



Kandiyohi-Renville Community Health Board

Kandiyohi County Public Health
2200 23rd Street Northeast, Suite 1080
Willmar, MN 56201
Phone: 320/ 231-7860
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publichealth@co.kandiyohi.mn.us

Renville County Public Health
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Phone: 320/ 523-2570
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LODGING PLAN REVIEW GUIDELINES

PLANS AND SPECIFICATIONS REQUIRED INVENTORY

_____ FLOOR PLANS/BLUEPRINTS
Equipment location

_____ ROOM FINISH SCHEDULE
Walls, floors, ceiling

_____ EQUIPMENT LISTING
Manufacturing and model numbers

_____ PLAN REVIEW APPLICATION FORM

_____ PLAN REVIEW FEE

SUBMIT ALL THE ABOVE ITEMS TO THE APPROPRIATE COUNTY:

Kandiyohi County Health and Human Services
2200 23rd St. NE, Suite 1080
Willmar, MN 56201

Or

Renville County Public Health
105 South 5th St., Suite 119H
Olivia, MN 56277

PLUMBING PLANS MUST BE SUBMITTED TO:

Minnesota Department of Labor and Industry
Plumbing and Engineering Unit
443 Lafayette Rd. N.
St. Paul, MN 55155
(651) 284-5067

All Plans and specifications must be submitted to this office at least one month prior to starting construction.

REQUIREMENTS FOR LODGING ESTABLISHMENTS

FLOOR REQUIREMENTS

Minnesota Rules 4625.0500

The floors of all guest rooms, hallways, bathrooms, store rooms, and all other spaces used or traversed by guests shall be of such construction as to be easily cleaned, shall be smooth, and shall be kept clean and in good repair. Cleaning of floors shall be so done as to minimize the raising of dust and the exposure of guest thereto. The requirements of this part shall not prevent the use of rugs, carpets, or natural stone which can be kept clean. Abrasive strips for safety purposes may be used wherever deemed necessary to prevent accidents.

Approved flooring material in locker rooms and toilet rooms shall be non-absorbent. Approved, non-absorbent flooring material for these areas include terrazzo, ceramic tile, quarry tile, certain types of poured floors, and commercial grade of floor tile or sheet vinyl. If rugs and/or carpets are used in customer areas, the rugs and/or carpets shall be closely woven commercial carpeting or other approved commercial covering material.

WALL AND CEILING REQUIREMENTS

Minnesota Rules 4625.0600

The walls and ceilings of all rooms, halls, and stairways shall be kept clean and in good repair. Studs, joists, or rafters shall not be left exposed except when suitably finished (gloss paint or other approved sealer) and kept clean.

No walls and/or ceilings shall have peeling paint, cracks, holes or other defects.

SCREENING REQUIREMENTS

Minnesota Rules 4625.0700

When flies, mosquitoes, and other insects are prevalent, all outside doors, windows, and other outer openings shall be screened; provided that such screening shall not be required for rooms located high enough in the upper stories of the building as to be free of such insects (above fourth floor elevation), or in such area where other effective means are provided to prevent their entrance. The screening must be of at least 16 meshes to the inch for all outside doors and windows.

LIGHTING AND VENTILATION REQUIREMENTS

Minnesota Rules 4625.0800

All rooms and areas used by patrons and guests and all other rooms or spaces in which lighting and ventilation, either natural or artificial are essential to the efficiency of the business operation shall be well lighted and ventilated.

An area shall be considered well ventilated when excessive heat, odors, fumes, vapors, smoke, or condensation is reduced to a negligible level and barely perceptible to the normal senses. During

seasons when weather conditions require tempering of makeup air, adequate equipment shall be provided to temper the makeup air. Every gas-fired or oil fired room heater and water heater shall be vented to the outside air.

All toilet rooms shall provide either natural or artificial ventilation.

SPACE REQUIREMENTS

Minnesota Rules 4625.0900

Every room occupied for sleeping purposes by one person shall contain at least 70 square feet of usable floor space, and every room occupied for sleeping purposes by more than one person shall contain not less than 60 square feet of usable floor space for each occupant thereof. Under no circumstances shall there be provided less than 400 cubic feet of air space per occupant. Beds shall be spaced at least three feet apart when placed side by side. No sleeping quarters shall be provided in any basement having more than half its clear floor to ceiling height below the average grade of the adjoining ground.

BEDDING AND LINEN REQUIREMENTS

Minnesota Rules 4625.1000

All beds, bunks, cots, and other sleeping places provided for guests in hotels, motels, resorts, and lodging houses shall be supplied with suitable pillow slips and under and top sheets. All bedding including mattresses, quilts, blankets, pillows, sheets, spreads, and all bath linen shall be kept clean. No bedding including mattresses, quilts, blankets, pillows, bed and bath linen shall be used which are worn out or unfit for further use. Pillow slips, sheets, and bath linen after being used by one guest shall be washed before they are used by another guest, a clean set being furnished each succeeding guest. For any guest room for an extended period of time, fresh set of sheets and pillow slips shall be furnished at least once each week, and at least two clean towels shall be furnished each day, except that the proprietor will not be responsible for the sheets, towels pillow slips, and bath linen furnished by a guest.

