

Wisconsin Recreational Facilities FACT SHEET



Lodging Inspection Areas and Key Items Summary

Additional program information is provided at:
[DATCP Home Hotels and Motels](#), [DATCP Home Tourist Rooming Houses](#)

Inspection Area	Items to have ready	Resource
Paperwork	✓ Copy of the current ATCP 72. May be accessed digitally	NEW 2026 Wis. Admin. Code Ch. ATCP 72 Hotel, Motel, and Tourist Rooming Houses
	✓ Copy of any department variance approvals	
	✓ Copy of the current annual private well water sample report for bacteria (coliform/ <i>E. coli</i>) and nitrate	NEW 2026 Look Up Drinking Water Data WDNR
	✓ Copy of the shared well agreement, if applicable	NEW 2026
	✓ Copy of any action plans that have been required for the facility	
	✓ Copy of the guest register with primary registered guest contact information, dates of stay, and number of guests in party – three-year retention	NEW 2026
	✓ Records are kept at the hotel or motel registration desk where each person needing assistance in an emergency is lodged	Emergency Assistance Card
	✓ Written procedures for responding to vomiting or diarrheal events to include clean-up methods	NEW 2026 Vomit Diarrhea Cleanup Fact Sheet Vomit Diarrhea Cleanup Kit Fact Sheet
	✓ Copy of forms for any death, injury, illness (DII) reporting	NEW 2026 Death, Injury, and Illness Report
Knowledge	✓ Knowledge of the number of individually keyed provided	
	✓ Knowledge of rodents, bed bugs, or other pests and procedures to follow if pests are encountered on the premises	

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Inspection Area	Items to have ready	Resource
Knowledge	✓ Knowledge of washing, rinsing, and sanitizing procedures of reusable dishware	NEW 2026
	✓ Ability to describe the cleaning and sanitizing procedures for jetted bathtubs that circulate water	NEW 2026 Cleaning Jetted Tubs Fact Sheet
Potable Water	✓ Ensure hot and cold potable water are available	
	✓ Each commercial ice machine or hose connection is provided with proper backflow prevention – air gap or ASSE 1011 or ASSE 1052 device, respectively	
Wastewater	✓ Private Onsite Wastewater Treatment Systems (POWTS) access covers are locked or secured	New 2026
	✓ All plumbing fixtures discharge to a POWTS or municipal sewer	
Toilet Facilities	✓ Toilet facilities are supplied with a waste receptacle, toilet paper, soap and disposable towels, linen towels, hand air dryer or other means of drying hands	
Slips, Trips, & Falls	✓ Stairs with more than three risers are provided with a handrail	NEW 2026 See Figure 1.
	✓ Guards are provided on surfaces elevated 30 inches or more above the floor or grade and on open sides of stairs	NEW 2026 See Figure 1.
	✓ Guard spacing is six inches or less	NEW 2026 See Figure 1.
	✓ Guard height is 36 inches or more, unless on stairs	NEW 2026 See Figure 1.
	✓ Bunk beds are provided with a guard on the top bunk at least 5 inches above the mattress, gaps between guards are 3.5 inches or smaller, and beds allow 30" of head clearance	NEW 2026 See Figure 2.
	✓ Showers and bathtubs are provided with a non-slip surface	
Fire Safety	✓ If provided or present, fire alarm control panel and systems have been tested annually and is operational	
	✓ If provided or present, fire extinguishers have been tested and serviced annually	
	✓ If provided or present, exit signs are illuminated and visible	
	✓ If provided or present, emergency lights are operational	NEW 2026



