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City of Casper-Natrona County Hotel/Motel Lodging House Regulations

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Sec. 01 Definitions.

In this chapter, unless the context or subject matter otherwise requires:

(a). “Applicable Fire, Safety, and Building Codes”: shall mean any building, safety, fire, mechanical, or plumbing code as adopted and amended, from time to time, by the governmental subdivision having jurisdiction over any building or structure regulated by these Regulations, and shall include, but not be limited to the:

(i) International Plumbing Code

(ii) International Fire Code.

(iii) National Electrical Code.

(iv) International Mechanical Code.

(v) Wyoming Food Service Regulations, most recent addition as adopted by the State of Wyoming.

(vi) Wyoming Regulations for Swimming Pools, Spas, and similar installations, most recent addition as adopted by the State of Wyoming.

(vii). "Health Officer" - The health officer of the City of Casper-Natrona County Health Department or his representative.

(viii). For the Purpose of these regulations, Hotel And Motel shall be construed to be synonymous. "Hotel" includes every building or structure, or any part thereof kept, used, maintained, advertised, or held out to the public as a place where sleeping accommodations are furnished to the public for periods of less than one week, whether such accommodations are furnished with or without meals.

(ix). "Lodging house" includes every building or structure, or any part thereof, which is kept, used, maintained or held out to the public as a place where sleeping accommodations are furnished to regular roomers for one week or more.

(x). "Proprietor" includes the person in charge of a hotel or lodging house, as the case may be, whether as owner, lessee, manager, or any agent thereof.

(xi). Department means the Casper-Natrona County Health Department or its authorized representatives, having jurisdiction to promulgate, monitor, administer and enforce these rules.

Sec. 02 GUEST REGISTER

(a). The proprietor of a hotel, motel, or lodging house shall at all times keep a hotel register, in which shall be inscribed the names of all guests or persons renting or occupying rooms therein. Such registration must be made, and after the name so inscribed or registered, the proprietor of the house shall write the number of the room which such guest or person is to occupy. Such register shall be at all times open to inspection by the Health Officer, his or her designee, or any peace officer of the City, County, or State.

Sec. 03 ROOMS TO BE NUMBERED

(a). The proprietor of a hotel, motel, or lodging house shall cause each sleeping room and apartment in such house to be numbered in a plain or conspicuous manner, the number to be placed on the outside of the door to such room, and no two such doors shall bear the same number.

Sec. 04 SMOKE DETECTOR'S

(a). Every sleeping room shall have at least one fully operable smoke detector properly installed and maintained as specified by the manufacturer.

(b). In building requiring fire alarm systems, hallways shall be equipped with fully operational smoke detection devices wired into the approved fire alarm system.

(c). The proprietor shall inspect the smoke detection system and shall maintain records, which will be kept readily available. The records will include: dates of test, units tested of such inspection, and the results of the test, along with the maintenance required and performed on the unit. Each smoke detection unit shall be inspected annually.

Sec 05 FIRE EXTINGUISHERS

(a). Fire extinguishers shall be installed and maintained as required by the Applicable Fire, Safety, and Building Codes, and in no event less than that required by National Fire Protection Agency Standard 10.

(b). Fire extinguishers shall be maintained and fully operational, and be inspected on an annual basis in accordance with the Applicable Fire, Safety, and Building Codes. Each extinguisher shall be inspected and tagged by a certified fire extinguisher inspection company.

SEC. 06 EXIT DOORS

- (a). Exit doors shall be openable from the inside without the use of a key or any special knowledge and shall open in the direction of exit travel.
- (b). Exit doors shall be so marked that they are readily identified as routes of egress.
- (c). It shall be unlawful to lock, block, obstruct or otherwise impair the operation of any door required to be self or automatic closing.
- (d). Every sleeping room below the fourth story shall have at least one operable window or exterior door approved for emergency escape or rescue. The units shall be operable from the inside to provide a full clear opening without the use of separate tools.
- (e). Bars, grills, grates or similar devices may be installed on an emergency escape or rescue windows or doors provided. Such devices are equipped with approved release mechanisms, which are openable from the inside without the use of a key or special knowledge or effort.

