

Short-Term Rentals

Inspection Checklist

The legal term in Wisconsin for a Short-Term Rental is a **Tourist Rooming House (TRH)**, which is limited to four guest rooms. This checklist shows the main items covered during a Tourist Rooming House health inspection. See [Wisconsin Administrative Code ATCP 72](#) for all 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 year. Digital registry is sufficient. City of Madison residents must also indicate if host was on or off site during each rental night.
- Maximum room rates must be posted.
- One smoke detector per home is required. One smoke detector on each level and in each sleeping room is recommended.
- One carbon monoxide (CO₂) detector per home is required if there is an attached garage or fuel-burning device*. One CO₂ detector on each level is recommended.
- All water faucets with threads for hose attachment (laundry tub and/or outdoor faucets) must be equipped with a backflow preventer valve which meets plumbing standard ASSE 1011 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 not allowed. Only fill and drain whirlpools, i.e. whirlpool bathtubs, are permissible.

*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.
- 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 for guest use.
- Wash cups, plates, silverware, and pans, after each use and sanitize using either method:
 1. Home dishwashers which reach 160°F degrees will sufficiently sanitize. *Sanitize, High Temp*, and sometimes *Regular* dishwasher cycles can often reach 160°F.
 2. Wash, rinse and then soak utensils for 30 seconds in basin containing 1 tablespoon unscented chlorine bleach per each gallon of water.

Bathroom

- Each guest sleeping room has 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 openable window.

Guest Sleeping Rooms

- Guest beds must have mattress pad.
- 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 openable windows must have screens.