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Inspection Area	Items to have ready	Resource
Fire Safety	<ul style="list-style-type: none"> ✓ If provided or present, fire doors are kept closed unless held open by a magnet that is interconnected with the fire alarm system 	
	<ul style="list-style-type: none"> ✓ Building evacuation diagrams are posted in each individually keyed unit directing guests to two emergency exit doors in the hallway in a hotel, motel, or commercial condominium. 	See Figure 3.a.
	<ul style="list-style-type: none"> ✓ Building evacuation diagrams are posted in each sleeping room or provided in check-in materials directing guests to two options for exiting in tourist rooming houses. 	NEW 2026 See Figure 3.b.
	<ul style="list-style-type: none"> ✓ All individually keyed units have a smoke alarm on each floor, outside each sleeping area and within each sleeping room 	NEW 2026 See Figure 4.a.
	<ul style="list-style-type: none"> ✓ All individually keyed units have a carbon monoxide alarm(s) if supplied with a fuel-burning appliance 	See Figure 4.a-b.
	<ul style="list-style-type: none"> ✓ All provided alarms are UL certified, or equivalent, functional and have not expired 	
	<ul style="list-style-type: none"> ✓ All floors with sleeping rooms have at least two options for exiting in tourist rooming houses 	NEW 2026
	<ul style="list-style-type: none"> ✓ Beds are arranged to provide an aisle at least two feet in width from one side (head, foot, or side rail) of the bed – the aisle may be shared between beds 	NEW 2026
	<ul style="list-style-type: none"> ✓ All individually keyed units are key locked from the outside and non-key locking from the inside 	
Food	<ul style="list-style-type: none"> ✓ Only prepackaged food that do not require refrigeration may be provided unless a restaurant/retail food license is obtained 	
	<ul style="list-style-type: none"> ✓ Reusable food and beverage utensils are sanitized between occupancies or are provided with a sanitization disclaimer. Testing devices are also provided 	NEW 2026
	<ul style="list-style-type: none"> ✓ Ice trays and buckets are cleaned between occupancies and are also sanitized unless provided with a disposable insert 	
General	<ul style="list-style-type: none"> ✓ Any provided sheets, pillowslips, towels or other linens are cleaned between occupancies 	
	<ul style="list-style-type: none"> ✓ Blankets, spreads, mattresses and pillows are to be kept clean 	
	<ul style="list-style-type: none"> ✓ Mattresses are nonabsorbent or are provided with a nonabsorbent mattress protector 	NEW 2026



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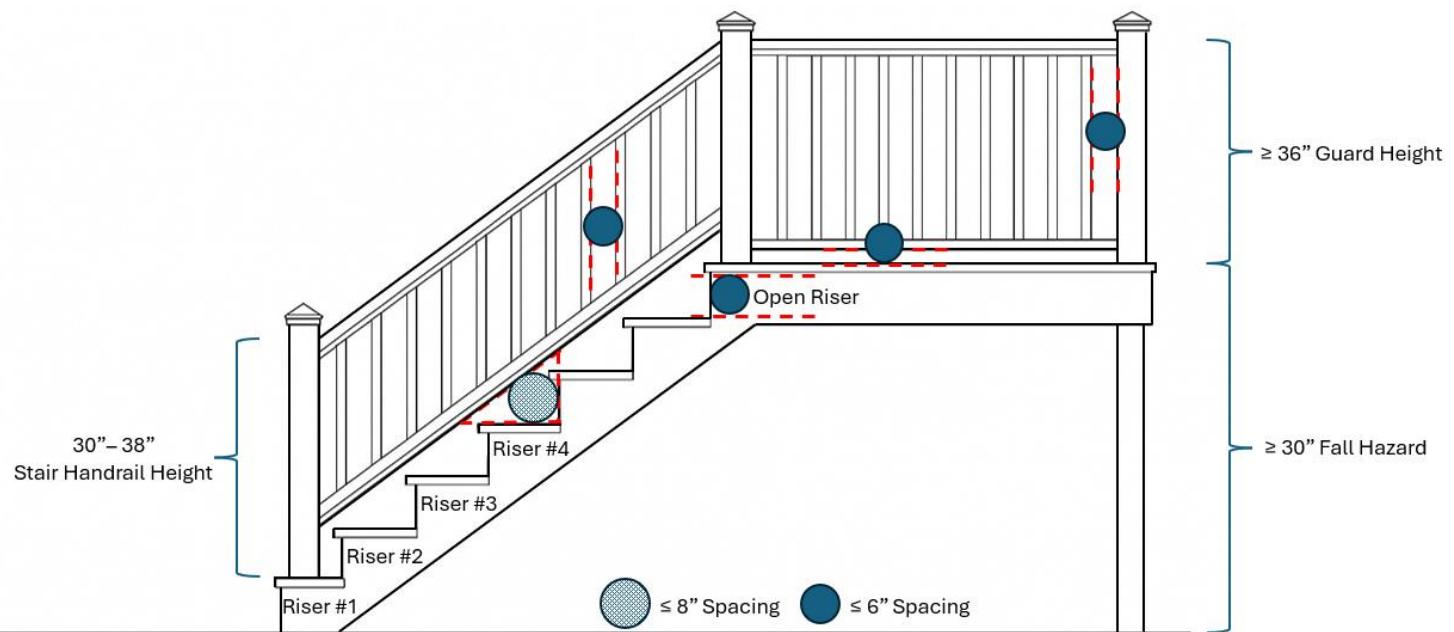
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Inspection Area	Items to have ready	Resource
General	<ul style="list-style-type: none"> <li data-bbox="306 219 949 291">✓ All windows that can be opened in individually keyed units are screened <li data-bbox="306 297 933 369">✓ The exterior premises and garbage collection area are maintained and free from harborage 	NEW 2026