Sec. 07 EXIT MAINTENANCE

- (a). Exits serving every building, structure or confined area, which is used or intended to be used at any time for human occupancy, shall be maintained in accordance to all applicable Fire, Safety, and Building Codes.
- (b). Obstructions, including storage, shall not be placed in the required width of an exit except projections as permitted by the Applicable Fire, Safety, and Building Codes.
- (c). Encumbrance's or obstructions of any kind shall not be located before or upon any fire escape, balcony, or ladder intended as a means of escape.
- (d). The number of occupants of any building or portion thereof shall not exceed the permitted or posted capacity.

Sec. 08 EXIT SIGNS

- (a). Where Required: Exit signs shall be installed at required exit doorways and where otherwise required by building and safety codes to clearly indicate the direction of egress when the exit serves an occupant load of 50 or more.
Exception: Main exterior doors, which obviously and clearly are identifiable, as exits need not be signed when approved by the building official.

(b). Graphics. The color and design of lettering, arrows, and other symbols on exit signs shall be in high contrast with their background. Words on the sign shall be in block letters 6 inches in height with a stroke of not less than 3/4 inch.

(c). Fire Escape Routes. Printed notices instructing guest on the appropriate fire escape paths are required for a hotel, motel, or lodging house of more than two stories in height. Such notices shall be posted by the owner/operator of such facility, and shall be maintained in a conspicuous place in each hall and guest room on all floors above the ground floor.

SEC. 09 EXIT ILLUMINATION

(a). Except within individual dwelling units, guest rooms and sleeping rooms, exits shall be illuminated at any time the building is occupied.

SEC. 10 EMERGENCY LIGHTING

Emergency lighting shall be provided for the following conditions:

(a). In assembly areas when the occupant load exceeds 50 people.

(b). In interior hallways, corridors and stairs when they serve an occupant load of 100 or more people shall be compliant with all Fire and Building codes.

SEC. 11 FIRE SAFETY GENERAL PRECAUTIONS

(a). All combustible rubbish, oily rags or waste materials, when kept within a building or adjacent to a building shall be securely stored in a metal or metal lined receptacles equipped with tight fitting covers or in rooms or vaults constructed of noncombustible materials all safety requirement contained in these regulations are minimum and any regulation that is more strict shall apply.

(b). Commercial dumpsters and containers with an individual capacity of 1.5 cubic yards or greater shall not be stored or placed within 5 feet of combustible walls, openings or combustible roof eave lines.

(c). Boiler rooms, mechanical rooms and electrical panel rooms shall not be used for storage of combustible materials or equipment.

(d). Combustible material shall not be stored in attic areas or similar spaces, unless such spaces are protected on the attic room side as required for one-hour fire resistive construction.

(e). Electrical equipment and wiring shall be installed according to the Applicable Fire, Safety, and Building Codes and shall be maintained in good repair. Extension cords shall not be used. Over current protection shall be maintained with adequately sized and maintained fuses.

SEC. 12 SANITATION AND SAFETY

(a) Every hotel, motel, and lodging house shall be operated with strict regard for the health, safety, and comfort of its patrons. The following sanitary and safety regulations shall be followed.

(b). Approval of Plans and Specifications:

(i). No Person shall construct, expand or modify a hotel, motel, or lodging house nor convert any such existing structure in any manner, which would alter compliance with these rules without a plan approval from the health officer and only after all necessary building permits are obtained.

(ii). One copy of the complete plans and specifications shall be filed with the Health Officer at least thirty (30) days prior to start of construction. The Health Officer shall review all plans and specifications within fifteen (15) working days of receipt to determine if they are in compliance with these rules.

(iii). The Health Officer shall review such plans and complete a review sheet.

