

## Chapter H 34

INTERMEDIATE CARE FACILITIES—PUBLIC  
INSTITUTIONS FOR THE RETARDED

H 34.01	Intermediate care facility	H 34.03	Patient safety
H 34.02	Planning and construction requirements in buildings constructed prior to the effective date of these rules	H 34.04	Sanitation and plant maintenance

**History:** Emergency rules covering general subject matter were adopted effective April 28, 1972 and August 7, 1972.

**H 34.01 Intermediate care facility.** Public institutions designated by the secretary, department of health and social services, and approved by the health and social services board, as institutions providing health or rehabilitative services for the mentally retarded shall, to qualify as an intermediate care facility, meet the requirements of Wis. Adm. Code chapter H 34 and also, as a minimum, meet the standards prescribed by the secretary, department of health, education and welfare.

(1) **INTERMEDIATE CARE FACILITY.** An intermediate care facility is a public institution for the mentally retarded or a distinct part thereof;

(a) The primary purpose of which is to provide health or rehabilitative services for the residents.

(b) Meets such standards of safety and sanitation as are applicable under state law and of the 1967 National Fire Protection Association Life Safety code as are applicable to operation of public institutions for the mentally retarded.

1. Copies of the 1967 NFPA Life Safety Code can be obtained from the National Fire Protection Association, 60 Batterymarch Street, Boston, Massachusetts 02110. Copies of the aforementioned standard code are on file in the offices of the department of health and social services, the secretary of state and the revisor of statutes.

(c) Regularly provides a level of care and service beyond board and room.

(2) **RANGE OR LEVEL OF CARE AND SERVICES.** The range or level of care and services suitable to the needs of individuals are recommended as a minimum:

(a) *Admissions, transfer, and discharge of residents.* The admission, transfer, and discharge of residents of the facility are conducted in accordance with written policies of the institution that include at least the following provisions.

1. Only those persons are accepted into the facility whose needs can be met within the accommodations and services the facility provides, except in those instances of commitment directed by the courts;

2. As changes occur in their physical or mental condition, necessitating service or care not regularly provided by the facility, residents are transferred promptly to other appropriate facilities;

3. The resident, his next of kin, and the responsible agency if any, are consulted in advance of the discharge of any resident, and

casework services or other means are utilized to assure that adequate arrangements exist for meeting his needs through other resources.

(b) *Personal care and protective services.* The types and amounts of protection and personal service needed by each resident of the facility are a matter of record and are known to all staff members having personal contact with the resident. At least the following services are provided.

1. There is at all times, a responsible staff member actually on duty in the facility and immediately accessible to all residents, to whom can be reported injuries, illness or emergencies and is responsible for immediate appropriate action. (See federal register.)

2. Assistance is provided, as needed by individual residents, with routine activities of daily living including such services as help in bathing, dressing, grooming, and management of personal affairs;

3. Supervision is provided as needed for residents whose mental condition is such that their personal safety requires such supervision.

(c) *Social services.* Services to assist residents in dealing with social and related problems are available to all residents through one or more caseworkers on the staff of the facility.

(d) *Activities.* Activities are regularly available for residents including social, physical, recreational and diversional activities involving participation by the residents, entertainment of appropriate frequency and character, and opportunities for participation in community activities as possible and appropriate.

(e) *Rehabilitation services.* The following services shall be provided consistent with the resident's level of need.

1. Education and training services appropriate to the residents' needs to facilitate intellectual, sensorimotor, and effective development of the resident shall be available to residents regardless of chronological age, degree of retardation or accompanying disabilities or handicaps. The establishment and implementation of individual educational programs shall provide for continuous evaluation and assessment, programming and instruction of individual and groups.

2. Physical and occupational therapy services appropriate to the residents' needs shall be provided to maintain function or improve resident's ability to carry out the activities of daily living.

3. Psychological services shall be provided, in order to facilitate, through the application of psychological principles, techniques, and skills the optimal development of the residents.