Figure 1. Handrails on stairs, guards on elevated surfaces



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Figure 2. Bunk beds

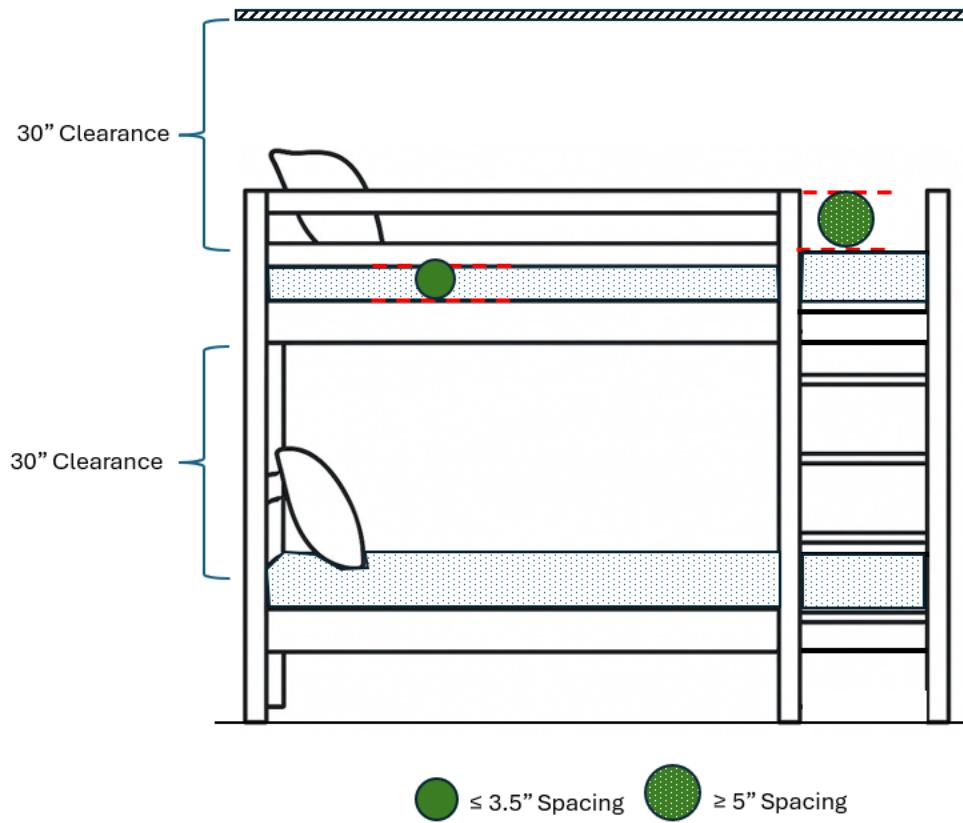
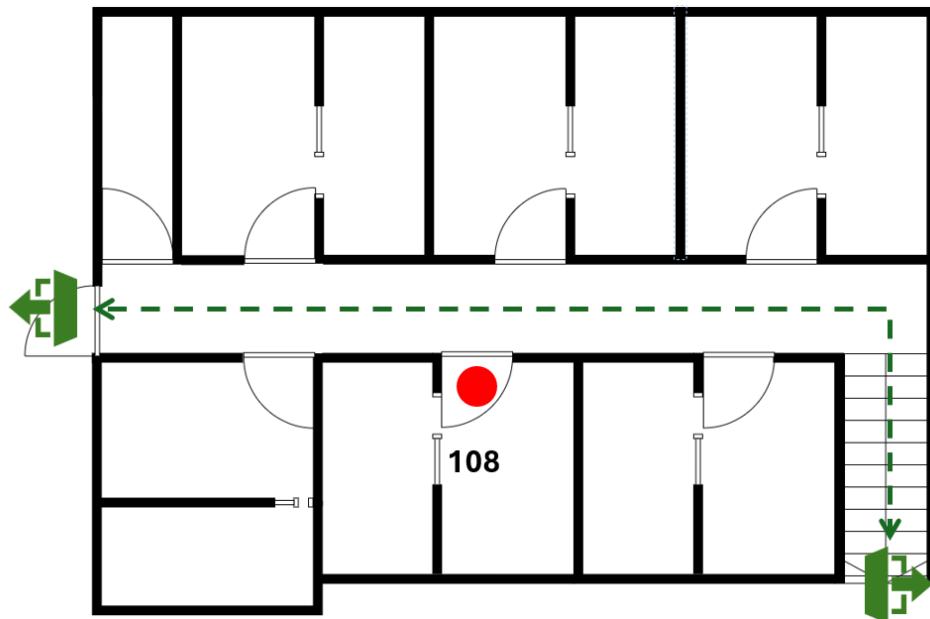


