

Chapter H 95

HOTELS (AND RESTAURANTS IN CONNECTION THEREWITH)

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DEFINITIONS

H 95.01 Utensils. Utensils shall include any kitchenware, tableware, glassware, cutlery, containers or other equipment with which food or drink comes in contact during storage, preparation or serving.

PERMITS

H 95.06 Displaying of permits; posting of rules. Before opening for business, every hotel owner or manager shall obtain a permit from the state board of health. The permit shall be renewed on or before June 30 of each year. Such permit is not transferable from one location to another or from one person to another. The hotel permit must be conspicuously displayed in each hotel. A copy of the hotel rules

and regulations must be posted in a convenient place for the employes. Every hotel in this state shall be conducted in every department in a manner most conducive to the protection of the health, comfort and safety of its guests and employes, in accordance with standards prescribed by rules and regulations and orders issued in conformity to law.

CONSTRUCTION

H 95.07 New buildings and fire escapes. For the construction of new buildings and fire escapes, consult the state building code, issued by the state industrial commission.

H 95.08 General requirements. Every hotel in this state shall be conducted in every department in a manner most conducive to health, comfort and safety of its guests, and it shall be constructed, equipped and maintained with efficient plumbing, ventilation and lighting, in accordance with standards prescribed by rules, regulations and orders issued in conformity to law.

H 95.09 Minimum air space. Every sleeping room shall be of sufficient size to afford at least 400 cubic feet of air space for each occupant over twelve years of age, and 200 cubic feet for each occupant under twelve years of age. No greater number of occupants than thus established shall be permitted to sleep in any one room.

FLOORS, WALLS AND CEILINGS

H 95.10 Decorating in wash rooms and closets. Repapering or calcimining of ceilings or walls of toilet rooms, wash rooms, bathrooms, linen rooms and closets is prohibited. Paint or other nonabsorbent covering is recommended.

H 95.11 Maintenance of sleeping rooms. Sleeping rooms must be kept in good repair. The ceiling, walls and floor shall be free from dirt.

H 95.12 Maintenance of kitchen area. Walls, ceiling and floor in every kitchen in connection with the hotel must be kept clean and in good condition at all times.

H 95.13 Cleanliness of woodwork. All floors and interior woodwork in hotels shall be cleaned as often as necessary to keep them in a sanitary condition.

H 95.14 Decorating kitchen and storerooms. The walls and ceiling in every kitchen, pantry and storerooms in connection with kitchens in hotels must be painted and woodwork varnished or painted, so that they can be washed when dirty. The use of paper or calcimine on walls and ceilings in a hotel kitchen, pantry or storeroom in connection therewith is prohibited.

DOORS AND WINDOWS

H 95.15 Screens on sleeping rooms. All sleeping rooms in every hotel having a window opening to the outside of the building must be provided with a suitable screen, and in rooms having more than one

window, screens shall be provided for at least two windows in every such room.

H 95.16 Door locks. Doors to sleeping rooms shall be provided with proper facilities for locking.

H 95.17 Screening entire area. All windows, doors and other unprotected openings to the outside of the building, in kitchens, dining rooms, cellars and public offices of every hotel must be properly screened against insects.

H 95.18 Screening of kitchen. The doors, windows and any other opening in hotel kitchens must be properly screened against flies and other insects.

LIGHTING

(Note: For rules regulating artificial lighting of new buildings, see state building code, issued by the state industrial commission. For lighting of hallways and exits of old buildings, see general orders of industrial commission.)

H 95.19 Light in sleeping rooms. All hotels not equipped with all night illumination must provide each sleeping room with a serviceable lamp or candle and matches.

H 95.20 Light in toilet rooms. Every toilet room in hotels shall be artificially lighted during the entire period that the building is occupied, wherever and whenever adequate natural light is not available, so that all parts of the room are easily visible.

VENTILATION

H 95.21 Ventilation in sleeping rooms. No room shall be used for a sleeping room in any hotel heretofore constructed which does not have an adequate opening, other than a transom over the door, air shafts, courts, or hallways. Light wells, air shafts and court in such hotels must be open at the top, or provided with approved ventilators to furnish proper ventilation.

(Note: In rooms having an outside window, or a window opening on a well-ventilated light well, air shaft or court, proper ventilation can be secured if the window is opened at the top and bottom, and an adjustable shield is placed at the bottom to prevent drafts.)

H 95.22 Opening of window. At least one window in each sleeping room must be so constructed to permit it to be raised from the bottom or lowered from the top at any time. If storm windows are used at least one for each sleeping room shall be either suspended from the top, or hinged from the sides, so that it can be opened and closed readily.