4. Speech pathology and audiology services shall be provided in order to improve communication skills and to provide for evaluation, counseling, treatment and rehabilitation of those residents with speech, hearing and/or language handicaps.

5. Habilitation or rehabilitation services shall be provided by the ICF which includes the development and maintenances of programs that will develop maximum restoration of a resident physically, psychologically, socially, or vocationally.

6. Special services, such as chaplaincy, volunteer services, and recreational services shall be provided residents as appropriate to their needs.

(f) *Food service.* At least three meals a day, constituting a nutritionally adequate diet, are served in one or more dining areas separate from sleeping quarters, and tray service is provided for residents unable to leave their rooms.

(g) *Special diets.* Individuals in need of medically prescribed special diets, the menus for such diets are planned by a professionally qualified dietitian, or are reviewed and approved by the attending physician, and the facility provides supervision of the preparation and serving of the meals and their acceptance by the resident.

(h) *Health services.* At least the following services are available to all residents:

1. Immediate supervision of the facility's health services by a registered professional nurse employed full-time in the facility and on duty during the day shift;

2. Continuing supervision by a physician who sees the resident as needed and, in no case, less often than quarterly;

3. Under direction by the resident's physician and general supervision by the nurse in charge of the facility's health services, guidance, and assistance for each resident in carrying out his personal health program to assure that preventive measures, treatments, and medications prescribed by the physician are properly carried out and recorded;

4. Arrangements for services of a physician in the event of an emergency;

5. In the presence of minor illness and for temporary periods, bedside care under direction of the resident's physician including nursing service provided by, or supervised by, a registered professional nurse or a licensed practical nurse;

6. An individual health record for each resident including:

a. A record of the physician's findings and recommendations in the preadmission evaluation of the individual's condition and in subsequent reevaluations the orders and recommendations of the physician for care of the resident;

b. All symptoms and other indications of illness or injury observed by the staff, or from other sources, including the date, time and action taken regarding each.

(i) *Living accommodations.* Grouping and organization of living units shall be of such size to insure the development of meaningful interpersonal relationships among residents and between residents and staff.

1. Groupings should be based upon the unique personal, social, health or psychological needs of the residents.

2. Each group should be physically separated from other groups by mini-walls, room dividers or other suitable structural barriers as will provide a distinct living environment for each group.

3. The living unit shall not house residents of grossly different ages, developmental levels and social needs, unless such housing is planned to promote the growth and development of those housed together.

4. Units may house both male and female residents.

5. The deaf, blind, epileptic shall be integrated with their peers to the extent that they are mobile-nonambulatory.

6. Each resident who in the opinion of the care and treatment staff could benefit shall have appropriate storage facilities for clothing, personal articles and be provided with lounge, recreation and dining areas appropriate to his health or rehabilitation needs.

(j) *Administration and management.* The direction and management of the facility are such as to assure that the services required by the residents are so organized and administered that they are, in

fact, available to the residents on a regular basis and that this is accomplished efficiently and with consideration for the objective of providing necessary care.

(k) *Independent professional review.* The state agency regulating and administering the title XIX (Medicaid) plan shall establish one or more teams, composed of physicians or registered nurses and other appropriate health and social service personnel experienced in administering institutional programs for the retarded to review the care being provided the ICF beneficiary, the adequacy of services being provided residents in such facilities, the necessity and desirability of continued placement in the ICF and the feasibility of meeting the ICF beneficiaries health and rehabilitation needs through alternative services. The team report and recommendations shall be submitted to the division of family services, department of health and social services for their information and action.

**History:** Cr. Register, October, 1972, No. 202, eff. 11-1-72.

### PHYSICAL PLANT

**H 34.02 Planning and construction requirements in buildings constructed prior to the effective date of these rules. (1) ALL FACILITIES.**

(a) *Water supply.* Where a public water supply is available it shall be used. Where a public water supply is not available, the well or wells shall comply with the Wisconsin well construction and pump installation code. Water samples from an approved well shall be tested at the state laboratory of hygiene or a state approved laboratory at least annually.

