

Transient Accommodations Resource Book

Guidance for complying
with Chapter 246-360 WAC



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Transient Accommodations Program
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For persons with disabilities, this document
is available in other formats. Call 800-525-
0127 (TTY 711) or email
civil.rights@doh.wa.gov.



Introduction

This book contains the 1994 update to the Washington Administrative Code, WAC 246-360 for Transient Accommodations (<https://app.leg.wa.gov/wac/default.aspx?cite=246-360>). Transient Accommodations include hotels, motels, inns, resorts, bed and breakfasts, and other forms of short-term rentals. The Department of Health (DOH) created this Resource Book to help everyone understand the rules and reduce confusion.

Book Organization and Contents

WAC with Comments

The WAC 246-360 as enacted is in this standard typeface.

We inserted comments throughout the WAC to help you understand the state's rules. The comments are in gray boxes like this and include:

- "Notes" and "Helpful Hints" give information about a requirement.
- "Links" provide access to related information.
- "Surveyor Information" shows how inspectors will look at your facility to see if the rule is met.
- "Tools" offer resources to help meet the standard.
- "References" connect you to other regulations or documents.

Only the rules in the Washington Administrative Code for Transient Accommodations must be followed, <https://app.leg.wa.gov/wac/default.aspx?cite=246-360>. Everything else we offer in this Resource Book is helpful information, advice, or suggestions.

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Purpose - WAC 246-360-001

- (1) This chapter outlines the minimum public health and safety standards for the licensure and operations of transient accommodations in Washington State.
- (2) This chapter applies to facilities offering three or more lodging units to guests for periods of less than thirty days. These facilities include, but are not limited to:
 - (a) Hotels;
 - (b) Motels;
 - (c) Bed and breakfast establishments;
 - (d) Resorts;
 - (e) Rustic resorts;
 - (f) Inns;
 - (g) Condominiums;
 - (h) Apartments;
 - (i) Crisis shelters;
 - (j) Hostels; and
 - (k) Retreats.
- (3) RCW 70.62.240 requires the board to adopt rules to assure transient accommodations are operated and maintained in a manner consistent with the public's health and safety. RCW 43.70.110 requires the secretary to charge fees for licensure and RCW 43.70.250 requires the cost of business licensing programs to be fully borne by the licensees.

Definitions - WAC 246-360-010

For the purpose of this chapter, the following words and phrases have the following meanings unless the context clearly indicates otherwise.

- (1) "Approved" means a written statement of acceptability issued by a governmental agency or meeting nationally recognized testing standards.
- (2) "Bathroom" means a room containing a bathing fixture.
- (3) "Bed and breakfast" means a private home or inn offering lodging on a temporary basis to travelers. This type of facility may include food service in accordance with chapter 246-215 WAC.
- (4) "Board" means the Washington state board of health established under chapter 43.20 RCW.
- (5) "Clean" means without visible or tangible soil or residue.
- (6) "Cleanable" means the material and finish is fabricated to permit complete removal of residue through normal cleaning methods.
- (7) "Construction" means:
 - (a) A new building intended for use as a transient accommodation or part of a transient accommodation;
 - (b) An addition, modification or alteration that changes the functional use of an existing transient accommodation or portion of a transient accommodation;
 - (c) An existing building or portion thereof to be converted for use as a transient accommodation; or
 - (d) A modification requiring a building permit by a local authority having responsibility for enforcing state and local building codes or local ordinances.
- (8) "Crisis shelter" means a transient accommodation, at a permanent physical location, providing emergency or planned lodging services to a specific population, for periods of less than thirty days. A crisis shelter may or may not be reimbursed for services in the form of rental fee or labor.
- (9) "Department" means the Washington state department of health.
- (10) "Dormitory" means a lodging unit containing beds, cots, pads, or other furnishings intended for sleeping by a number of guests.
- (11) "Exemption" means a written authorization granted by the department under WAC 246-360-500.
- (12) "Guest" means any individual occupying, or registered to occupy a lodging unit.
- (13) "Hostel" means a transient accommodation offering lodging and limited services (which may include the use of a common kitchen) to guests on a daily or weekly basis in exchange for a rental fee, labor, or a combination of rental fee and labor.

- (14) “Laundry” means a central area or room with equipment intended to be used to clean and dry bedding, linen, towels, and other items, including such areas or rooms provided for guests’ use.
- (15) “Licensee” means the person to whom the department issues the transient accommodation license.
- (16) “Local health jurisdiction” means the county or district that provides public health services within the area consistent with chapters 70.05 and 70.08 RCW.
- (17) “Lodging unit” means an individual room or group of interconnected rooms, intended for sleeping, that are for rent or use by a guest, and is individually designated by number, letter, or other means of identification. A lodging unit may or may not include areas for cooking and eating.
- (18) “Person” means any individual, firm, partnership, corporation, company, association, organization, or joint stock association, and the legal successor thereof.
- (19) “Retreat” means a transient accommodation intended to provide seclusion, meditation, contemplation, religious activities, training, or similar activities.
- (20) “Rustic resort” means a rural transient accommodation lacking many modern conveniences. A rustic resort may operate seasonally.
- (21) “Sanitary” means hygienic conditions that are conducive to good health.
- (22) “Sanitize” means to treat a surface or object with a chemical or physical process, such as heat, to control or limit the presence of germs. For purposes of these regulations, “sanitize” and “disinfect” are equivalent.
- (23) “Self-inspect” means the licensee evaluates a transient accommodation for compliance with specific requirements in this chapter.
- (24) “Sink” means a properly trapped plumbing fixture, capable of holding water, with approved potable running hot and cold water under pressure.
- (25) “State building code” means chapter 19.27 RCW and any codes adopted and any rules and regulations promulgated under chapter 19.27 RCW.
- (26) “Survey” means the examination or inspection of a transient accommodation, conducted by the department to determine if minimal health and safety standards in chapter 246-360 WAC are being met. A survey may require one or more site visits and may be announced or unannounced. For purposes of these regulations, a survey and inspection are equivalent.
- (27) “Surveyor” means a department employee who conducts a health and safety survey of transient accommodations. For purposes of these regulations, the terms surveyor and inspector are equivalent.
- (28) “Transient accommodation” means any facility such as a hotel, motel, condominium, resort, or any other facility or place offering three or more lodging units to guests for periods of less than thirty days and may include food service operations in accordance with chapter 246-215 WAC.

- (29) “Utensil” means any food contact implement used in storing, preparing, transporting, dispensing, serving, or selling food or drink, excluding commercial vending and storage equipment.
- (30) “Vector” means an animal that transmits a disease-producing organism from one host to another. For example, mosquitoes are vectors that transmit malaria.
- (31) “Water closet” means a portable device or a fixture that has a hinged seat and flushing device used to dispose of body waste. This may include water filled, chemical or incineration toilets.

Notes:

“Water Closet” and “Toilet” mean the same thing in this Resource Book.

Licensure - WAC 246-360-020

- (1) A person must have a current license issued by the department before operating or advertising a transient accommodation. A license is effective for one year from date of issuance.

Notes:

The DOH requires an application for a license before operating or advertising. Advertising a property not yet open is acceptable if the opening date is noted. A license will not be granted without an inspection.

- (2) An applicant for an initial licensure must submit to the department, sixty days or more before commencing business, an application which shall include the following:
 - (a) A completed application on a form provided by the department;
 - (b) A completed self-inspection on a form provided by the department;
 - (c) The fee specified in WAC 246-360-990;
 - (d) A completed uniform business identifier number form provided by the department; and
 - (e) Other information as required by the department.

Notes:

Application packets are available on our Transient Accommodations website (doh.wa.gov/transientaccommodations) or call 360-236-3393 to have a copy mailed to you. For information about the Uniform Business Identifier (UBI) number, contact the Washington State Department of Revenue (<http://bls.dor.wa.gov/faqlicense.aspx>) at 360-705-6741.

