

# 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 <a href="#">Wis. Admin. Code Ch. ATCP 72 Hotel, Motel, and Tourist Rooming Houses</a>
	✓ 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 <a href="#">Look Up Drinking Water Data WDNR</a>
	✓ 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	<a href="#">Emergency Assistance Card</a>
	✓ Written procedures for responding to vomiting or diarrheal events to include clean-up methods	NEW 2026 <a href="#">Vomit Diarrhea Cleanup Fact Sheet</a> <a href="#">Vomit Diarrhea Cleanup Kit Fact Sheet</a>
	✓ Copy of forms for any death, injury, illness (DII) reporting	NEW 2026 <a href="#">Death, Injury, and Illness Report</a>
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	



### Wisconsin Department of Agriculture, Trade and Consumer Protection

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Madison, WI 53708

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Inspection Area	Items to have ready	Resource
<b>Knowledge</b>	✓ 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 <a href="#">Cleaning Jetted Tubs Fact Sheet</a>
<b>Potable Water</b>	✓ 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	
<b>Wastewater</b>	✓ Private Onsite Wastewater Treatment Systems (POWTS) access covers are locked or secured	New 2026
	✓ All plumbing fixtures discharge to a POWTS or municipal sewer	
<b>Toilet Facilities</b>	✓ 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	
<b>Slips, Trips, &amp; Falls</b>	✓ 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	
<b>Fire Safety</b>	✓ 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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<b>Fire Safety</b>	✓ If provided or present, fire doors are kept closed unless held open by a magnet that is interconnected with the fire alarm system	
	✓ 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.
	✓ 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.
	✓ 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.
	✓ All individually keyed units have a carbon monoxide alarm(s) if supplied with a fuel-burning appliance	See Figure 4.a-b.
	✓ All provided alarms are UL certified, or equivalent, functional and have not expired	
	✓ All floors with sleeping rooms have at least two options for exiting in tourist rooming houses	NEW 2026
	✓ 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
<b>Food</b>	✓ All individually keyed units are key locked from the outside and non-key locking from the inside	
	✓ Only prepackaged food that do not require refrigeration may be provided unless a restaurant/retail food license is obtained	
	✓ Reusable food and beverage utensils are sanitized between occupancies or are provided with a sanitization disclaimer. Testing devices are also provided	NEW 2026
<b>General</b>	✓ Ice trays and buckets are cleaned between occupancies and are also sanitized unless provided with a disposable insert	
	✓ Any provided sheets, pillowslips, towels or other linens are cleaned between occupancies	
	✓ Blankets, spreads, mattresses and pillows are to be kept clean	
	✓ Mattresses are nonabsorbent or are provided with a nonabsorbent mattress protector	NEW 2026



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Inspection Area	Items to have ready	Resource
General	✓ All windows that can be opened in individually keyed units are screened	NEW 2026
	✓ The exterior premises and garbage collection area are maintained and free from harborage	