(b) *Sewage disposal.* All sewage shall be discharged into a municipal sewerage system where such a system is available; otherwise, the sewage shall be collected, treated, and disposed of by means of an independent sewerage system.

(c) *Plumbing.* The plumbing and drainage for the disposal of excreta, infectious discharge and wastes shall be in accordance with approved plumbing standards.

(d) *Heating.* Maintain a minimum temperature in living and sleeping quarters between 70-74° F during the day and 67-70° F during the night.

(e) *Ventilation.* Kitchen, bathrooms, utility rooms, janitor's closets and soiled linen rooms shall be ventilated to the outdoors.

(f) *Electrical.* Artificial lighting. Glare free, artificial lighting shall be provided in all areas of the home of adequate intensity for the purpose intended. Nothing less than a 15 watt bulb is permitted except for night lights. All lights shall be equipped with shades, globes, grids or glass panels that prevent direct glare to the patient's eyes.

1. Flashlights shall be provided and distributed so as to be readily available to personnel on duty.

2. Wall switches. Nonconductive wall plates shall be provided unless receptacle is properly grounded.

(g) *Incineration.* Facilities for the incineration of soiled dressings and similar wastes as well as garbage and refuse shall be provided when other methods of disposal are not available.

(h) *Telephone.* There shall be at least one telephone on the premises, and such additional telephones as are deemed necessary in an emergency.

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(i) *Employes' locker room or area.* Facilities shall be provided for employes' wraps, purses, and other personal belongings when on duty. These facilities shall not be located in the kitchen.

(j) *Family and employes' living quarters.* When family and staff living quarters are provided, they shall be separated from the resident area.

(k) *Toilet facilities.* 1. Indoor toilet facilities and lavatory for hand washing shall be provided.

2. Family and employe toilets. Family and employe toilet, bath and lavatory facilities shall be separate from resident toilet, bath and lavatory facilities.

3. Running water. The lavatory shall have both hot and cold running water. The water closet shall be water flushed and of approved type.

4. Separate toilet, lavatory and bathing facilities shall be provided for each sex.

a. Male. One toilet and one lavatory shall be provided for every 8 ambulatory males or major fraction thereof. One urinal may be substituted for one toilet for every 24 ambulatory male residents.

b. Female. One toilet and one lavatory shall be provided for every 8 ambulatory females or major fraction thereof.

5. Bathing facilities. One bathtub or shower with hot and cold running water shall be provided for every 20 residents. The bath or shower shall be located on the same floor as the residents it serves.

(l) *Patient rooms.* 1. Room size. a. The minimum floor area per bed shall be 60 square feet.

b. The beds shall be arranged so that the heads of the beds shall be a minimum of 3 feet apart and a clear aisle space of 3 feet between beds shall be provided.

c. The ceiling height shall be a minimum of 7 feet 6 inches.

2. Room location. No room shall be approved for patient occupancy that opens directly to the kitchen or laundry.

3. No room shall be approved that requires any person to pass through the kitchen or laundry to gain access to resident rooms.

(m) *Kitchen.* 1. Kitchen location. The kitchen shall be located on the premises, or a satisfactory sanitary method of transportation of food shall be provided.

2. Separation of kitchen. Kitchen or food preparation areas shall not open into resident rooms, toilet rooms or laundry.

3. Hand washing facilities. Adequate and convenient hand washing facilities shall be provided for use by food handlers, including hot and cold running water, soap and approved sanitary towels. Use of a common towel is prohibited.

4. Two-compartment sink. A two-compartment sink shall be provided in kitchens.

(n) *Laundry facilities.* 1. A laundry room shall be provided unless commercial laundry facilities are used.

2. Food preparation, serving and food storage areas shall not be used for transporting, washing or rinsing soiled linen. Drying or storing clean linen and clothes is also prohibited in the kitchen.

3. Where commercial laundries are used, a room for sorting, processing and storing soiled linen shall be provided.

(o) *Nurses' station or office.* A nurses' station or office shall be provided which shall be utilized for resident's records and charts.