- (3) A licensee must apply for license renewal annually on or before the expiration date of the current license by submitting to the department, by mail postmarked no later than midnight on the license expiration date, or by presenting to the department personally or electronically no later than 5:00 p.m. on the expiration date, a renewal application which shall include the following:
 - (a) A completed application on a form provided by the department;
 - (b) A completed self-inspection on a form provided by the department;
 - (c) The fee specified in WAC 246-360-990;
 - (d) A completed uniform business identifier number form, provided by the department; and
 - (e) Other information as required by the department.

Notes:

We will mail you our "Notice to Renew" about 45 days before your current license runs out. We cannot receive licensing or renewal fees electronically or by phone.

- (4) An applicant must pass, to the satisfaction of the department, an on-site survey prior to the department issuing an initial license or reinstating an invalid license.
- (5) If the licensee fails to submit a complete renewal application meeting the requirements of subsection (3) of this section by the license expiration date, the license shall become invalid on the thirty-fifth day after the license expiration date unless:
 - (a) All deficiencies in the renewal have been corrected; and
 - (b) The applicable penalty or late fee as specified in WAC 246-360-990 has been received by the department, in each case prior to the thirty-fifth day following the expiration date. In the event the license becomes invalid the transient accommodation is no longer authorized to operate.

Helpful Hints:

If you do not get your renewal fee to us by the date on your renewal notice:

-15 days after a license expires we mail a late notice.

-35 days after the license runs out, the license is no longer valid. All business related to providing accommodations must stop.

-On the 36th day after the license runs out, we send, by overnight mail or fax, notice to stop operations.

-If we learn a business is still operating 37 days after a license expires, we notify local officials and media that the facility is operating without a state license.

-If someone has a problem meeting the timeline, we want them to call us and talk about extensions: 360-236-3393

- (6) An invalid license may be reinstated upon reapplication for a license under subsections (2) and (4) of this section.
- (7) At least fifteen days prior to a transfer of ownership or change in the Uniform Business Identifier number of a transient accommodation the current licensee must submit to the department:
 - (a) The full name and address of the current licensee and prospective licensee;
 - (b) The name and address of the currently licensed transient accommodation, and the name under which the transferred transient accommodation will operate;
 - (c) The date of the proposed change; and
 - (d) Other information as required by the department.
- (8) At least fifteen days prior to a transfer of ownership or a change in the Uniform Business Identifier number of a transient accommodation, the prospective new licensee must apply for licensure by submitting to the department:
 - (a) A completed application on a form provided by the department;
 - (b) A completed self-inspection on a form provided by the department;
 - (c) The fee specified in WAC 246-360-990;

- (d) A completed Uniform Business Identifier Number Form provided by the Department of Revenue; and
 - (e) Other information as required by the department.
- (9) A licensee must notify the department when changing the number of lodging units or the name of the transient accommodation by submitting:
- (a) A letter describing the intended change;
 - (b) The fee specified in WAC 246-360-990 for an amended license; and
 - (c) Other information as required by the department.

Helpful Hints:

If you are changing the number of units or your business name, we need:

-The total number of units you will offer.

-Local governments often requires approval to change use of a property. This is usually done by local building officials. Provide us a copy of the approval and permits at Housing@DOH.WA.GOV

-If you change a facility name, we need the new name as well as the old name to update the license.

- (10) The licensee must notify the department prior to construction as defined in WAC 246-360-010(8) by submitting:
- (a) A description of the construction;
 - (b) A description of how the construction will be used;
 - (c) A description of any changes in the functional use of existing construction;
 - (d) Documentation of approvals issued by local authorities having jurisdiction; and
 - (e) Other information as required by the department.

Notes:

You must notify DOH of work on your facility that requires permits from local government(s). We will want the work timeline. An inspector will ask to see approval on permits.

Responsibilities and Rights – Licensee - WAC 246-360-030

(1) The licensee must:

- (a) Comply with the provisions of chapter 70.62 RCW, other applicable state and local agency regulations and this chapter;
- (b) Conspicuously display the license in the lobby or office of the transient accommodation for which it is issued;
- (c) Conduct self-inspections as directed by the department;
- (d) Submit a response to a statement of deficiencies to the department by the date specified. For the purposes of this section, a statement of deficiencies means a written notice of any violation of chapter 70.62 RCW or the rules adopted thereunder, that describes the reasons for noncompliance. Responses shall include:
 - (i) A written plan of correction for each deficiency stated in the report. For the purposes of this section, a plan of correction is a proposal devised by the licensee or applicant that includes specific actions that must be taken and a time frame to accomplish them. The plan of correction must meet the approval of the department. Implementation is required unless modification is agreed to by the department and is subject to verification by the department; and/or
 - (ii) A progress report of corrections, if required by the department. For the purposes of this section, a progress report means a document prepared by the licensee outlining the completion or ongoing status of efforts to correct deficiencies or violations cited in a survey. The licensee must send the progress report to the department as directed by the statement of deficiencies.
- (e) Comply with a compliance schedule if the department issues one. For the purposes of this section, a compliance schedule means a document listing violations and a time schedule for the licensee to follow in correcting violations. This schedule may be called a directed plan of correction (DPOC);
- (f) Adequately supervise employees and transient accommodation premises to ensure the transient accommodation is:
 - (i) Clean, safe, and sanitary; and
 - (ii) In good repair;

Surveyor Information:

We consider “adequately supervised” employees and premises to mean you or a person you assign (the Person in Charge) has appropriate discussions with staff about their jobs. We expect your staff to know what to do and how to do it and be aware of appropriate actions. To verify the “In Good Repair” requirement, we check if something works like it was intended to work and is safe.

Notes:

You need enough equipment for housekeeping staff to keep units clean and sanitary. We cannot require you to have anything in particular. However, a surveyor will check if you have equipment and supplies appropriate for your housekeeping and that they are handled appropriately.

- (g) Establish policies and procedures requiring employees to maintain good personal hygiene;

Helpful Hints:

“Good personal hygiene” means staff is not carrying dirt or disease into contact with guests or things guests will be in contact with. You should be particularly careful about staff cleanliness when they are working in laundry services, in and around toilets and bathrooms, food, or other areas of potential contamination.

Notes:

Frequent handwashing is the best way to prevent the spread of disease-causing organisms. It is also cheap and easy.

References:

See pages 44 and 45 of the Resource Book for posters on good handwashing techniques.

- (h) Consult with the department or local health department on any suspected imminent health hazard;

Helpful Hints:

Conditions that might be an “imminent health hazard” to guests include:

- Guests using units for methamphetamine (“meth”) production, which involves dangerous chemicals, flammables, explosives or poisons.
- Filthy conditions.
- Exposed electrical wires.
- Structural failure.
- Damaged or weak balcony decks or railings.
- Surfacing sewage.
- Excessive mold.
- Leaky or incorrectly vented fuel-burning appliances.
- Widespread rodent or insect infestation.

Contact DOH and your local health jurisdictions (fire, police, hazardous materials or emergency medical team) upon discovering a serious health threat. Immediate action is important.

Links:

List of Local Health Departments – www.doh.wa.gov/localhealth

- (i) Effective October 1, 2005, have a written basic emergency preparedness plan in the event of fire, power failure, transient accommodation problem, or natural or other disasters. Emergency response training must be conducted and documented annually or more often as needed.

Surveyor Information:

An Emergency Preparedness Plan (EPP) talks about how you will make certain everyone in your business is protected or cared for if something very serious happens. The kinds of events to consider are fire, earthquake, or bomb threat. You can add any other situation you think appropriate to your location, such as a flood.

A basic EPP might include basic facility information, such as important telephone numbers, a call list, notification procedures, a way to identify current guests, guest evacuation routes, response action for specific events, and training.

We consider the best EPP to be one that can work. It does not have to be “fancy.” It needs to be something that can be used and will work. The best ones may be the shortest ones. You only need to have the really important things covered. If your business is in a tall, modern building, it may have to be more complicated than if you offer rustic cabins.