Figure 1. Handrails on stairs, guards on elevated surfaces

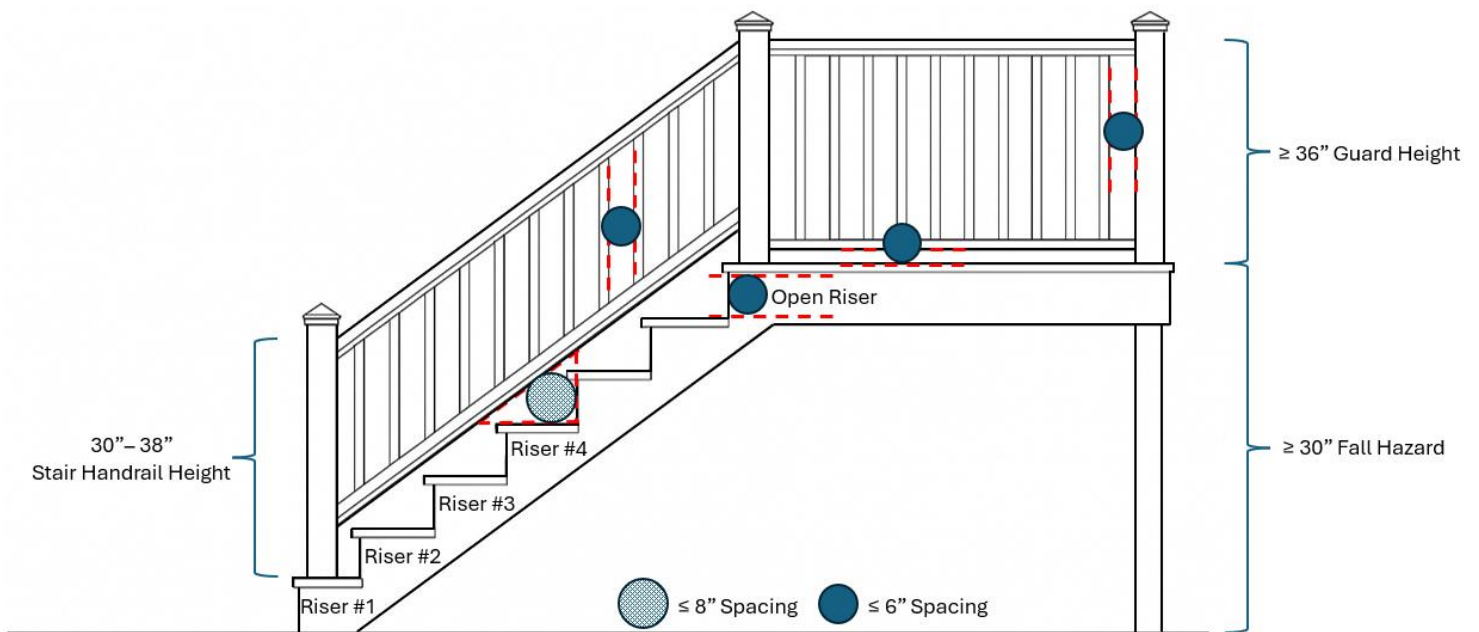


Figure 2. Bunk beds

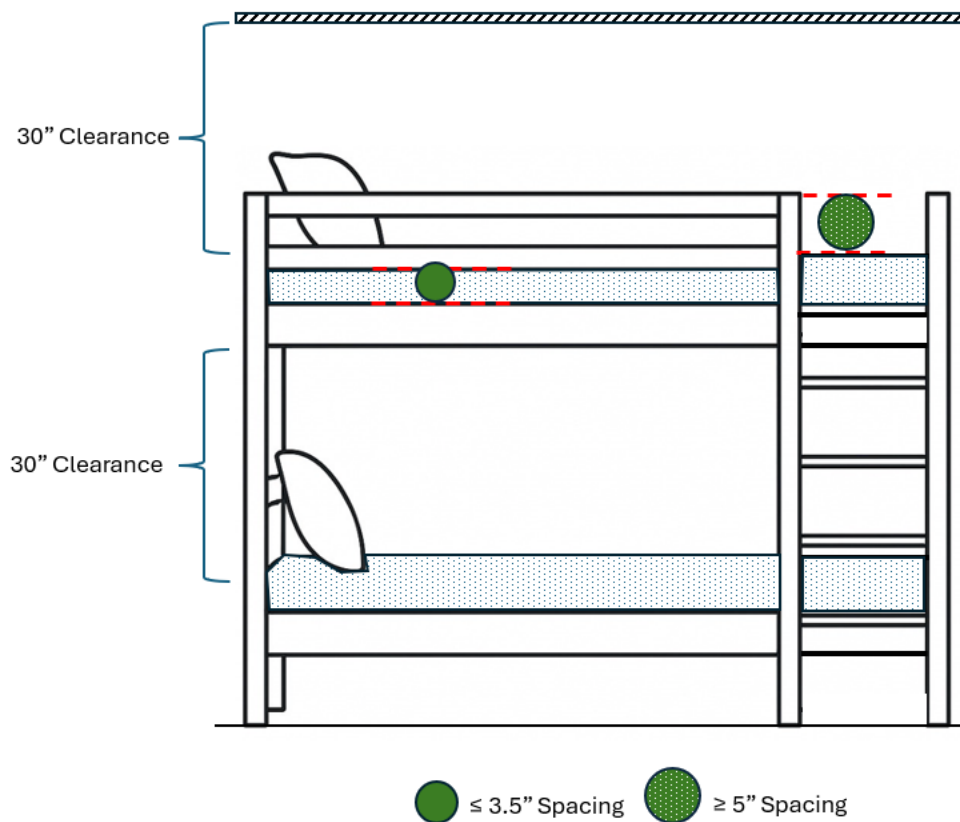


Figure 3.a. Building evacuation diagram – hotel, motel, condo

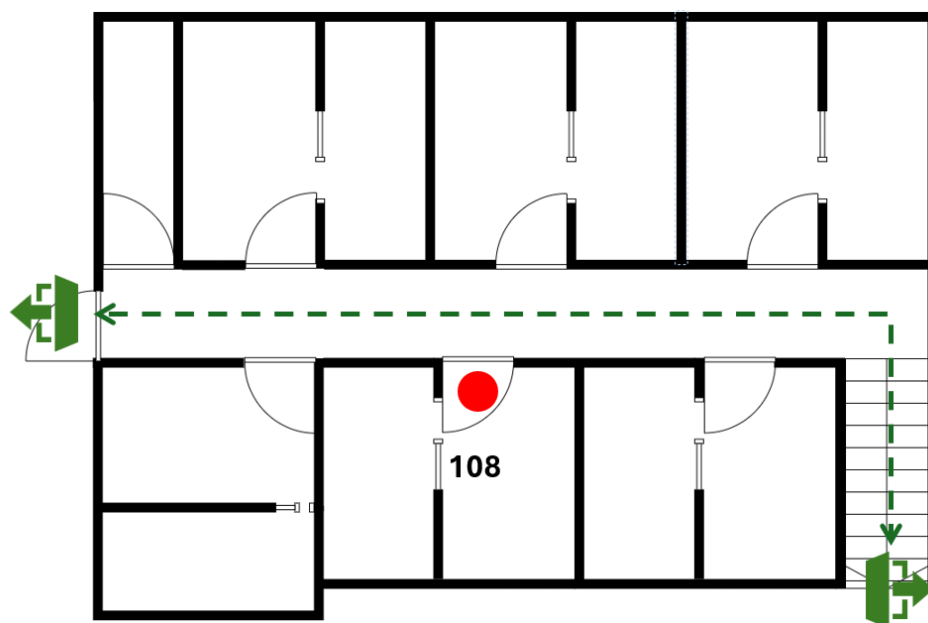


Figure 3.b. Building evacuation diagram - TRH