ROOM FURNISHING REQUIREMENTS

Minnesota Rules 4625.1100

All equipment, fixtures, furniture, and furnishings, including, windows, draperies, curtains, and carpets, shall be kept clean and free of dust, dirt, vermin, and other contaminants, and shall be maintained in good order and repair.

TOILET REQUIREMENTS

Minnesota Rules 4625.1200

Every hotel, motel, and lodging house shall be equipped with adequate and conveniently located water closets for the accommodation of its employees and guest. Water closets, lavatories, and bathtubs or showers shall be available on each floor when not provided in each individual room. Toilet, lavatory, for every ten occupants, or fraction thereof, and one bathtub or shower for every 20 occupants, or fraction thereof. Toilet rooms shall be well ventilated by natural or mechanical methods. The doors of all toilet rooms serving the public and employees shall be self-closing.

Toilets and bathrooms shall be kept clean and in good repair and shall be well lighted and ventilated. Hand-washing signs shall be posted in each toilet room used by employees.

WATER SUPPLY

Minnesota Rules 4625.1300

A safe adequate supply of water shall be provided. The temperature of hot water which is provided in a public area guest room, including but not limited to lavatories, bathtubs, or showers, shall not exceed 130 degrees Fahrenheit.

New water wells must be constructed by a licensed water well contractor. All new water well construction or modification of an existing water supply system shall submit complete plans and specifications to the Minnesota Department of Health Plumbing Unit.

HAND-WASHING REQUIREMENTS

Minnesota Rules 4625.1400

All lavatories for public use or furnished in guest rooms shall be supplied with hot and cold running water and hand soap. Individual or other approved sanitary towels or warm-air dryers shall be provided at all lavatories for use by employees or the public.

WASTE DISPOSAL

Minnesota Rules 4625.1600

All liquid wastes shall be disposed of in an approved public sewage system or in a sewage system which is designed, constructed and operated in accordance with the rules of the Minnesota Pollution Control Agency part 7080.0010 to 7080.0200.

Prior to removal, all garbage and refuse in storage shall be kept in watertight, nonabsorbent receptacles which are covered with close-fitting, fly tight lids. All garbage, trash and refuse shall be removed from the premises frequently to prevent nuisance and unsightly conditions, and shall be disposed of in a sanitary manner. All garbage receptacles shall be kept clean and in good repair.

INSECT AND RODENT CONTROL REQUIREMENTS

Minnesota Rules 4625.1700

Every hotel, motel, and resort shall be so constructed and equipped as to prevent the entrance, and harborage, or breeding of flies, roaches, rats, mice, and all other insects and vermin, and specific means necessary, for the elimination of such pests such as cleaning, renovation, fumigation shall be used.

The door on the fish cleaning house shall be equipped with a self-closing device and in good repair to prevent the entrance of insects.

FIRE PROTECTION

Minnesota Rules 4625.2100

All lodging establishments shall provide suitable fire escapes which shall be kept in good repair and accessible at all times. Hallways shall be marked and exit lights provided; fire extinguishers shall be provided and shall be recharged annually and kept accessible for use. No sleeping quarters shall be maintained in rooms which do not have unobstructed egress to the outside or to a central hall leading to a fire escape. All fire protection measures shall be in accordance with the requirements of the state fire marshal.

PLUMBING

Minnesota Rules 4625.2100

All new plumbing in hotels, motels, lodging houses, and resorts, and all plumbing reconstructed or replaced after January 1, 1968, shall be designed, constructed and installed in conformity with Chapter 4715 of the Minnesota Plumbing Code. Prior to installing any new plumbing, or modifying any existing plumbing, submit to the Minnesota Department of Labor and Industry complete plans and specifications. Construction may not commence until plans have been approved.

Each water heater must be equipped with a pressure-temperature relief valve that is installed in accordance with the Minnesota Plumbing Code. The pressure sensing element shall be immersed within the top six inches of the tank. Each water heater pressure-temperature relief valve must be equipped with a full size discharge pipe that terminates not more than 18" above the floor surface, or discharges into safe place of disposal.

All toilet tank fixtures must be provided with an elevated anti-siphon ballcock. The critical level mark of the anti-siphon ballcock assemblies must be at least one inch above the top of the overflow tube in the flush tank.

ICE DISPENSING REQUIREMENTS

Minnesota Rules 4625.2200

Ice must be manufactured only from safe potable water which has been obtained from the municipal water supply or other approved source. Lodging establishments shall only install automatic dispensing, sanitary ice-making, and storage equipment in areas to which the public has access.

MINNESOTA CLEAN INDOOR AIR ACT

Comply with the Minnesota Clean Indoor Air Act by Posting "No Smoking" and "Smoking Permitted" signs in appropriate areas and provide a "Smoking is Prohibited Except in Designated areas" sign at all major building entrances.

Thirty percent (30%) of rooms must be designated as non-smoking.