See our guidance on Emergency Preparedness Plans at www.doh.wa.gov/Portals/1/Documents/Pubs/333-244.pdf.

Links:

Red Cross Emergency Planning - www.redcross.org/get-help/how-to-prepare-for-emergencies.html

Federal Ready public service campaign - www.ready.gov

- (2) The licensee shall fully cooperate with the department in, and shall in no way impede, its administration and enforcement of the provisions of chapter 70.62 RCW and this chapter.
- (3) An applicant or licensee may contest a department decision or action according to the provisions of RCW 43.70.115, chapter 34.05 RCW, and chapter 246-10 WAC.

Helpful Hints:

You may appeal any of our decisions or actions. Our policy is to try to resolve disagreements informally and cooperatively with everyone. Talk directly with the TA surveyor first. They may be able to resolve your concerns immediately. If you still believe you are not being treated fairly, call us in the Tumwater Housing Office at 360-236-3393.

Authority of the Department- WAC 246-360-035

(1) The Department shall:

- (a) Conduct an on-site survey prior to issuing an initial Transient Accommodation license or re-instating an invalid license;

Notes:

Initial surveys are a perfect opportunity for new licensees to ask questions. The initial survey is also our opportunity to help you understand health and safety standards and how they will apply to your exact situation.

- (b) Conduct announced or unannounced on-site surveys during routine business hours and conduct complaint investigations at any time of its choosing to determine compliance with chapter 70.62 RCW and this chapter;

Notes:

Our normal business hours are Monday through Friday, 8 a.m. to 5 p.m. In some cases, we may make exceptions. Usually exceptions will only be for complaint investigations or a health hazard emergency, but your facility is available for inspection any time it is open to guests.

- (c) Issue or renew a license when the applicant or licensee and the transient accommodation meet the requirements in chapter 70.62 RCW and this chapter;
 - (d) Allow self-inspections to encourage compliance with chapter 70.62 RCW and this chapter;
 - (e) Comply with RCW 43.70.115, chapter 34.05 RCW, and chapter 246-10 WAC when denying, suspending, modifying, or revoking a transient accommodation license; and
 - (f) Comply with RCW 43.70.095 when assessing civil fines.
- (2) The department may deny, suspend, or revoke a transient accommodation license if the department finds the applicant, licensee, its agents, officers, directors, or any person with any interest therein:
- (a) Knowingly or with reason to know, makes a misrepresentation of, false statement of, or fails to disclose, a material fact to the department:
 - (i) In an application for licensure or renewal of licensure;
 - (ii) In any matter under department investigation, including in any Plan of Correction or other document required to be provided to the department;
 - (iii) During an on-site survey; or
 - (iv) In a self-inspection;
 - (b) Obtains or attempts to obtain a license by fraudulent means or misrepresentation;
 - (c) Fails or refuses to comply with the requirements of chapter 70.62 RCW or this chapter;

- (d) Knowingly, or with reason to know, compromises the health or safety of a guest;
 - (e) Fails to pay a fine within thirty days after the assessment becomes final or as agreed to by the Department and the Licensee; or
 - (f) Operates with a suspended or revoked license.
- (3) In addition to any other rights allowed under applicable law, the Department may address violations by an Applicant or a Licensee of chapter 70.62 RCW or this chapter by:
- (a) A plan of correction may be offered if the department determines that identified deficiencies are not major, broadly systemic, or of a recurring nature. Under this chapter, a “plan of correction” is a proposal devised by the applicant or licensee that includes specific corrective actions that must be taken to correct identified deficiencies and a time frame in which to complete them. The plan of correction must be approved. Implementation is required within the approved time frame, and is subject to verification by the department;
 - (b) A directed plan of correction may be offered if the department determines that identified deficiencies are broadly systemic, recurring, or of a significant threat to public health and safety. Under this chapter, a “directed plan of correction” is a plan of correction based on a statement of deficiencies, and includes specific corrective actions that must be taken and a time frame in which to complete them. Under this chapter, a “statement of deficiencies” is a survey or investigation report completed by the department identifying one or more deficiencies. The final content of the directed plan of correction will be reached during meetings between the department and the licensee, following an initial statement of general requirements by the department. Timelines will be reduced to the minimum necessary, even prior to formalization of the directed plan of correction, to redress problems; and/or;
 - (c) Initiating administrative action, under chapter 34.05 RCW, RCW 43.70.115 and chapter 246-10 WAC, either as the department’s primary alternative, or in the event the department requires corrective action under (a) or (b) of this subsection, and the applicant or licensee fails to correct identified deficiencies to the department’s satisfaction within the approved time frame.
- (4) In lieu of or in addition to license suspension or revocation, the department may assess a civil fine in accordance with RCW 43.70.095.
- (5) The department may summarily suspend a license if the department determines a deficiency is an imminent threat to public health, safety or welfare.

Water Supply and Temperature Control- WAC 246-360-040

The licensee must:

- (1) Ensure that the water supply is from an approved source as specified in Chapter 246-290 or 246-291 WAC;

Helpful Hints:

If you get your water from a public, licensed source (like city water), all you need is a current water bill to show you are connected.

If you have a unique source, such as a very small local water arrangement or your own well or spring, approval is provided from the state Department of Health (DOH) Division of Drinking Water, your local municipal water district, or local health jurisdiction. We will ask for your official approval documents if you are not on a public water system.

If we ask for your private water system approval documents, that likely will also include the most current test results required by the state's drinking water rules.

References:

The Municipal Research and Services Center of Washington and the Local Government Public Health Administration have listings of websites and other helpful links for most county health departments and health districts in Washington.

The state Department of Health (DOH), Division of Drinking Water can also answer your questions.

Links:

Washington State Department, Office of Drinking Water – www.doh.wa.gov/drinkingwater

Municipal Research and Services Center of Washington – www.mrsc.org

- (2) Ensure that the plumbing inside the transient accommodation that provides potable water is free of any actual or potential cross connections with any systems that could be a source of non-potable liquid, solid, or gas that could contaminate the potable water supply by backflow;

Notes:

A “cross-connection” is a plumbing connection between a source of clean water and dirty water. Here are some examples to watch for:

- Pipes connected between your source of clean water and a washing machine that has a submerged inlet.
 - A sink faucet that has a hose lying below the rim of the sink without a vacuum breaker. That is a part that prevents siphoning water back up through the hose.
 - Ice machines with submerged inlets or improperly installed drain lines.
 - Lawn sprinkler systems installed without a check valve. Pressurized soda dispensing equipment without a check valve.
- We recommend you consult a licensed plumber for backflow prevention equipment or inspections of your operations.

Links:

Washington State Department, Office of Drinking Water – www.doh.wa.gov/drinkingwater

- (3) Provide hot and cold water under adequate pressure accessible to guests at all times when the lodging unit is rented;
- (4) Provide sinks and bathing fixtures used by guests with hot water at 110 degrees plus or minus 10 degrees Fahrenheit accessible at all times when the lodging unit is rented; and

Notes:

Water temperatures between 100 and 120 degrees Fahrenheit minimizes the risk of scalding for your guests.

Third-degree burns can be caused by just two seconds in 150 F water.

Burns also happen with a six-second exposure to 140 F water or with a thirty second exposure to 130 F water. It is easy to see how water that is too hot is particularly dangerous to the very young and the very old.

Even if the temperature is 120 F, a five-minute exposure could result in third-degree burns.

In rare cases, very high water temperature can make water tanks explode. In addition to preventing accidents, a lower temperature will save energy and money.

Tools:

A helpful tool for checking water temperature is a good quality thermometer. Check a thermometer’s accuracy by putting the stem in a glass of ice water. The thermometer should show 32-33 degrees Fahrenheit. If it can be adjusted, you should correct its settings to be accurate.

- (5) Label non-potable water supplies at all accessible connections and valves “unsafe for drinking or other domestic use.”

Helpful Hints:

Remember that non-potable sources may include watering and utility hoses that get their water from an unapproved or non-potable water source.