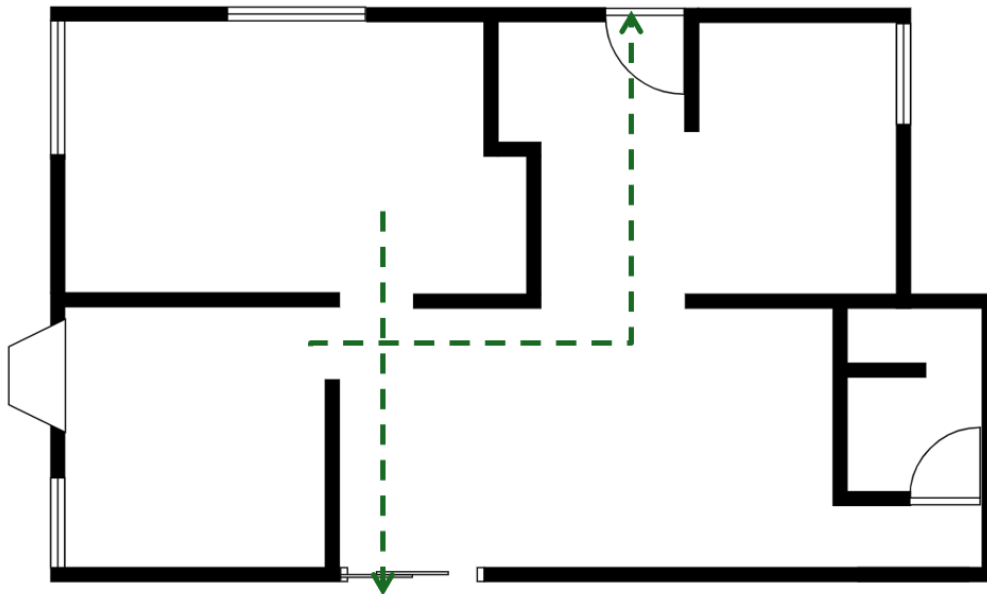


Figure 4.a. Carbon monoxide and smoke alarm installation – FBA within the unit and sleeping room

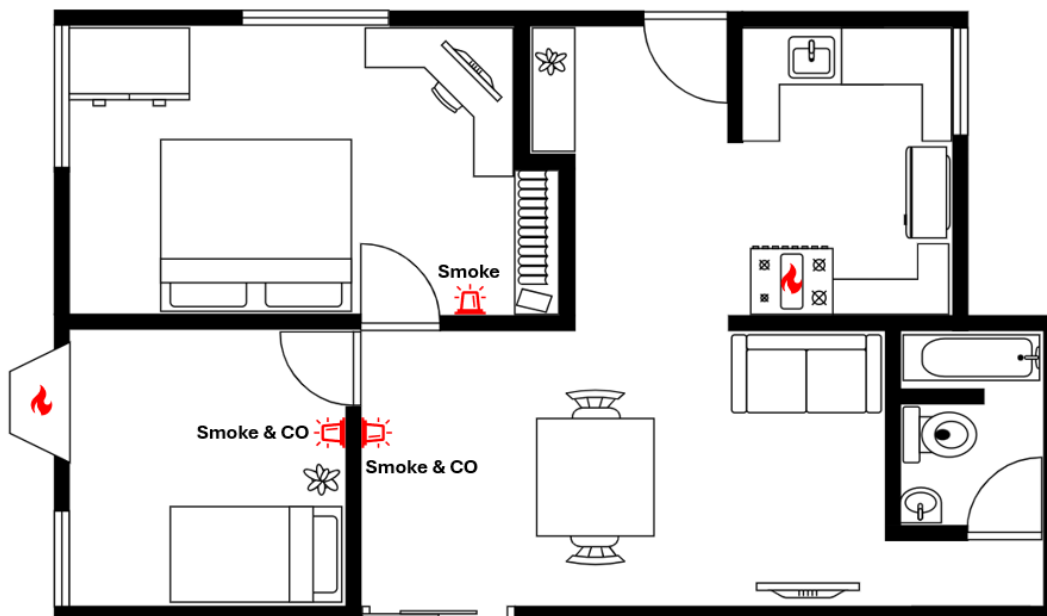


Figure 4.b. Carbon monoxide alarm installation – FBA located outside of the unit – multiunit building

