Yes No N/A

❒ ❒ ❒ Laundry facilities are separate from other facilities.

❒ ❒ ❒ Laundry facilities for guest use are vented to the exterior, lighted, ventilated and separate from the tourist accommodation's laundry facility.

❒ ❒ ❒ Hot and cold water is provided to laundry facilities.

❒ ❒ ❒ Dryers are vented to the outside.

12. Grounds

Yes No N/A

❒ ❒ ❒ Grounds are graded to drain and provided with serviceable walk and driveways.

❒ ❒ ❒ At least 15 feet of clear space is provided between trailers and building.

❒ ❒ ❒ At least 10 feet of clear space is provided between trailers and internal driveways.

❒ ❒ ❒ Driveways are at least 20 feet wide and easily accessible to a public thoroughfare.

❒ ❒ ❒ Grounded and weather-proof electrical outlets supplying at least 115 volts are located at each trailer space.

❒ ❒ ❒ In recreational vehicle/trailer parks and campgrounds, power lines are located underground or suspended at least 18 feet above ground.

13. Food Service Options

Yes No N/A

❒ ❒ ❒ Based on the facility type and menu, which food service option is applicable:

Continental Breakfast ❒ Foodservice ❒ B&B Meal ❒

❒ ❒ ❒ Food service plans have been submitted and approved (if applicable).

❒ ❒ ❒ Food service facilities regulated under Chapter 26-2 Art.1 or as bed and breakfast inns and continental breakfast operations in accordance with the tourist accommodation chapter.

Continental Breakfast Operation:

❒ ❒ ❒ A two-compartment sink large enough to fully immerse the largest utensil provided.

❒ ❒ ❒ A refrigerator to maintain food temperatures at or below 41°F (5°C) is provided (if applicable).

❒ ❒ ❒ Single service disposable plates, cups and utensils used in the operation.

❒ ❒ ❒ Multi-use utensils and or a mechanical bulk juice dispenser is used in the operation.

❒ ❒ ❒ Protective display equipment provided to protect food items from contamination.

❒ ❒ ❒ A handsink provided in the continental breakfast food handling and warewashing area.

❒ ❒ ❒ The physical facilities for food storage and transfer comply with the criteria in the rule.

Bed and Breakfast Inn Operation:

❒ ❒ ❒ Food prepared for guests only staying in the inn and no catering off the premises.

❒ ❒ ❒ Floors, walls and ceilings materials are easy to clean as determined by the Health Authority.

❒ ❒ ❒ Refrigeration facilities provided to maintain foods at or below 41°F (5°C).

❒ ❒ ❒ Adequate means provided to maintain cooked foods at or above 140°F (60°C).

❒ ❒ ❒ Only self-service ice machines provided for guests.

❒ ❒ ❒ All equipment and utensils are constructed with safe materials, corrosion resistant and nonabsorbent, smooth and easily cleanable.

❒ ❒ ❒ Handwashing facility provided exclusively within or adjacent to each kitchen.

❒ ❒ ❒ Three compartment sink provided for washing, rinsing and sanitizing dishes.

❒ ❒ ❒ If a commercial dishwasher is provided, it must be NSF approved or equivalent.

❒ ❒ ❒ If a non-commercial dishwasher is provided, does it use a high temperature rinse cycle or in lieu of this cycle is hot water delivered to the machine at a minimum of 155°F (68°C).

14. Plan Review Notes:

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Date:_____ Environmental Health Specialist Signature_____