Always clearly label a water source that is not OK to drink from.

Sewage and Liquid Waste Disposal -WAC 246-360-050

The licensee must provide documentation that demonstrates that sewage and liquid waste drain into:

- (1) A municipal sewage system, if available; or
- (2) A sewage disposal system designed, constructed, and maintained in accordance with chapters 246-272, 246-272B, and 173-240 WAC and local ordinances.

Helpful Hints:

We consider proof of approval for on-site sewage disposal to be an “on-site septic system” permit. We will need to see it when we inspect.

Remember that small on-site sewage systems need to have permits and be pumped regularly. If you are connected to a municipal connection, just being able to show us a current sewer bill is fine.

Check with your county environmental health office about how to get your approval documents and for advice on your requirements for pumping and any other local requirements. These requirements vary between jurisdictions.

References:

Washington State Department, Wastewater Management Section (On-site Sewage Systems and Large On-site Sewage Systems) – www.doh.wa.gov/wastewater

Refuse and Vectors- WAC 246-360-070

The licensee must:

- (1) Provide in each lodging unit one or more washable, leak-proof refuse containers of adequate size, kept in sanitary condition, or an equivalent container(s) with a leak-proof disposable liner;
- (2) Collect refuse as necessary to maintain a clean and sanitary environment in and around the transient accommodation;
- (3) Collect refuse from lodging units:
 - (a) After each guest occupancy; and
 - (b) At least every three days or more often as necessary to maintain a clean and sanitary environment in each guest's room.

<p>Helpful Hints: Your unit waste containers should handle up to three days of garbage, at which point they must be emptied.</p>
<p>Notes: Remember, you may have more strict local laws that apply to garbage. We suggest you check with your local environmental health or solid waste office for what is required in your area.</p>

- (4) Handle refuse in a safe, clean and sanitary manner;
- (5) Store outside refuse in washable, leak-proof, and closed covered containers, bins, or dumpsters until removed for disposal, no less often than every two weeks;
- (6) Remove and dispose of refuse in a manner consistent with state and local sanitation codes and ordinances; and
- (7) Take measures to control vectors including insects, rodents, and other pests, in and around the transient accommodation.

Helpful Hints:

Insecticides can be dangerous to you and your guests. Be sure anyone who works with them reads the instructions and follows them closely.

You may want to consider using a professional exterminator. Some chemicals require a license.

Notes:

The types of pests creating problems for lodging units include mosquitoes, flies, maggots, wasps, bees, spiders, bed bugs, fleas, scabies, lice, cockroaches, ants, mice, rats, bats, and even birds nesting in places that create safety or health problems. Keep an eye out for these kinds of problems. The sooner you deal with them, the easier and cheaper it is.

Some pests are nearly impossible to get rid of permanently. You may need an ongoing control program.

If you are worried about how chemicals can affect you, check the Department of Agriculture website. It has a lot of information about poisons and pesticides.

References:

Chapter 17.21 RCW Washington Pesticide Application Act -

<https://apps.leg.wa.gov/RCW/default.aspx?cite=17.21>

Chapter 16-228 WAC General Pesticide Regulations -

<https://apps.leg.wa.gov/WAC/default.aspx?cite=16-228>

Washington State Department of Health, Pesticides and Health -

www.doh.wa.gov/CommunityandEnvironment/Contaminants/Pesticides

Washington State Department of Agriculture, Pests and Pesticide Licensing - <https://agr.wa.gov>

Construction and Maintenance - WAC 246-360-080

The licensee must:

- (1) Ensure all transient accommodations, including any construction, buildings, facilities, fixtures, furnishings and surroundings meet the requirements of:
 - (a) Chapter 70.62 RCW and this chapter;
 - (b) The state building code;
 - (c) All other applicable municipal and county codes and ordinances.
- (2) Provide documentation of compliance with WAC 246-360-080 (1) (b) and (c) under the following conditions:
 - (a) For construction that is on-going or has been completed since the last survey; or
 - (b) For existing buildings, facilities and conditions that appear to pose an imminent hazard to life or property.

Helpful Hints:

Remember to keep copies of your permits, certificates, and compliance documents you get from your local or state building agencies if you have new construction, including renovations. We will need to see them on our first inspection after the work is done. You will need to have these documents available upon request.

- (3) Ensure that all buildings, facilities, fixtures, common areas such as exercise rooms, public bathrooms, kitchens, utility sinks and guest laundry rooms and furnishings are structurally sound, safe, clean, cleanable, sanitary, and in good repair.

Helpful Hints:

We expect common areas to be clean, safe, and in good repair. Check these areas at least once a day. Common areas include exercise rooms, public bathrooms, common kitchen areas and guest laundry rooms. You may have other areas that are accessible to your guests or the public.

Notes:

With many people handling things, keeping things clean is important to reduce the spread of disease. Things like exercise equipment, wall switch plates, doorknobs, toilets, sinks, and counters will need to be cleaned with a disinfectant cleaner regularly.

Remember that moving parts of things like exercise or playground equipment may come loose. You can avoid problems by having a regular maintenance schedule to ensure everything is in good working order.

We expect that floors will be kept clean. We know you cannot keep them perfect all the time, but it should not look like dirt has started to build up.

Guests can leave things behind that are dangerous. Be sure staff check laundry rooms for anything that could be dangerous, such as chemicals.

Lodging Units- WAC 246-360-090

The licensee must provide lodging units with:

- (1) An occupancy level not to exceed the number of persons accommodated by the beds present, based on their intended maximum usage; and

Helpful Hints:

We expect that a twin bed sleeps one person and a full, queen, or king bed sleeps two people. Exceptions are reasonable in the case of guests with infants and small children.

- (2) Adequate space to provide a clear path of egress from each bed, including any cot, crib, mat or mattress, to the exit of the sleeping room or unit in case of fire:
 - (a) An aisle at least thirty-six (36) inches wide from one side of each bed that is part of the regular furnishings of the unit;
 - (b) An aisle at least eighteen (18) inches wide from one side of each temporary bed, other than an infant's crib, that is no more than thirty-eight (38) inches high, provided that the placement of the temporary bed does not obstruct the egress aisles required for other beds;
 - (c) An aisle at least twenty-eight (28) inches wide from one side of each temporary infant's crib and each temporary bed above a height of thirty-eight inches, provided that the placement of the temporary bed does not obstruct the egress aisle required for the other beds; and

Helpful Hints:

The bedside aisle width above refers to the International Fire Code (IFC), Section 1027.4 which requires exits not be blocked so people can easily escape a building or room. Our understanding of the IFC section is based on information from the National Fire Protection Association and the Society of Fire Protection Engineers data on human behavior in a fire. When we talk about the side of the bed, we do not consider this to mean the head or the foot.

If you have any questions on these bedside aisle widths, please talk to us about a possible exemption (see [WAC 246-360-500](#)).

See page 43 of this book for resources that show a sample layout that may help you understand what the measurements mean and how they apply.

Notes:

Be sure your cribs are up to the standards of [RCW 70.111](#) (Infant Crib Safety Act). Secondhand and older cribs may have problems with the law.

- (d) For the purposes of this section, a temporary bed is any easily transported bed, cot, crib, mattress, pad, or other furnishing intended for sleeping that is provided only at the request of a guest and is removed or stored when the guest departs.

- (3) Floors, ceilings, doors, walls, carpet, windowsills, window tracks, electrical switches, locking mechanisms, and receptacle plates kept clean, cleanable, and in good repair;
Wall and ceiling mounted lighting fixtures firmly secured and in good repair; and
- (4) If a phone or other reliable communication device is provided for a lodging unit, it must be capable of allowing immediate communication and connection to police, fire department, paramedic, poison control, hazardous material team, or other local emergency responder.

Helpful Hints:

This means all phones in a lodging unit must be able to connect to 911 directly, or reach an outside line by just dialing one number.

The main thing we are looking for is that emergency calls are not routed through switchboards (which may not be staffed) or held up in some way before the call goes through.

