CONSUMER HEALTH & FOOD SAFETY
ADMINISTRATIVE OPERATING POLICIES & PROCEDURES

SUBJECT: INSPECTION: HOTEL/MOTEL/GUEST RANCH

A. STATEMENT OF PURPOSE
This policy outlines procedure for inspection of hotels, motels, and guest ranches.

B. POLICY
Hotels, motels, and guest ranches must be inspected once annually using the “General Inspection” form.

C. PROCEDURE

1. The following areas must be evaluated for compliance with Pima County Code, Title 8, Chapter 8.16:
   a. Water Supply – public, private, approved?
   b. Sewage Disposal – public, private, approved?
   c. Plumbing
   d. Solid Waste Disposal – public, private?
   e. Lighting in dwelling units.
   f. Ventilation of dwelling units
   g. Window Screens on dwelling unit windows
   h. Pest Control – cockroaches, flies, rodents, other vermin
   i. Cleanliness of dwelling units – floors, rugs, mattresses, linens, linen change
   j. Sanitization of glasses, cups, utensils, etc.

2. Inspection Procedure
   a. Follow general inspection procedure
      • identify yourself, your agency, and purpose of visit
      • identify responsible party, etc.
      • document observations using “General Inspection” form
      • review findings with responsible party
      • obtain signature, etc.
   b. Ten percent (10%) of vacant rooms should be inspected.
   c. Evaluate these dwelling units for proper plumbing, ventilation, linen changes, pest control, etc., as noted above.
   d. Sanitization of food-contact items must be done in a central location unless rooms unless dwelling unit has automatic dish machine.
      • Otherwise, the cleaning process must be done with commercial dish machine
        or by 3-compartment sink method.