H 95.23 Display rooms. All sample display rooms shall be kept clean, and provided with sufficient light, heat and ventilation.

H 95.24 Lighting and ventilation of kitchen. Every kitchen connected with a hotel shall be properly lighted and ventilated. The ventilation must be sufficient to remove the gases and fumes from the preparation of foods.

TOILET FACILITIES

H 95.25 Lavatory and toilet facilities. All hotels in cities, towns and villages where a system of waterworks and sewers, adjacent to the property, is maintained for public use shall be equipped with suitable lavatories and toilet facilities for the accommodation of its guests. The sewer must be connected with the public sewer system.

H 95.26 Conformity with state plumbing code. All toilets, urinals, lavatories, bath tubs, sinks, and drains in hotels shall be installed and maintained in conformity with the state plumbing code, issued by the state board of health.

H 95.27 Provision for toilets and washrooms. Each hotel shall be provided with a public washroom, which must be supplied with clean individual towels as provided by law. The use of the common roller towel is prohibited. There shall be at least one public toilet for every fifteen sleeping rooms or fraction thereof, that are without toilets, in addition to those provided with individual toilets; except that there must be at least one toilet for each sex.

H 95.28 Provision for privies. All hotels in cities, towns or villages not having a public sewer system or waterworks, shall have properly constructed privies, vaults or other sanitary devices which shall always be kept clean, properly ventilated and well screened from insects and rodents.

H 95.29 Partitions in privies; designation of sex. The wall or partition between the apartments must be tight. A separate apartment with separate entrance, properly designated and screened from public view, must be provided for each sex. All privy doors shall be self-closing.

H 95.30 Septic tank installation. Where septic tanks are installed, they must be constructed in compliance with the state plumbing code.

(Note: For locations and construction of outside toilets, see state plumbing code, issued by the state board of health.)

WATER SUPPLY

H 95.31 Bubbling drinking fountains. All hotels equipped with sewerage and running water must be provided with bubbling drinking fountains, located in the office or lobby. In all hotels where bubbling fountains cannot be installed, a supply of pure drinking water shall be kept in a cooler in the office or lobby for the use of guests and clean, individual cups or glasses must be provided upon request.

UTENSILS AND EQUIPMENT

H 95.34 Bed furnishings. All hotels shall provide each bed, bunk, cot or other sleeping place for the use of transient guests with white cotton or linen pillow slips, top and under sheets, also mattress, and a reasonably sufficient quantity of bedding.

H 95.35 Sheets. The top and under sheet shall be of sufficient size to completely cover the mattress and fold under on sides and ends. Both sheets must be at least 96 inches long after being hemmed and laundered. (This means that the cloth must be torn at least 108 inches

in order to meet the required length.) The use of quilts and comforters on transient beds is prohibited. The long top sheet is to be folded back at the head of the bed so as to cover all top coverings at least twelve inches.

H 95.36 Condition of bedding. All bedding, including mattresses, blankets, pillows and sheets, used in any hotel must be thoroughly aired and kept clean. No bedding shall be used which is worn out and unfit for further use. Pillow slips and sheets must be washed and ironed as often as they shall be assigned to a different guest.

H 95.37 Furnishings for hotel rooms. Each room must be provided with at least one chair, two clothes hooks, and where an individual toilet is not available, with a chamber; and where running water is not supplied, must be furnished with clean wash water, pitcher, wash bowl, and slop jar. Upon request every guest shall be supplied with pure, wholesome drinking water.

H 95.38 Towels. Clean, individual towels must be supplied in all cases.

H 95.39 Renovation of rugs and carpets. All bedroom furnishings must be kept clean and free from odor. Rugs and carpets shall be kept clean, and be thoroughly renovated at least once a year, and oftener when deemed necessary by the hotel inspector.

(Note: Rugs are recommended for use in sleeping rooms in place of carpets.)

H 95.40 Sanitation of dining rooms. The dining rooms and all places where meals are served in hotels shall be kept clean, well ventilated, heated, lighted, and in a sanitary condition. This shall include the proper cleaning of the floors, ceilings, walls, tables, chairs, trays, and all other dining room equipment.

H 95.41 Furniture. The dining room shall be equipped with serviceable furniture.

H 95.42 Table cloths and pads. Table cloths and pads must be kept clean.

H 95.43 Napkins. Napkins must be provided. Cloth napkins must be washed and ironed after being used by any guest.

H 95.44 Dishes, glassware, silverware. The use in hotels of dirty or cracked dishes or glasses in which food or drink is prepared or served or of dirty silverware, is prohibited.