Bathrooms, Water Closets, and Hand Washing Sinks - WAC 246-360-100

The licensee must:

- (1) Provide adequate private or common-use bathrooms, water closets, and hand washing sinks to meet the needs of guests;
- (2) Provide private and common-use bathrooms, water closets, and handwashing areas with cleanable floors, walls, ceilings, fixtures, and furnishings;
- (3) Provide an uncarpeted, easily cleanable area around each water closet and adjacent to each bathing fixture;
- (4) Maintain safe and properly working fixtures and drains;
- (5) Provide slip-resistant surfaces or other devices in bathtubs or showers;

Notes:

Remind your staff that soaps and oils that guests use when bathing also add to the slipping problem. Be sure staff is careful to clean off oil and soap residues completely.

- (6) Provide a means to maintain privacy for toileting and bathing;
- (7) Provide water flush water closets unless the licensee has approval from the department and local health jurisdiction for alternative devices;

Notes:

Composting toilets, chemical toilets, and portable toilets are examples of alternative devices that require approval from DOH and local health jurisdictions.

- (8) Provide a handwashing sink or equivalent within, or adjacent to, each water closet room;

Helpful Hints:

We consider that the phrase “within or adjacent to” means that a handwashing sink is either in the same room as the toilet or in the room/area just outside it.

If there is some very unusual situation that makes this impossible, call us at 360-236-3393. We may be able to approve a request for an extension.

Notes:

The terms “water closet” and “toilet room” are both used. They mean the same thing.

- (9) Provide easy access to an acceptable single-use drying device from each common-use hand washing sink;
- (10) Provide toilet tissue conveniently located by each toilet;
- (11) Provide soap for each handwashing and bathing fixture;
- (12) Provide an adequate supply of clean towels, washcloths, and floor mats;

- (a) For guests upon arrival; and
- (b) At least weekly or at the request of the guest;

Surveyor Information:

When we check for adequate towels, we look for at least one towel set per guest to be provided. A towel set includes at least a bathmat, bath towel, hand towel, and washcloth. Each tub or shower needs to have at least one absorbent floor mat.

- (13) Assure clean towels, washcloths and floor mats kept in lodging units and common bathrooms are stored in a clean area off the floor; and
- (14) For lodging units that do not have water closets and hand washing sinks, provide common-use bathrooms, water closets, and handwashing sinks meeting the requirements of this section in a ratio of one bathing fixture, one water closet, and one handwashing sink for each fifteen or fewer guests. A bathing fixture means a shower, bathtub or combination bathtub/shower.

Lodging Unit Kitchens- WAC 246-360-110

- (1) A licensee offering kitchen in lodging units must provide each kitchen with:
- (a) Cleanable and durable floors and walls in good repair. Effective April 1, 2007, lodging unit kitchens must be uncarpeted and covered with a cleanable floor covering;

Notes:

“Cleanable” means the item is smooth, non-absorbent, and made to be cleaned using normal cleaning methods.

“Durable” means a material that is strong and long-lasting enough to do what it was intended to do for the expected length of time it will be used. Soft floors that are easy to make holes in or to scrape are not durable. Holes and scrapes are hard to clean and become places for mold and germs to grow.

- (b) Ventilation according to the provisions of WAC 246-360-140;
- (c) A sink, other than a “handwashing sink”, and defined as a “kitchen sink” that shall be of sufficient size to accommodate the largest utensil in the lodging unit;
- (d) Hot running water according to the provisions on WAC 246-360-040;
- (e) A refrigeration device that is:
 - (i) Capable of maintaining food at a temperature of 45 degrees Fahrenheit or lower;
 - and
 - (ii) Kept in good repair and in sanitary condition;

Helpful Hints:

The refrigerator in a lodging unit does not have to be as cold as a food service establishment of 41 degrees Fahrenheit. They do need to be capable of keeping food at 45 F or below.

Notes:

Disease organisms multiply quickly in food that is not kept cold, making the food a danger for guests.

- (f) Permanently installed cooking equipment meeting nationally recognized testing standards and installed according to local building codes;

Helpful Hints:

“Meeting nationally recognized testing standards” is usually indicated on a machine’s label. Other requirements in your area may apply. You should contact your city/county building official to check.

References:

Chapter XVII Occupational Safety and Health Administration, Department of Labor Part 1910 – Occupational Health and Safety Standards - www.osha.gov/laws-regs/regulations/standardnumber/1910

- (g) A cleanable, nonabsorbent food storage area;
 - (h) A cleanable table, counter, and chairs or equivalent; and
 - (i) A washable, leak-proof waste food container kept in sanitary condition, or an equivalent container with a disposable leak-proof liner.
- (2) The licensee shall clean and sanitize food preparation areas, refrigerator, and reusable utensils between each guest occupancy.

Helpful Hints:

It is fine to use disposable utensils one time only.

Reusable utensils must be washed, rinsed, and sanitized as described in the Washington State Retail Food Code. Automatic dish machines that have a final rinse that heats utensils and dishes to at least 160 degrees Fahrenheit, or chemical sanitizers as approved by the Food Code are acceptable methods.

Chlorine bleach is an acceptable sanitizer: one tablespoon of bleach per gallon of water will kill most disease-causing organisms when used as a sanitizer after cleaning. Dishes and utensils should be washed, rinsed, and allowed to soak in the bleach solution for at least a minute, then air dried.

Please see the Resources section at the end of this Book for further examples and details.

Notes:

Inspectors will check to ensure reusable utensils are cleaned properly between guests.

The easiest way for you to know for sure is to clean and sanitize all reusable utensils after each guest. A guest may have used and cleaned a utensil without sanitizing it. It is reasonable to assume that clean dishes left in a run dish machine by a previous guest have been properly sanitized, provided that your dish machines have a sanitizing feature.

Some operators found limiting the number of dishes provided in the unit helps reduce time spent cleaning unused items.

Links:

Washington State Retail Food Code – www.doh.wa.gov/foodrules

- (3) A licensee providing utensils shall comply with the provisions of WAC 246-360-160(2).
- (4) A licensee shall discard all opened or unused food items left in the units by previous guests.
- (5) A licensee offering lodging units that are equipped with only a microwave and mini refrigerator is exempted from this section.

Notes:

Facilities offering only a microwave and minifridge do not need to provide a table, chairs, and food storage area. Minifridges and microwaves must be cleaned and maintained in sanitary condition.

Heating and Cooling - WAC 246-360-120

- (1) The licensee must provide a safe, adequate means of maintaining an ambient air temperature of at least 65 degrees Fahrenheit in each lodging unit.
- (2) A licensee providing a cooling system must keep the system safe, clean, and in good working condition.
- (3) All air filters must be cleaned or replaced regularly, or as needed.

Notes:

We expect you to follow the manufacturer's instructions for heating and cooling equipment. Part of keeping your system clean does include the filters. Clean reusable filters regularly. Disposable filters should be replaced as required. A regular cleaning and inspection schedule will help you to determine how often filters and equipment need attention.

Lighting - WAC 246-360-130

The licensee must:

- (1) Maintain light intensities adequate for safety;
- (2) Upon request from a guest, provide additional light for tasks or general illumination; and
- (3) Provide sufficient emergency lighting for guests to be able to exit the facility safely in the event of a power outage.

Helpful Hints:

This rule ensures there is enough light to safely do usual things like shaving, reading, and walking in common areas without tripping over things.
We DO NOT require you to get a light meter.

Notes:

We suggest you provide emergency lighting, such as a flashlight or a chemical glow stick. Using open flames, such as candles or matches, is not recommended during disasters because of the risk of fire or explosion. If you provide flashlights, the batteries need to be operational.
Flashlights that plug into a wall socket and turn on if the power goes out may be a good choice, and they come in a variety of styles to fit with your décor.

Ventilation - WAC 246-360-140

- (1) The licensee must provide ventilation in all lodging units, kitchen areas, bathrooms, water closet rooms, and laundry rooms.