(iv). A copy of the review sheet will be sent to the applicant or submitter.

(v). If approved, a letter of approval will be sent to the applicant or submitter.

(vi). If disapproved, a letter of disapproval stating reasons for such disapproval shall be sent to the applicant or submitter within ten (10) days.

(vii). No plan shall be considered complete unless all of the following are included:

(viii). A plan view scaled drawing detailing the floor plan and surrounding areas, including the locations of the kitchen, garbage disposal, restrooms, guest rooms, and guest service areas. i.e., pools, saunas, exercise rooms.

(ix). Plumbing, electrical, and ventilation systems.

(x). Construction materials of guest rooms, guest service areas, garbage and refuse area, and toilet rooms.

(xi). The type and model of proposed equipment, and its locations.

(xii). All Applicable Fire, Safety, and Building Codes shall be followed in all new or remodeled, repairs and construction.

(c). Guest Rooms

(i). Furniture shall be kept clean and in good repair.

(ii). Bedding and mattresses shall be clean and in good repair.

(iii). All sheets must be at least eight (8) feet in length. The sheets and pillowcases must be changed, laundered, and sanitized after the departure of each guest.

(iv). Each guest in a hotel, motel, or lodging house shall be furnished with at least two (2) laundered and sanitized towels.

(v). Bathrooms and toilets shall be clean and in good repair.

(vi). The doors of all rooms used for sleeping purposes in any hotel, motel, or lodging house shall be equipped with proper bolts or locks to permit the occupant to lock or bolt such doors securely from within the rooms. Such locks or bolts shall be constructed in a manner, which shall render it impossible to unbolt or unlock the door from the outside.

SEC. 13 ICE EQUIPMENT

(a). The ice machine and storage facilities shall be constructed of easily cleanable, durable, nonabsorbent materials, shall be clean, in good repair, and installed according to all applicable Fire, Safety, and Building Codes. Ice machines shall be constructed to provide ice, which is covered at all times except when being transferred from the machine by guest. New machines installed after the date of this regulation, shall be completely enclosed, dispensing machines.

(b). The ice Machine, ice buckets, scoops, and kitchen utensils shall be cleaned and sanitized in one of the following ways:

(i). Immersion for at least one - half minute in clean hot water at a temperature of at least 170 degrees F, or

(ii). Immersion for at least one minute in a clean solution containing at least fifty parts per million of available chlorine as a hypochlorite at a temperature of at least 70 degrees F, or

(iii). Immersion for at least one minute in a clean solution containing at least 12.5 parts per million of available iodine and having a PH of not higher than 5.0 at a temperature of at least 75 degrees F, or

(iv). Immersion in any other solution containing a chemical sanitizing agent allowed under 21 CFR 178.1010, appendix B, or Wyoming Food Service Regulations, most recent addition.

(v). Clean and sanitized or single use equipment/utensils shall be stored at least six inches above the floor in a clean, dry location in a way that protects them from contamination. Equipment/ utensils shall not be stored under exposed sewer lines or water lines (except automatic fire protection sprinkler heads). Equipment/utensils shall be handled and dispensed in a manner that prevents contamination of surfaces.

(vi). Single service articles shall not be reused.

SEC. 14 GENERAL UTILITIES

(a). Enough potable water for the needs of the establishment shall be provided from a source constructed and operated according to law. Water under pressure shall be provided to all plumbed fixtures and equipment.

(b). All sewage shall be disposed of by a public sewage system or by a sewage disposal system constructed and operated according to the law.

SEC. 15 PUBLIC TOILET AND HANDWASHING FACILITIES

(a). Toilet facilities shall be installed according to all Applicable Fire, Safety, and Building Codes, shall be the number required by law, shall be conveniently located, and shall be accessible to employees and guest at all times. Separate toilets shall be furnished for each sex, each being properly designated. Toilets and urinals shall be designed to be easily cleaned.