(p) *Fire protection.* 1. All resident buildings of non-fire resistive construction shall be protected by a complete automatic sprinkler system. Nonfire-resistive construction is defined as that construction which does not meet the definition of fire-resistive construction. (See Wis. Adm. Code, section H 32.20 (2) (c) 1. a. for definition.)

2. Plans shall be submitted to the state division of health for review and approval before installation.

3. A certification that the sprinkler system is in proper operating condition shall be obtained annually. A copy of the certification shall be kept on file in the facility.

(2) CONSTRUCTION. New construction, additions, and remodeling of existing buildings converted to resident use after the effective date of these rules.

(a) *Fire protection.* 1. All buildings shall meet one of the following fire protective requirements:

a. Completely fire-resistive construction. Fire-resistive construction is defined as follows: A building is of fire-resistive construction if all the walls, partitions, piers, columns, floors, ceilings, roof and stairs are built of noncombustible material and if all metallic structural members are protected by a noncombustible fire-resistive covering.

b. Automatic sprinkler protection throughout if the building is less than fully fire-resistive.

2. Where an addition is contemplated, the entire building after the completion of the addition shall meet all of the above criteria.

(b) *Room size.* 1. The minimum floor area in rooms housing more than one resident shall be 80 square feet per bed.

2. Rooms for one resident shall have a minimum of 100 square feet.

3. The beds shall be so arranged that the heads of the beds shall be a minimum of 3 feet apart and a clear aisle space of 3 feet between beds shall be provided.

(c) *Ventilation.* 1. Where mechanical ventilation is provided, the resident area, corridors, solarium, dining, living, and recreation areas shall be under positive pressure.

2. Transoms, louvers or grills are not permitted in or above the resident room door exiting to the corridor.

3. Vertical shafts including stairwells. All vertical shafts shall be at least 2-hour fire-resistive construction with fusible link self-closing class B fire doors at each floor. No vertical shafts except elevators and stairwells may open directly to a corridor. Sprinkler heads shall be provided at the top of each linen or trash chute and also in the rooms in which the chute terminates. The room in which the chute terminates shall also be of 2-hour fire-resistive construction with a class B fire door.

(d) *Windows.* The bottom sill of windows in residents' rooms shall be 3' or less from the floor.

(e) *Doors.* 1. Resident room doors shall not be less than 3'8" x 6'8" and shall be of one hour fire-resistive construction.

2. All doors in the corridor wall shall be of at least one hour fire-resistive construction.

3. Toilet room doors shall not be less than 3'0" x 6'8" and shall not swing into the toilet room or shall be provided with two-way hardware.

(f) *Corridor width.* 1. All corridors in resident areas shall be 7 feet wide.

2. Where appropriate, resident area corridors shall be provided with handrails.

3. No more than 150 feet of corridor without a barrier against the lateral passage of smoke shall be permitted.

(g) *Storage facilities.* 1. A central storage space shall be provided for the storing of bulky possessions, such as trunks, luggage and off-seasonal clothing.

2. The storage space required shall be a minimum of 50 cubic feet per resident bed.

3. A linen closet or cabinet shall be provided for each resident's floor or wing.

(h) *Janitor's facilities.* 1. A janitor's closet shall be provided on each floor and shall be equipped with hot and cold running water and a service sink or receptor.

2. Janitor's closets shall be ventilated.

(i) *Food service facilities.* 1. A separate handwashing sink shall be located in the kitchen.

2. An employees' locker room shall be provided. A toilet and hand washing room for the employees shall also be provided.

3. A separate dishwashing area, preferably a separate room, shall be provided.

(j) *Nursing facilities.* 1. A medicine preparation area or room in or immediately adjacent to the nurses' station. A work counter, sink and a well lighted medicine cabinet with lock shall be considered minimal.

2. A utility room with a flush rim clinic service sink shall be provided. The utility room shall be provided with ventilation.

(k) *Elevators.* One elevator shall be provided where bed residents are located on one or more floors above or below the dining and/or service floor. The platform size of the elevator shall be large enough to hold a resident bed.