Notes:

Check exhaust fans from time to time. If they get very dirty, they can spread disease. Since they create vibration, the wires and connections can develop problems, which may create a risk of fire or electric shock.

References:

Adoption of the State Building Code replaced the Washington State Ventilation and Indoor Air Quality Code. The areas listed above still must meet the current building code.

- (2) All areas of the building must be ventilated to minimize odors and moisture. The ventilation system must be in compliance with the Washington Ventilation and Indoor Air Quality Code, chapter 51-13 WAC.

Notes:

A good way to check an exhaust fan is to put a piece of tissue up to the vent. If the tissue stays on the vent without your assistance, the exhaust fan is operating adequately.

Beds and Bedding - WAC 246-360-150

A licensee providing beds must:

- (1) Provide clean, sanitary mattresses and bedding in good repair;

Helpful Hints:

When we check to see if a mattress is in “good repair,” we look to see that it is not broken. There should be no large depressions or sags, rips or tears, parts sticking out, stains from bodily fluids, or worn and threadbare spots. We recommend keeping mattresses on a frame or otherwise off the floor, though this rule does not require it. The same requirements apply to bedding. Neat, effective repairs to holes and rips are acceptable.

- (2) Maintain durable, clean, and safe beds, cots, bunks, or other furniture for sleeping;
- (3) Ensure bunk beds have sufficient unobstructed vertical space so that an adult may sit up comfortably between the bottom and top bunk, or the top bunk and ceiling;

Surveyor Information:

This rule is to prevent guests from hitting their heads on the ceiling or bottom of the top bunk. We generally consider 36 inches to be the ideal space between the mattress and hard surface in question, as that is the average height of a person sitting up.

- (4) Not provide, or allow the use of, triple bunk beds;
- (5) Supply each bed, cot, or bunk with a clean mattress or cushioned pad, top and bottom sheet, mattress pad, pillow, pillowcase, and blankets unless the transient accommodation is a hostel;
- (6) Ensure that blankets, bedspreads, and mattress pads are cleaned regularly or more often when visibly soiled;
- (7) Provide clean replacement pillowcases and sheets:
 - (a) For guests upon arrival; and
 - (b) At least weekly when occupied; or
 - (c) As requested by a guest.

Notes:

You should have a large enough supply of linens that you can meet the needs of guests who need a change midstay. There is no exact number of linens you need, but you should never run out of clean linens, barring any very unusual circumstances.

- (8) Ensure that bedding kept in the lodging unit is stored in a clean area off the floor.

Food and Beverage Services - WAC 246-360-160

- (1) A licensee providing food service to guests must meet the requirements of:
- (a) Chapter 246-215 WAC, Food Service;
 - (b) Chapter 246-217 WAC, Food Worker Permits; and
 - (c) Local ordinances.

Notes:

You need a Food Service Permit before your business can prepare and serve food to the public. If guests are offered food items that must be kept hot or cold for safety, the law requires the facility to have Food Service Permit.

The Food Service Permit is not the same as a Food Worker card, which certifies a particular employee working with food has basic food safety training. Each of your employees working in the food service section needs a Food Worker card.

Food Service permitting and inspections are conducted by your local Health Department.

Links:

Chapter 246-215 WAC Food Service - <https://apps.leg.wa.gov/WAC/default.aspx?cite=246-215>

Chapter 246-217 WAC Food Worker Cards - <https://apps.leg.wa.gov/WAC/default.aspx?cite=246-217>

Your Local Health Department - www.doh.wa.gov/localhealth

- (2) A licensee providing cooking utensils and ice buckets for guests must:
- (a) Ensure multiple-use ice buckets are clean and sanitary between guest occupancies;
 - (b) Wash, handle, and store utensils in a safe and sanitary manner to protect from contamination;
 - (c) Maintain reusable cooking utensils and ice buckets in good condition, free from cracks, chips, and distortions caused by excessive damage or excessive use; and
 - (d) If a lodging unit is equipped with a kitchen that meets the requirements in WAC 246-360-110, the licensee must clean and sanitize utensils and ice buckets in a clean and sanitary area separate from bathrooms, water closet rooms, and adjoining handwashing sinks.

Helpful Hints:

The [guidelines for section 246-360-110](#) about cleaning utensils also apply here. Ice is also considered a food, so ice buckets must be washed, rinsed, and sanitized the same way utensils and dishes are. We recommend a single-use liners, but they do not replace the need for proper care of the ice bucket.

- (3) If ice is provided, the licensee must store and dispense ice in a sanitary manner by:
- (a) Cleaning and sanitizing ice machines at least twice a year, or more often as needed, or in accordance with the manufacturer’s instructions; and

Notes:

Check your ice machine. Most ice machines have directions attached or in the owner’s manual that explain the cleaning process.

The state plumbing code is very specific about how you set up your ice machine, and you must follow that code.

Your ice machines must drain properly, or they can create a cross-connection that can pollute your drinking water or your ice. You are required to have an indirect drain on all ice machines. If you have questions about indirect drains or air gaps, contact a licensed plumber for on-site help.

- (b) Restricting guest access to unprotected bulk ice by:
 - (i) Providing self-dispensing ice machines or other “no contact” dispensing methods; or
 - (ii) Having employees dispense bulk ice to guests.

Notes:

Guests can contaminate the ice for other guests by sneezing, coughing, or touching ice and ice machine parts with unwashed hands.

- (4) The licensee must clean, maintain, and properly adjust the water flow in drinking fountains to ensure there is adequate pressure.

Helpful Hints:

The adequate pressure requirement helps to prevent the spread of disease. If the pressure is correct, the water coming out of your fountain will be high enough that guests will not have to put their mouths on the spigot to drink. It should be low enough to stay in the fountain and not end up on the floor. Usually the pressure can be adjusted on the fountain itself.

- (5) Upon the department’s request, the licensee must provide: A copy of the transient accommodation’s current food service permit, and food handler’s permits issued by the local health jurisdiction.

Laundry - WAC 246-360-180

The licensee must:

- (1) Provide clean, sanitary bedding, linens, towels, washcloths, and other items intended for guest use by:
 - (a) Using a commercial laundry service; or
 - (b) Washing and sanitizing laundry in accordance with the washer's manufacturer's recommendations and detergent and sanitizer instructions; and drying laundry in accordance with the dryer manufacturer's instructions when using a dryer.
- (2) Ensure lint screens on on-site dryers are cleaned daily during normal operation or as needed;
- (3) Store clean and sanitized bedding, linens, towels, washcloths, and other items in an area:
 - (a) Designated for clean items only;
 - (b) Off the floor;
 - (c) Protected from contamination;
 - (d) Inaccessible to guests, pets, or other animals; and
 - (e) Away from excessive moisture or humidity.
- (4) Provide a means for handling, transporting, and separating soiled bedding, linens, towels, washcloths, and other items to prevent cross-contamination of clean items;
- (5) Provide handwashing facilities that are readily accessible to employees as described in WAC 296-823-14030.

Helpful Hints:

Employees need to be able to wash their hands often during their work, so sinks need to be nearby. We judge "accessible" the same as handwashing sinks for in-unit bathrooms. Dirt and skin oils can reduce the effectiveness of hand sanitizer, so hands should be washed frequently to ensure they stay clean.

Notes:

Proper hand hygiene is one of the best ways to prevent the spread of disease. This will impact your guests, your staff, and in the end, your budget. Employees should wash their hands with soap and water after any opportunity they may have become soiled, and before moving on to another task.

See the Resources section for more information and posters for hand hygiene.

- (6) Effective April 1, 2007, ensure that laundry room flooring is uncarpeted and covered with a cleanable floor covering.