(b). Lavatories shall be at least the number required by law, shall be installed according to all Applicable Fire, Safety, and Building Codes, shall be located to permit convenient use by all employees and guests. Lavatories shall be accessible to employees and guests at all times. Lavatories shall also be located in or immediately adjacent to toilet rooms.

(c). Each lavatory shall be provided with hot and cold water tempered by means of a mixing valve or combination faucet. Any self-closing, slow-closing, or metering faucet shall be designed to provide at least fifteen seconds without the need to reactivate the faucet. Use of steam-mixing valves is prohibited. A supply of hand cleansing soap or detergent shall be available at each lavatory. A supply of sanitary towels or a hand-drying device, providing heated air shall be conveniently located near each lavatory. The use of common towels is prohibited. If disposable towels are used, easily cleanable waste receptacles shall be conveniently located near the hand washing facilities. Lavatories, soap dispensers, hand drying devices and all related fixtures shall be kept clean and in good repair.

(d). Toilet rooms used by women shall be completely enclosed and shall have tight fitting, self-closing, solid doors, which shall be closed except during cleaning or maintenance unless otherwise provided by law. Toilet fixtures shall be kept cleaned and in good repair. A supply of toilet tissue shall be provided at each toilet at all times. Easily cleanable receptacle shall be provided for waste materials, Toilet rooms used by woman shall have at least one covered waste receptacle.

SEC. 16 GARBAGE AND REFUSE DISPOSAL

(a). Garbage and refuse shall be kept in durable, easily cleanable, insect/rodent proof containers that do not leak and do not absorb liquids. Plastic bags and wet strength paper bags may be used to line these containers.

(b). Containers stored outside the establishment, and dumpsters, compactors, and compactor systems shall be easily cleanable, shall be provided with tight fitting lids, doors, or covers and shall be kept covered when not in actual use. Containers designed with drains, drain plugs shall be in place at all times, except during cleaning.

(c). There shall be a sufficient number of containers to hold all of the garbage and refuse that accumulates.

(d). Soiled containers shall be cleaned at a frequency to prevent insect and rodent attraction. Each container shall be thoroughly cleaned on the inside and outside.

(e). Garbage and refuse shall be disposed of often enough to prevent the development of odor and the attraction of insects and rodents.

(f). Garbage and refuse on the premises shall be stored in a manner, which makes them inaccessible to insects and rodents. Outside storage of unprotected plastic bags or wet strength paper bags, or baled units containing garbage or refuse is prohibited. Cardboard or other packaging materials not containing garbage or food waste needs not be stored in covered containers.

(g). Garbage or refuse storage rooms, if used, shall be constructed of easily cleanable, nonabsorbent, washable materials, shall be kept clean, shall be insect/rodent proof, and shall be large enough to store the garbage and refuse containers that accumulate.

(h). Outside storage areas or enclosures shall be large enough to store the garbage and refuse containers that accumulate and shall be kept clean. Garbage and refuse containers, dumpsters, compactor systems located outside shall be stored on or

above a smooth surface of nonabsorbent materials such as concrete or machine laid asphalt, that is kept clean and maintained in good repair.

SEC. 17 INSECT AND RODENT CONTROL

(a). Premises shall be kept free of conditions conducive to vermin harborage at all times.

(b). Openings to the outside shall be effectively protected against the entrance of rodents. Outside openings shall be protected against the entrance of insects by tight fitting, self-closing doors, closed windows, screening, controlled air currents, or other means. Screen doors shall be self closing, and screen for windows, doors, skylights, transoms intake and exhaust air ducts, and other openings to the outside shall be tight fitting and free of breaks. Screening materials shall not be less than sixteen mesh to the inch.

SEC. 18 FLOORS

(a). Floors and floor coverings of all food storage and utensil washing areas, dressing rooms, locker rooms, toilet rooms, and vestibules shall be constructed of smooth, durable material, such as sealed concrete, terrazzo, ceramic tile, durable grades of linoleum or plastic, or tight wood impregnated with plastic, and shall be maintained in good repair. Nothing in this section shall prohibit the use of anti slip floor coverings in areas where necessary for safety reasons.