(1) *Acoustical tile.* Acoustical tile shall be a type that is non-combustible.

(m) *Nonconductive wall switchplates.* Nonconductive wall plates shall be provided unless receptacle is properly grounded.

**History:** Cr. Register, October, 1972, No. 202, eff. 11-1-72.

**H 34.03 Patient safety.** (1) **FIRE PROTECTION CONTRACT.** Where the facility is located in a city, village or township that does not have an officially established fire department, the licensee shall obtain and maintain a continuing contract for fire protection service with the nearest municipality providing such service. A certification of the existence of such contract shall be forwarded by the licensee to the state division of health.

(2) **EVACUATION OF RESIDENTS.** The licensee shall develop and periodically review with his staff a prearranged written plan for the orderly evacuation of residents in case of an emergency and post said plan near the telephone and in conspicuous locations in the corridors on all floors. Practical application of this plan shall be exercised at the option of the local fire department.

(3) **FIRE INSPECTION.** The person in charge of the facility shall arrange for:

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(a) At least semi-annual inspection of the facility by the local fire authorities.

(b) Certification by the local fire authority as to the adequacy of a written fire plan for orderly evacuation of residents, as well as the fire safety of the facility.

(4) **ROADS AND SIDEWALKS.** The facility shall be accessible to good roads kept passable and open at all times of the year. Sidewalks, fire escapes and entrances shall be kept free of ice and snow.

(5) **DOORS.** Doors shall not be locked from the inside by the person occupying the room.

(6) **FIRE EQUIPMENT.** All fire protection equipment shall be maintained in readily usable condition and inspected annually. An additional fire extinguisher suitable for grease fires shall be provided in or adjacent to the kitchen. Each extinguisher shall be provided with a tag for the date of inspection.

(7) **EXTINGUISHER MOUNTING.** Extinguishers shall be mounted on a wall or a post where they are clearly visible and at a convenient height. They shall not be tied down or locked in a cabinet, nor in a closet or on the floor.

**History:** Cr. Register, October, 1972, No. 202, eff. 11-1-72.

**H 34.04 Sanitation and plant maintenance.** (1) **GENERAL SANITATION.** (a) *Common drinking vessels.* Common drinking vessels shall not be used.

(b) *Insect and rodent control.* The safest effective pesticide available shall be used in the elimination of rodents, flies, bedbugs, fleas, lice and other insects. Control measures shall not include the use of any residual spray in food preparation or storage areas.

(c) *Labeling poisonous compounds.* Poisonous compounds (including domestic poisons) shall be stored independently under lock and key and separately from food and kitchenware, drugs and medicine.

(d) *Clean rooms.* Rooms shall be kept clean, well ventilated and tidy at all times. The administrator shall be responsible for the sanitary maintenance of the facility. All ceilings, floors and walls shall be kept clean and in good repair.

(e) *Screens.* All outside openings shall be provided with wire screening of not less than number 16 mesh or its equivalent and shall be properly maintained.

1. Screens for windows shall cover at least one-third of the window area.

2. Screen doors shall be self-closing and shall not interfere with proper exiting.

3. Screens shall be completely installed prior to June 1 of each year.

4. Screens shall not be required where buildings are completely air-conditioned.

(f) *Garbage and rubbish disposal.* All garbage and rubbish shall be stored in leakproof, nonabsorbent containers with close-fitting covers and shall be disposed of in a manner that will not permit transmission of disease, create a nuisance, or provide a breeding place for flies. The use of paperboard containers for temporary storage of garbage, rubbish or waste is not permitted.

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(2) FOOD SERVICE SANITATION. (a) *Food service personnel.* 1. Food service personnel shall wear clean garments and clean caps or hair nets.

2. Employes shall maintain a high degree of personal cleanliness; keeping hands clean at all times while engaged in handling food, drink, utensils, or equipment.

3. Employes shall maintain clean safe work habits in the food service area.

4. Employes shall refrain from using tobacco while on duty in food preparation or storage rooms or while serving food.

5. Persons working in the food service areas shall be temporarily relieved of their duties when they show signs of illness, colds, fever, rash, boils, open cuts, burns or lesions.