H 95.45 Work surfaces. Surfaces with open cracks on which food is prepared or dishes are washed, shall be covered with metal or other nonabsorbent material.

H 95.46 Finger bowls. Finger bowls, when used, must be filled with fresh, pure water for each guest.

H 95.48 Utensils. Utensils shall be stored in a clean, dry place protected from flies, splash, dust, overhead leakage and condensation and other contamination. Wherever practicable, utensils shall be covered or inverted.

SANITIZATION

H 95.50 Utensils sanitized. All multi-use eating and drinking utensils shall be thoroughly cleaned and effectively sanitized after each usage.

H 95.51 Prewashing of utensils—recommendation. It is recommended that prewashing be made an integral part of both manual and mechanical utensil washing operation.

(*Note:* The term "prewash" is applied to the process of water scraping of utensils prior to washing. Better washing and sanitizing can be done with any utensil washing setup, either manual or mechanical, if prewashing is practiced.)

H 95.52 Manual cleaning. (1) **SINKS FOR HAND DISHWASHING.** A two-compartment sink shall be provided for all establishments and it is recommended that a three-compartment sink be provided for all new installations.

(2) **WASH WATER—HAND DISHWASHING.** The utensils shall be washed in hot water (temperature suggested 110° to 120° F.) containing an adequate amount of an effective soap or detergent. Water shall be kept clean by changing frequently.

(3) **RINSE—RECOMMENDATION.** It is recommended that all utensils following the washing operation be subjected to a hot water rinse (minimum temperature suggested 110° F.) to remove soap or detergent.

(4) **SANITIZING—HAND DISHWASHING.** After cleaning and rinsing all utensils shall be effectively sanitized by either of the following methods or by other approved means.

(a) Submergence for 30 seconds in clean water maintained at a temperature of at least 170° F.

(b) Submergence for two minutes in a hypochlorite solution. This solution shall be made up with a chlorine concentration of at least 100 parts per million and shall be discarded when it reaches 50 parts per million. Caustic compounds shall not be added to the hypochlorite solution. It is recommended that utensils be racked in baskets so that all surfaces will be wetted during submergence. It is recommended that silverware and plastic dishes be sanitized only in hot water as stated in H 95.52 (4) (a).

(*Note:* Examples of caustic compounds are soaps, water softeners and washing compounds.)

H 95.53 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 utensils washing machines shall be held at from 140° to 160° F. 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 of at least 170° F. For sanitizing in an immersion tank type machine, dishes shall be submerged for 30 seconds or more with water at a temperature of at least 170° F. There shall be a constant change of water through inlet and overflow.

(5) **DISHWATER THERMOMETERS.** Thermometers shall be located in both the wash and rinse water lines and in such location as to be readily visible. Thermostatic control of the temperature of the wash and rinse water shall be provided in new equipment and is recommended for existing equipment.

(6) **DISHWASHER WATER PRESSURE.** The pressure of the water used in spray washing and rinsing shall be 15 to 25 pounds per square inch.

H 95.54 Drying of utensils—recommendation. It is recommended that utensils be allowed to drain and air dry in racks or baskets. Drying cloths, if used, shall be clean and shall be used for no other purpose.

H 95.55 Sanitizing of washing aids. Brushes, dish mops, dishcloths, drying cloths and other hand aids used in dishwashing operation shall be sanitized after each period of use.

H 95.56 Cleaning and protection of utensils. All kitchen utensils in hotels shall be thoroughly cleaned after each meal, and when not in use shall be properly protected from all dirt, insects and rodents.

H 95.57 Cleanliness of kitchen equipment. All stoves, sinks, dishwashing apparatus, wash racks, tables, meat blocks and meat racks must be kept clean.

REFRIGERATION

H 95.60 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 50° F. This shall include all custard-filled and cream-filled pastries, milk and milk products, meat, fish, shellfish, gravy, poultry stuffing and sauces, dressings, and salads containing meat, fish, eggs, milk or milk products. The use of tainted or spoiled foods is prohibited. All foods, including vegetables, served raw shall be thoroughly washed in clean, safe water.

H 95.61 Handling of meats. Meats must not be placed in direct contact with ice. Foods with distinctive odors should when possible, be kept in compartments separate from other foods subject to absorbing such odors.

WHOLESOMENESS OF FOOD AND DRINK

H 95.63 Proper food service. Decayed, contaminated or unwholesome meats, vegetables or other food products shall not be served in any hotel or stored in any hotel ice box or storeroom. All places where foods are prepared or stored shall be kept in a clean and sanitary condition. Dogs and cats must be excluded from hotel kitchens.