Safety, Chemical, and Physical Hazards- WAC 246-360-200

The licensee must:

- (1) Establish and follow policies and procedures for properly and safely storing, labeling, and using all hazardous chemical agents or any substance bearing a warning label, such as cleaners, solvents, disinfectants, and insecticides to ensure they are:
 - (a) Stored to prevent contamination of clothing, towels, washcloths, and bedding materials, and away from food items or anything intended for consumption; and
 - (b) Used according to manufacturer’s precautions and recommendations;

Notes:

Be sure you read and understand the labels for any chemicals you use on your property. You are liable for their safe use, storage, and disposal. Keep chemicals separated, and ensure that only certain people have access to chemicals that are not part of their normal job duties. Remember a toll-free number is on the label of all hazardous chemicals that you can call with questions.

Links:

Washington State Department of Labor and Industries, Chemicals and Materials - <https://lni.wa.gov/safety-health/safety-topics/chemicals-materials>

- (2) Provide adequate and safe hand railing for all stairways, porches, and balconies including appropriate spacing between slats;

Notes:

Any balconies, rails, and slats should be solid and well-secured. Railing slats should be no wider than 4 inches apart, as children can get body parts stuck or injured.

- (3) Eliminate all known environmental health and safety hazards in and around the transient accommodation, including hazards resulting from fire, natural or other disasters, and chemical or biological contamination. The presence of any hazard must be fully eliminated prior to re-occupancy of any affected area or living unit. When a hazard is confirmed, approval from any and all appropriate local authorities is required prior to re-occupancy;

Helpful Hints:

Methamphetamine (meth) labs are a serious problem in Washington. They are particularly damaging to the lodging industry. Contact with or breathing in the chemicals used to make the dangerous drugs is likely to cause very serious injuries or death.

If you think you may have a meth lab operating at your site, PLEASE call law enforcement immediately. Do not allow anyone to go near the location until it has been remedied.

If law enforcement finds a lab is or was present on your property, the law requires you to have your local health department determine the degree of contamination. You cannot rent the unit again until the local health department agrees it was cleaned properly.

Notes:

You are also required to contact our department before you rent any unit that was found to be contaminated. We will want to see the authorization you have from your local authorities, confirming the facility is safe.

Links:

Department of Health, Drug Lab Cleanup – www.doh.wa.gov/druglabs

List of Local Health Departments - www.doh.wa.gov/localhealth

- (4) Ensure all doors providing access to a lodging unit are equipped with a suitable locking security device in compliance with applicable building and fire codes; and
- (5) If spas, pools, and/or hot tubs are provided, have available for review a copy of the current water recreation facility permit issued by the local health jurisdiction.

Fire Safety- WAC 246-360-220

The licensee must establish and maintain a fire safe environment:

- (1) Except as described in subsection (2) of this section, effective October 1, 2005, the licensee must establish and implement a written plan to ensure:

Notes:

If you use the Fire Safety Plan approach, we will expect you to be able to show us your written plan and evidence of its implementation.

- (a) Smoke detectors are installed and maintained in all sleeping rooms or sleeping areas. Non-rechargeable batteries in smoke detectors must be replaced each year or per manufacturer’s instructions. Rechargeable batteries must be charged and maintained or replaced per the manufacturer’s instructions.

Surveyor information:

We expect all smoke detectors to work all the time. You may consider checking your smoke detectors during your cleaning process. Other facilities found using maintenance staff for this purpose works best. While you will be given an opportunity to repair or replace a detector during an inspection, they should function at all times.

Notes:

Guests often disconnect or remove batteries, tamper with, and remove smoke detectors. Even wired smoke detectors can be disconnected by guests. Detectors should be checked between guests whenever possible.

- (b) Fire extinguishers are inspected when initially placed in service and at approximately thirty-day intervals or at more frequent intervals when circumstances require. Fire extinguishers must be inspected manually or by electronic monitoring. Periodic inspection of fire extinguishers must include a check of at least the following items:
- (i) Location in designated place;
 - (ii) No obstruction to access or visibility;
 - (iii) Operating instructions on nameplate, legible, and facing outward;
 - (iv) Safety seals and tamper indicators not broken or missing;
 - (v) Fullness determined by weighing or “hefting”;
 - (vi) Examination for obvious physical damage, corrosion, leakage, or clogged nozzle;
 - (vii) Pressure gauge reading or indicator in the operable range or position;
 - (viii) Condition of tires, wheels, carriage, hose, and nozzle checked (for wheeled units); and
 - (ix) Hazardous materials identification system label in place.
- (c) If a fire alarm system is installed:

- (i) The system, including initiating devices and notification appliances, is regularly inspected, tested, and maintained by the owner or the owner’s designated representative in accordance with the requirements of NFPA 72 and records of this inspection are maintained for review by the department during survey;
- (ii) Unless otherwise recommended by the manufacturer, single and multiple station smoke alarms installed in one- and two-family dwellings must:
 - (A) Be replaced when they fail to respond to operability tests; and
 - (B) Must not remain in service longer than ten years from the date of manufacture.
- (d) If an automatic fire suppression system is installed:
 - (i) The system must be inspected, tested, and maintained in accordance with procedures established in NFPA 25; and
 - (ii) Valves designed to be open under normal system operation must be kept in open position and only closed with approval of the authority having jurisdiction.
- (e) Obstructions, including storage, are not placed in the required means of egress, except projections allowed by the building code. Means of egress must not be obstructed in any manner and must remain free of any material or matter where its presence would obstruct or render the means of egress hazardous. Exit doors must not be locked in the direction of egress unless a special egress control device is installed per the building code.

<p>Notes: Guests must be able to exit the facility quickly and safely in the event of an emergency. Keeping stairwells, hallways, and walkways clear of tripping hazards or storage items will allow for safe, speedy exits.</p>
<p>References: See the page 45 of this book for proper spacing between furniture to allow for safe and speedy exits.</p>

- (2) In lieu of the requirements of subsection (1) of this section, the licensee may provide evidence satisfactory to the department of a current fire, life, and safety inspection conducted by the local fire jurisdiction.

<p>Surveyor information: We will probably ask to see a copy of the most recent inspection. If you cannot provide a copy of the inspection report, you will need to do so within a reasonable timeframe determined by your inspector or establish and implement a written fire safety plan as outlined above.</p>
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- (3) The licensee must ensure that gas, oil-fired, or other fuel-burning appliances including fireplaces, dryers, stoves, and water heaters are vented to the out-of-doors as specified in the manufacturer’s instructions and current applicable state codes adopted by the state building code council.

Notes:

“Fuel burning appliances” includes gas stoves, cooktops, gas water heaters, space heaters, gas fireplace inserts, gas-forced air heaters, and furnaces.

All these appliances can produce toxic gasses, such as carbon monoxide. Venting them outdoors minimizes the risk to your guests. Local code requirements will specify the need for carbon monoxide detection devices.

Links:

Department of Health, Carbon Monoxide - <https://doh.wa.gov/community-and-environment/contaminants/carbon-monoxide>

U.S. EPA, Carbon Monoxide - <https://www.epa.gov/indoor-air-quality-iaq/carbon-monoxides-impact-indoor-air-quality>

Washington State Fire Marshal, Carbon Monoxide Alarm Law 2013 - <https://sbcc.wa.gov>

- (4) The licensee may not use extension cords in the lodging unit unless prior written approval from the local fire jurisdiction is available for the surveyor’s review.

Notes:

Extension cords are a major cause of fire. They also lead to tripping injuries.

Surveyor information:

A wide range of products fall under the definition of extension cords. This rule also applies to outlet multipliers. Unless your local fire jurisdiction gave written approval for the device’s specific use, it will not be allowed in the Transient Accommodation.

- (5) If candle holders and other open flame candles, lanterns, or other open flame light sources and decorations are present:
- (a) Candle holders and other open flame devices must be designed to return to the upright position after being tilted to an angle of forty-five degrees from vertical.
 - (b) Liquid or solid-fueled lighting devices containing more than eight ounces of fuel must:
 - (i) Self-extinguish and not leak fuel at a rate of more than one-quarter teaspoon per minute if tipped over.
 - (ii) Have a fully enclosed flame except as follows:
 - (A) Openings on the side must not be more than three-eighths inch in diameter;
 - (B) Opening on the top and the distance to the top must be such that a piece of tissue paper placed on the top will not ignite in less than ten seconds; and
 - (C) Candelabras with flame-lit candles must be securely fastened in place to prevent overturning and must be located away from the occupant using the area and away from possible contact with drapes, curtains, or other combustibles.

