

INSPECTION CHECKLIST

For Short Term Rentals in the City of Madison

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

- All guests must register their true names and addresses into a registry that must be available to inspectors for the 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.
- One smoke detector per home is required. One smoke detector on each level and in each sleeping room is recommended. Suggestion: check smoke detectors after each guest rental to ensure guest hasn't disengaged batteries.
- 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.
- To prevent cross contamination, all water faucets with threads for hose attachment (laundry tub and/or outdoor faucets) must be equipped with an air gap vacuum breaker faucet or a backflow preventer valve which meets plumbing standard ASSE 1011.
- 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.

***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.
- 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 each gallon of water.

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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, although host's family can use any bathroom, regardless of gender designation. If all guestrooms are rented to one reservation party, 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 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 blanket.
- 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.