H 95.64 Displayed foods. All foods when displayed in hotel-restaurants must be properly protected from flies, insects, dirt and dust, and be protected from handling by the public.

H 95.65 Removal of can contents. Contents of cans must be removed as soon as cans are opened. The practice of leaving contents in cans after opening is dangerous.

H 95.66 Uncontaminated water or ice. All water for drinking and culinary purposes in hotels shall be free from contamination. The use of contaminated, unwholesome or impure ice in drinks or for cooling of foods by direct contact is prohibited.

H 95.68 Food storage. All places and receptacles where prepared food, or food to be served in the raw state, is kept or stored, must be mouse and rat-proof and must be properly protected against flies, cockroaches and other vermin.

H 95.69 Decorating of basement storerooms. Vegetable and food storerooms in basements of hotels must be whitewashed or painted when required.

DISPOSAL OF WASTE

H 95.72 Garbage and kitchen refuse. All garbage and kitchen refuse must be kept in watertight metal cans provided with close fitting metal covers, unless otherwise protected from flies and vermin, and the contents must be removed as often as necessary to prevent decomposition and overflow. The use of wooden containers is prohibited either in the kitchen or on the premises. Separate containers must be provided for cans, bottles and similar rubbish. When garbage chutes or conveyors are used they must be constructed so as to exclude from the building all odors arising from such garbage. No waste water, including dishwater, shall be discharged on or near the premises so as to create a nuisance.

H 95.73 Drainage of ice boxes and refrigerators. The drain from ice boxes and refrigerators must be connected with sewer and properly trapped where sewer is available. Where sewer is not available drains must be provided for all ice boxes and the waste disposed of in such a manner as to avoid nuisances or menaces to health.

EMPLOYEES

H 95.76 Dressing rooms, handwashing and toilet facilities. Every hotel shall be provided with a suitable dressing room for employes which must be separate from the kitchen. Employes or other persons must not use the kitchen or places where foods are kept as a cloak-room, dressing room or sleeping room. Every hotel kitchen must be supplied with a suitable washroom or wash basin and with soap and individual towels for employes, and all employes must, before beginning work, after using toilets, and at all other times where necessary, wash their hands with water and soap. Toilets or water closets in hotel kitchens are prohibited.

H 95.77 Sleeping and dressing rooms. Where sleeping and dressing rooms are provided for employes, they shall be properly lighted, heated, ventilated and kept clean.

COMMUNICABLE DISEASE CONTROL

H 95.80 Disinfecting of rooms. Whenever a room in any hotel has been occupied by a guest ill with a communicable disease, it shall be thoroughly disinfected in accordance with the rules of the state board of health before being occupied by another guest.

H 95.81 Wearing apparel and habits of employes; freedom from communicable disease. All employes in hotels must keep clean and wear clean clothing at all times. Cooks and helpers in kitchens and all waitresses must wear caps or hair nets while on duty. All such employes must refrain from using tobacco while on duty. No person suffering from a communicable disease shall be employed in any capacity in a hotel, and when the presence of such a disease is suspected the employe may be required to present a certificate from a physician or health officer certifying that he is free from communicable disease. No person who has been afflicted with typhoid fever within three years shall be employed in a hotel until it has been definitely determined that such person is not a typhoid carrier.

MISCELLANEOUS

H 95.85 Register. Each hotel shall provide a register and require all guests to register their true names and addresses before being assigned sleeping quarters, and this register shall be kept intact and available for inspection by proper authority.

H 95.86 Premises. All premises connected with or used by any hotel shall be kept in a sanitary condition, and it shall be the duty of the local health officer, either upon his own initiative or upon the complaint of any citizen, deputy state health officer, or hotel inspector, to take such action as may be necessary to abate any nuisance, source of filth, or cause of sickness existing on the premises as required by section 146.14 (2), Wis. Stats. The ceilings, walls and floors in all cellars or basements used in connection with hotels must be kept clean. The ceiling and walls in every hotel cellar or basement where food is kept or stored must be whitewashed or painted as often as necessary to keep them in a sanitary condition.

H 95.87 Sweeping compound or vacuum cleaners. Section 146.09, Wis. Stats., makes it unlawful for any person, firm or corporation to sweep or permit sweeping in hotels, restaurants and other public places where the public is invited unless the floor is first sprinkled with water, moist sawdust or other substance to prevent the raising of dust. When vacuum cleaners or properly filled reservoir dustless brushes are used, the sprinkling or use of moist sawdust is not required.

H 95.88 Cuspidors. All cuspidors, wherever used, must be cleaned daily and kept free from odor.