Figure 3.a. Building evacuation diagram – hotel, motel, condo



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Figure 3.b. Building evacuation diagram - TRH

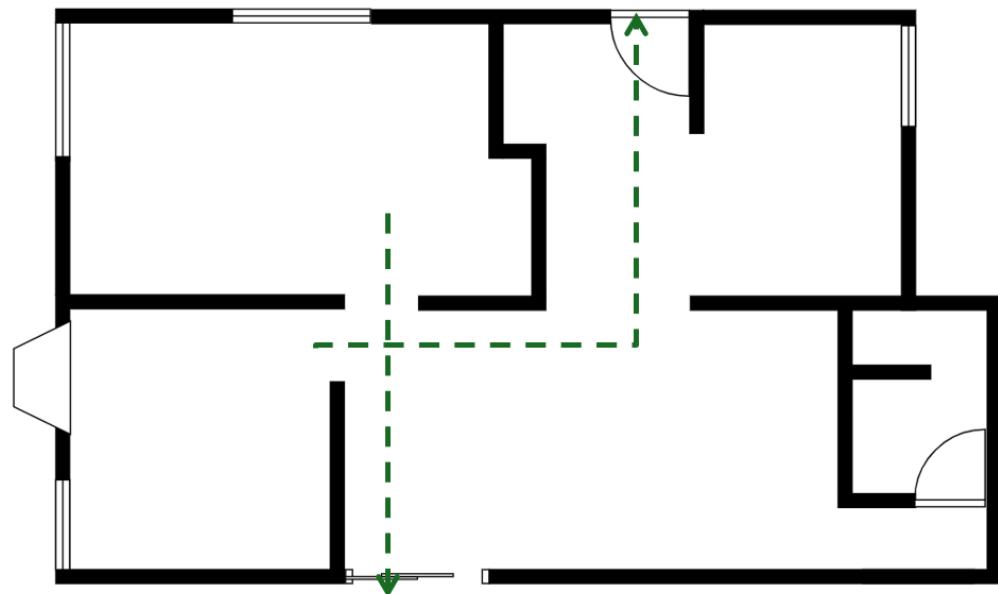
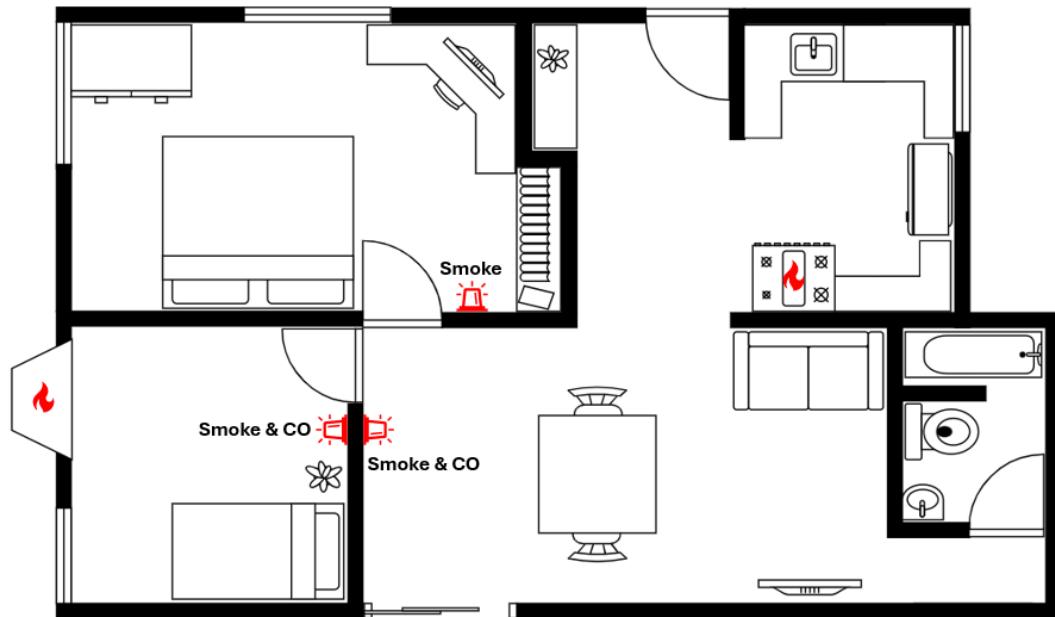