(b) *Physical facilities.* 1. Equipment. a. All cases, counters, shelves, tables, cutting blocks, refrigerating equipment, sinks, cooking and baking equipment, mechanical dishwashing equipment and other equipment used in the preparation, storage or serving of food shall be so constructed as to be easily cleaned and shall be kept in good repair.

b. All multi-use utensils, cutlery, glassware, dishes, and silverware shall be so constructed as to be easily cleaned. Single service metal food containers shall not be reused.

c. Utensils shall be stored in a clean, dry place protected from contamination and wherever practicable, utensils shall be covered or inverted.

2. Rooms. a. Floors. The floors of all rooms in which food or drink is stored, prepared or served, or in which utensils are washed, and the floors of toilet rooms shall be of such construction as to be easily cleaned, shall be smooth and shall be kept in good repair.

b. Walls and ceilings. Walls and ceilings of all rooms where food is prepared or utensils are washed shall have a smooth, nonabsorbent, light-colored, washable surface.

c. Doors and windows. All resident room openings to the outer air shall be effectively screened and doors shall be self-closing.

d. Lighting. All rooms in which food or drink is stored or prepared or in which utensils are washed shall be well lighted.

e. Ventilation. All rooms in which food is stored, prepared, or served, or in which utensils are washed, shall be well ventilated. Refrigerated storage rooms need not be ventilated.

(c) *Maintenance.* 1. Cleanliness of rooms. The floors, walls and ceilings of all rooms in which food or drink is stored, prepared or served, or in which utensils are washed, and all toilet rooms and lavatories shall be maintained in a clean and sanitary condition.

2. Cleanliness of equipment. All equipment, including furniture, display cases, counters, shelves, tables, cutting blocks, refrigeration equipment, sinks, cooking and baking equipment, mechanical dishwashing equipment and other equipment shall be maintained in a clean and sanitary condition. Grease filters and other grease extraction equipment shall be kept clean at all times.

3. Condition of utensils. All multi-use utensils, cutlery, glassware, dishes and silverware shall be maintained in a clean and sanitary condition. Cracked or chipped utensils or those with open seams shall be discarded.

4. Linens. All linens, napkins, tablecloths, and underpads shall be

clean. Soiled linens should be kept in containers used for such purpose exclusively.

5. Washing aids. All washing aids, such as brushes, dish mops, dish cloths, and other hand aids used in dishwashing shall be effectively washed and maintained in a clean condition.

6. Room furnishings. All drapes, curtains, rugs and upholstered furniture shall be kept clean and free from odor.

(d) *Handling and refrigeration of foods.* All readily perishable food and drink except when being prepared or served shall be kept in a refrigerator which shall have a temperature maintained at or below 40° Fahrenheit. This shall include all custard-filled and cream-filled pastries; milk and milk products; meat, fish, shellfish, gravy, poultry, stuffing and sauces; dressings; salads containing meat, fish, eggs, milk or milk products; and any other food or food products liable to food spoilage. All ice used for cooling drinks or food by direct contact shall be made from water from a public water supply or from water the source of which has been approved by the division of health as safe and free from contamination.

(e) *Disposal of waste.* 1. Kitchen garbage and refuse. All garbage while in the kitchen shall be kept in watertight containers and removed daily. All garbage and kitchen refuse which is not disposed of through a garbage disposal unit connected with the sewerage system must be kept in separate watertight metal cans, provided with close fitting metal covers unless otherwise protected from flies and insects, and the contents must be removed as often as necessary to prevent decomposition and overflow. Garbage cans shall be washed each time emptied. The use of wooden containers for garbage is prohibited either in the kitchen or on the premises. No waste water, including dish water, shall be discharged on or near the premises so as to create a nuisance. Separate fly-tight containers must be provided for cans, bottles and similar rubbish.

2. Drainage of refrigerators. Drains from refrigerators must be connected in accordance with the plumbing code of the state division of health. Where a building drain is not available, a drain pipe must be provided and wastes disposed of in such a manner as to avoid a nuisance.