Notes:

We urge everyone to think about using any kind of open flame. The rules do not prohibit it, but since fire is such a concern, it is safer not to use an open flame.

- (6) Portable space heaters, which are prohibited unless prior written approval from the local fire authority has been obtained and made available for the surveyor's review.

Rustic Resorts - WAC 246-360-230

(1) If the transient accommodation is a rustic resort, the licensee must ensure the transient accommodation meets the requirements of:

(a) The administrative regulations specified in:

- (i) WAC 246-360-020 Licensure;
- (ii) WAC 246-360-030 Responsibilities and Rights – Licensee and Department;
- (iii) WAC 246-360-500 Exemptions; and
- (iv) WAC 246-360-990 Fees.

(b) The environmental regulations specified in:

- (i) WAC 246-360-040 Water Supply and Temperature Control;

Notes:

Some rustic resorts may only provide cold water. See the Exemptions section, page 46.

- (ii) WAC 246-360-050 Sewage and Liquid Waste Disposal;
- (iii) WAC 246-360-070 (1), (4), (5), (6), and (7) Refuse and Vectors;
- (iv) WAC 246-360-100 (1) through (10) and (14) Bathrooms, Water Closets, and Hand Washing Sinks;

Notes:

Rustic resorts may also provide bathrooms, water closets (toilets), and handwashing sinks outside the lodging unit. However, they must be easily accessible for all guests, meet applicable codes, and be in the immediate vicinity.

(c) The transient accommodation regulations specified in:

- (i) WAC 246-360-080 Construction and Maintenance; and
- (ii) WAC 246-360-090 Lodging units;

(d) Safety-related regulations specified in:

- (i) WAC 246-360-200 Safety, Chemical, and Physical Hazards; and
- (ii) WAC 246-360-220 Fire Safety.

(2) If the licensee provides the amenities and services addressed in all or part of the following sections, the licensee must also meet the requirements as specified in the sections:

- (a) WAC 246-360-100 (11), (12), and (13) Bathrooms, Water Closets, and Hand Washing sinks;
- (b) WAC 246-360-110 Lodging Unit Kitchens;
- (c) WAC 246-360-120 Heating and Cooling;
- (d) WAC 246-360-150 Beds and Bedding;
- (e) WAC 246-360-160 Food and Beverage Services;
- (f) WAC 246-360-180 Laundry;
- (g) WAC 246-360-130 Lighting; and

(h) WAC 246-360-140 Ventilation.

- (3) If the licensee does not provide the services and amenities addressed in subsection 2 of this section, the licensee must adopt the decision as written policy and upon request make the policy available to the surveyor;
- (4) A licensee may not advertise as providing services that are not provided at the rustic resort.

Notes:

Rustic Resorts can be cabins, lodges, or yurts with minimal “comforts.” A Rustic Resort may decide to add more amenities, but the resort will have to meet all the applicable requirements for any amenities added.

Amenities not provided to the public must be documented in written policy and available for inspectors to review.

Exemptions - WAC 246-360-500

- (1) A licensee may request an exemption from a requirement in this chapter for part or all of a particular licensure period by submitting a written request to the department, including:
 - (a) The specific section number or numbers of the rule for which exemption is requested;
 - (b) An explanation of the circumstances involved;
 - (c) A proposed alternative that meets the intent of the rule and ensures guest safety and health;
 - (d) Any supporting research or other documentation; and
 - (e) The time period for which an exemption is requested.
- (2) The department will grant or deny exemption requests after the department has received an exemption request with complete relevant information from the licensee. After review and consideration, the exception may be granted if it will not:
 - (a) Negate the purpose and intent of these rules;
 - (b) Place the safety or health of the guests in the transient accommodation in jeopardy;
 - (c) Lessen any fire and life safety or infection control provisions of this chapter or other codes or regulations; and
 - (d) Affect any structural integrity of the building.
- (3) The department will document the exemption decision and will keep the decision as part of the current transient accommodation file. The licensee must maintain the documented exemption decision on file in the transient accommodation.

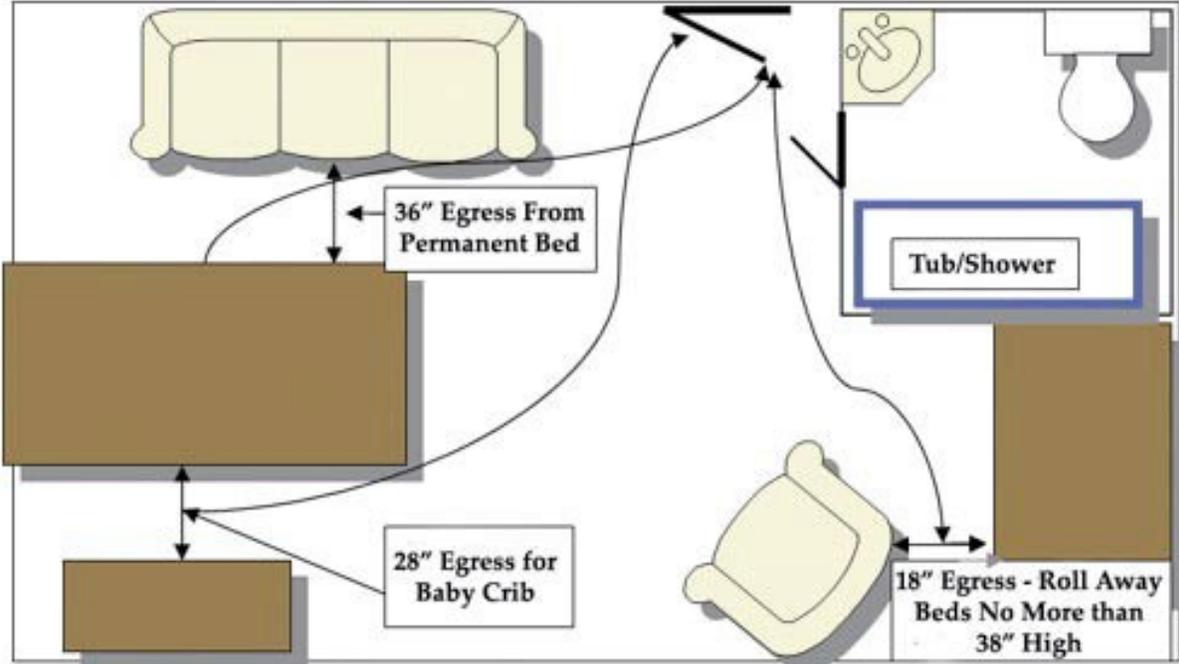
Notes:

We will consider any exemption request proven as a safe alternative to the rule. Exemption requests should be emailed to Housing@DOH.WA.GOV, and copy your inspector on the email if you have their email address.

Resources

#1- EGRESS SPACING REQUIREMENTS

This diagram is provided to demonstrate the space requirements for placing furniture and exit paths.



RESOURCE #2

HAND WASHING POSTERS



 **Health**
DCH Pub 130-012 6/99

For persons with disabilities, this document is available on request in other formats.
Please call 1-800-525-0127 (TDD relay 1-800-833-6388).



 **Health**
DCH Pub 130-012 6/99 Spanish

Para personas discapacitadas, este documento es disponible a su pedido en otros formatos.
Por favor, llame a 1-800-525-0127 (TDD transmisi3n a 1-800-833-6388).

Hand washing signs in multiple languages available at <https://doh.wa.gov/community-and-environment/food/food-worker-and-industry/hand-washing-signs>.

RESOUCÉ #3 – WASHING, RINSING, AND SANITIZING DISHES AND UTENSILS