Figure 4.a. Carbon monoxide and smoke alarm installation – FBA within the unit and sleeping room



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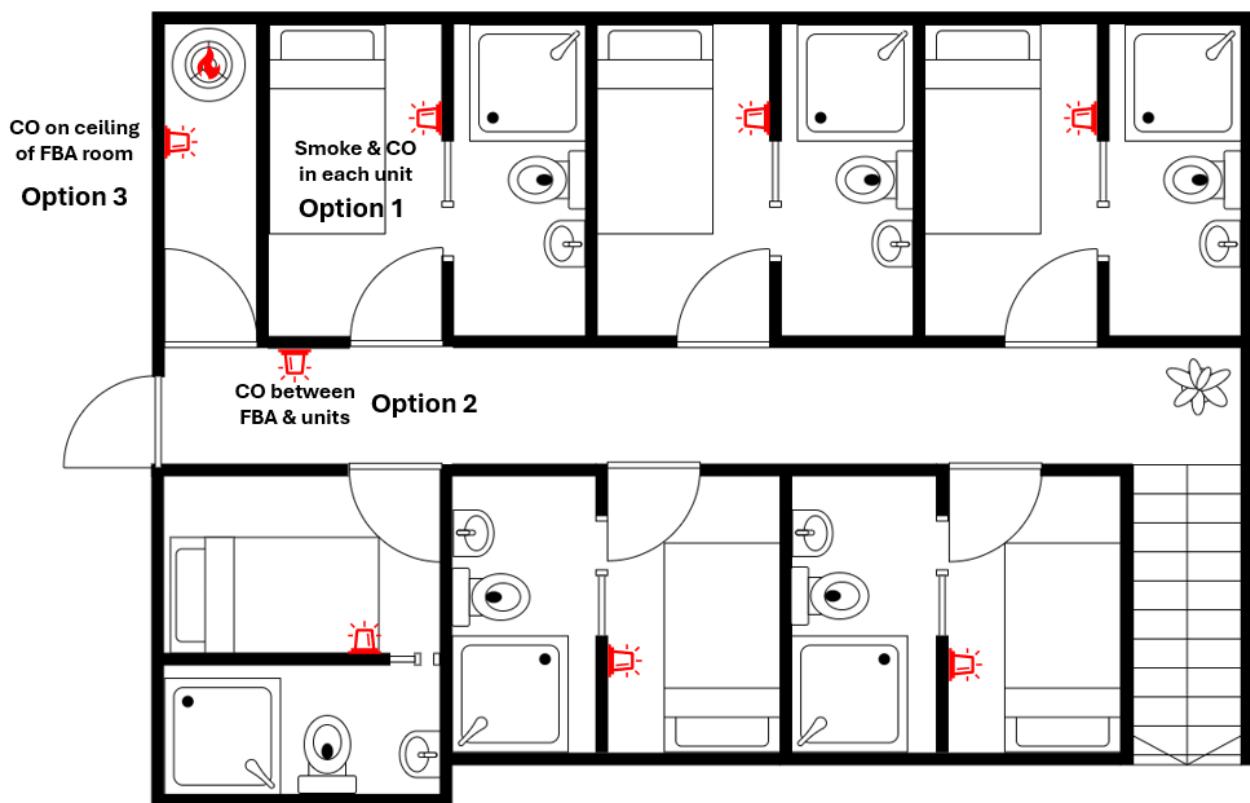
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Figure 4.b. Carbon monoxide alarm installation – FBA located outside of the unit – multiunit building



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