(f) *Miscellaneous.* 1. Single service utensils. Single service utensils such as paper plates, shall be stored in the original wrapper until used. When straws are used, they shall be furnished to the patient in the original individual wrapper, unopened.

2. Harboring of animals. The harboring of birds, cats, dogs, or other animals is not permitted in rooms in which food is prepared, served or stored or where utensils are washed or stored.

3. Restriction on use. Rooms in which food is prepared or stored, or dishes are washed, shall not be used for sleeping purposes.

4. Handling, preparation and serving of food. All foods shall be handled, prepared and served under clean and sanitary conditions. The use of tainted or spoiled foods is prohibited. All foods, including vegetables served raw shall be thoroughly washed in clean water from an approved source.

5. Milk. Only milk which meets the grade A milk standards of the state department of agriculture and state division of health shall be served or used. All milk shall be kept in the original containers in which delivered and under refrigeration until served or used. Dipping of milk or milk products is not permitted. Bulk milk

dispensers which have been approved by the state division of health as to design and construction may be used provided that:

a. No surfaces with which milk comes in contact, other than the delivery orifice, shall be accessible to manual contact, droplets, dust or flies.

b. The milk dispensing device shall be cleaned, sanitized, filled and sealed only at a milk plant which meets the grade A milk requirements adopted by the state department of agriculture and the state division of health.

6. Cream. Cream shall be kept in the original container in which delivered and under refrigeration until served or used. It should be served, whenever practical, from the original container.

7. Displayed foods. All foods when displayed must be protected from flies, insects, rodents, dust, sneeze or cough spray, and from handling by the public.

8. Food storage. Foods shall not be stored in any basement or room or receptacle that is subject to sewage or waste water back flow, or to contamination by condensation or leakage, nor in any place where rodents or vermin may gain access. Food shall be stored at least 12 inches above the floor.

9. Processed foods. If foods are canned, frozen or otherwise preserved at the facility, they shall be processed under controlled conditions using modern safe sanitary methods. All meat, poultry and non-acid vegetables shall be canned by pressure cooker methods.

10. Donated foods. Donations of home-canned foods, salad mixtures, custards, cream-filled pastries, and other potentially hazardous foods shall not be accepted.

11. Delivery vehicles. Vehicles used in the transportation of a meal or lunch shall be equipped with clean containers or cabinets to store the food while in transit. The container or cabinet shall be so constructed as to prevent food contamination by dust, insects, animals, vermin or infection. If the meal or lunch is readily perishable, the container or cabinet shall be capable of maintaining a temperature at or below 40° Fahrenheit or a temperature at or above 150° Fahrenheit until the food is delivered to the person placing the order.

(3) WASHING AND SANITIZATION OF DISHES. (a) *Pre-wash*. The term "pre-wash" is applied to the process of water scraping of utensils prior to washing. Better washing and sanitizing can be accomplished, either manual or mechanical, if pre-washing is practiced. It is recommended that pre-washing be made an integral part of both manual and mechanical utensil washing operation.

(b) *Manual cleaning*. 1. Sinks for hand dishwashing. A 2-compartment sink shall be provided for all establishments and it is required that a 3-compartment sink be provided in all new installations.

2. Hand dishwashing. The utensils shall be washed in hot water at a temperature of 110° to 120° Fahrenheit, containing an adequate amount of an effective soap or detergent. Water shall be kept clean by changing it frequently.

