



Short Term Rental (Tourist Rooming House) Check List

The legal term in Wisconsin for a Short Term Rental is a Tourist Rooming House (TRH), and TRHs are limited to four guest sleeping rooms. This checklist shows the main items covered during a TRH 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. Village of West Milwaukee residents must also indicate if the host was on- or off-site during each rental night.
- One 10-year smoke detector per home is required. One smoke detector on each level and in each sleeping room is recommended.
- Check smoke detectors after each guest rental to ensure guest has not disengaged or removed batteries.
- One carbon monoxide (CO) detector per home is required.
- To prevent cross contamination, all water faucets with threads for hose attachment (laundry tubs and/or outdoor faucets) must be equipped with an air gap vacuum breaker faucet or a backflow preventer valve which meets plumbing standards ASSE 1011.
- Railings on decks, patios, and balconies more than 24" off of the ground must be at least 36" tall. Gaps cannot be larger than 4 inches.
- Staircases with more than three risers must have securely fastened handrails.
- Hot tubs and swimming pools are not allowed. Only fill and drain whirlpools, i.e. Whirlpool bathtubs, are permissible.

Kitchen

- No food can be offered except for pre-packaged, shelf stable items (such as packaged chips and snacks, bottled water) 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 not allowed for guest use unless emptied and sanitized before each guest use.
- Wash cups, plates, silverware and pans after each use and sanitize using either method:

- Home dishwashers which reach 160° F; or
- Wash, rinse, and soak utensils and dishware for 30 seconds in a basin containing 1 tablespoon of unscented chlorine bleach per gallon of water. Let dishware air dry.

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 un-keyed on the inside and keyed on the outside.
- All guest sleeping room windows and doors that open to the outside must have screens.