

# CONSUMER HEALTH & FOOD SAFETY

## ADMINISTRATIVE OPERATING POLICIES & PROCEDURES

SUBJECT:  <p style="text-align: center;"><b>INSPECTION: HOTEL/MOTEL/GUEST RANCH</b></p>	EFFECTIVE DATE	APPROVED BY:  Javier León
	JANUARY, 2005	DIVISION MANAGER

### 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.