3. Sanitizing of hand-washed dishes. Following hand washing, all utensils shall be sanitized by either of the following 2 methods:

a. First method. Submerge all utensils for 30 seconds in clean water maintained at a temperature of 170° Fahrenheit or more.

b. Second method. All utensils should be submerged or rinsed fol-

lowing the washing operation in hot water at a minimum temperature of 110° Fahrenheit to remove soap or detergent, and then be submerged for at least 2 minutes in a hypochlorite solution. The solution shall be made up with a chlorine concentration of at least 100 parts per million and shall be discarded when the chlorine concentration goes below 50 parts per million. All hypochlorite solutions shall be prepared fresh at least 3 times each day prior to its use in sanitizing the dishes used at each main meal period, and at least twice each day if only glassware is sanitized. Soaps, water softeners, washing compounds and detergents shall not be added to hypochlorite solutions. Utensils should be racked in baskets so that all surfaces will be reached by the chemical solution while submerged. Other chemical sanitizing solutions may be approved for use by the state health officer in which case the concentration will be specified.

4. Thermometer. A suitable thermometer shall be provided for frequent determination of the temperature of the water used for sanitizing, washing and rinsing utensils.

(c) *Mechanical cleaning.* 1. Racking of utensils. Utensils shall be stacked in racks or trays so as to avoid overcrowding and in such manner as to assure complete washing contact with all surfaces of each article.

2. Wash water—mechanical dishwashing. The wash water temperature of the utensil washing machine shall be held at the 130° to 150° Fahrenheit. The utensils shall be in the washing section for at least 20 seconds.

3. Detergent. A detergent shall be used in all utensil washing machines and it is recommended that they be equipped with automatic detergent dispensers so that the maximum efficiency of the machines can be obtained.

4. Sanitizing—mechanical. For sanitizing in a spray type machine, dishes shall be subjected to a rinse period of 10 seconds or more at a temperature in the line of at least 180° Fahrenheit. For sanitizing in an emersion tank type machine, dishes shall be submerged for 30 seconds or more with water at a temperature of 170° Fahrenheit or more. There shall be a constant change of water through the inlet and overflow.

5. Home type dishwashers. Where the home type dishwasher is used, the unit shall be limited in use for either a. washing dishes at 140° Fahrenheit or b. rinsing and sanitizing dishes at 180° Fahrenheit, but not for both.

6. Dishwasher thermometers. Thermometers shall be located in both the wash compartment and rinse water line at the machine so as to be readily visible. Thermostatic control of the temperature of the wash and rinse water shall be provided in the new equipment and is recommended for existing equipment.

7. Dishwasher water pressure. The pressure of the water used in spray washing and rinsing shall be 15 to 25 pounds per square inch at the machine nozzles.

8. Glass washer. Automatic cold water glass washers, approved as provided under Wis. Adm. Code section H 96.13 (4), may be used when operated with a sanitizer approved by the state health officer for the specific purpose.

(d) *Drying of utensils.* Drying cloths, if used, shall be clean and shall be used for no other purpose. It is recommended that utensils be allowed to drain and air dry in racks or baskets.

(4) **PLANT MAINTENANCE.** (a) The building shall be maintained in good repair and free of hazards such as cracks in floors, walls or ceilings; warped or loose boards; warped, broken, loose or cracked floor covering such as tile or linoleum; loose handrails or railings; loose or broken window panes; and any similar hazard.

(b) All electrical, mechanical, water supply, fire protection and sewage disposal systems shall be maintained in a safe and functioning condition. Electrical cords and appliances shall be maintained in a safe condition. Frayed wires, cracked or damaged switches, plugs and electric fixtures shall be repaired or replaced. No electrical cords shall be strung under carpets or rugs or attached to light fixtures.

(c) All plumbing fixtures shall be in good repair, properly functioning and satisfactorily provided with protection to prevent contamination from entering the water supply piping.

(d) The heating system shall be maintained in a safe and properly functioning condition.

(e) The interior and exterior of the building shall be painted as needed to protect the surfaces. Loose, cracked or peeling wall paper or paint shall be promptly replaced or repaired.

(f) All furniture and furnishings shall be maintained in good repair.

(g) Storage areas shall be maintained in a safe and orderly condition; attics and basements shall be free of accumulations of garbage, refuse, discarded furniture, old newspapers, boxes, discarded equipment and similar items.

(h) The grounds, yards and sidewalks shall be maintained in a neat, orderly and safe condition.

**History:** Cr. Register, October, 1972, No. 202, eff. 11-1-72.

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