(b). Carpeting, if used, as a floor covering, shall be properly installed, easily cleanable, and maintained in good repair. Carpeting is prohibited in all food storage, and equipment and utensil-washing areas, and in toilet room areas where urinals or toilet fixtures are located.

(c). Existing facilities with floors and floor covering not in compliance on the date of this regulation shall comply with the regulations when floors and/or floor coverings are not in good repair or replaced for any reason.

SEC. 19 WALLS AND CEILINGS

(a). The walls, including non-supporting partitions, wall coverings, and the ceilings of food storage, and equipment and utensil-washing areas, toilet rooms, and vestibules shall be light colored, smooth, nonabsorbent, and easily cleanable. Concrete or pumice blocks used for interior wall construction in these locations shall be finished and sealed to provide an easily cleanable surface.

(b). Walls and ceilings, including doors, windows, skylights and similar closures, shall be maintained in good repair.

SEC. 20 LIGHTING AND VENTILATION

(a). Permanently fixed artificial light sources shall be installed to provide at least twenty foot-candles of light at equipment or utensil-washing work levels, in food storage, utensils and equipment storage areas and in lavatory and toilet areas.

(b). All rooms shall have sufficient ventilation to keep them free of excessive heat, steam, condensation, vapors, obnoxious odors, smoke and fumes. Ventilation systems shall be installed and operated according to law and when vented to the outside, shall not create an unsightly, harmful or unlawful discharge.

(c). Intake and exhaust air ducts shall be maintained to prevent the entrance of dust, dirt, noxious or poisonous vapors, or other contaminating materials into a building.

(d). In new or remodeled establishments, all rooms from which obnoxious odors, vapors, or fumes originate shall be mechanically vented in accordance with all Applicable Fire, Safety, and Building Codes.

SEC. 21 LAUNDRY FACILITIES

(a). Laundry facilities shall be used for the washing and drying of bedding, cloths, towels, and other items necessary to the operation. If such items are laundered on the premises, an electric or gas dryer shall be provided and used.

(b). Separate rooms shall be provided for laundry facilities except that such operations may be conducted in storage rooms containing only packaged single - service articles.

(c). Clean bedding and linens shall be stored in a clean place and protected from contamination until used.

(d). Soiled bedding and linens shall be stored in nonabsorbent container or washable laundry bags until removed for laundering.

SEC. 22 OTHER OPERATIONS

(a). For purposes of the following regulations, poisonous or toxic materials consist of the following categories:

(i). Insecticides and rodenticides.

(ii). Detergents, sanitizers, caustics, acids, polishes, and other chemicals, and related cleaning or drying agents.

(b) Each of the categories set forth in this section shall be stored and physically located separate from each other. All poisonous or toxic materials shall be stored in cabinets or in a similar physically separate place used for no other purpose. Poisonous or toxic materials shall not be stored above ice, equipment or single - service articles, except that this requirement does not prohibit the convenient location of detergents or sanitizers at laundry stations.

(c). There shall be present only those poisonous or toxic materials necessary for maintaining the establishment, cleaning and sanitizing equipment and utensils, and controlling insect and rodents. Containers of poisonous or toxic materials shall be prominently labeled for easy identification of contents.

(d). Poisonous or toxic materials shall not be used in a way that contaminates food, equipment, or utensils or that constitutes a hazard to employees or other persons, or in any other way than in full compliance with the manufacturer's labeling.

(e). Hotel, motel, and lodging house facilities and all property used in connection with their operation shall be kept free of litter. The walking and driving surfaces of all exterior areas shall be surfaced with concrete or asphalt, or with gravel or similar material effectively treated to facilitate maintenance and minimize dust. These surfaces shall be graded to prevent pooling and shall be kept free of litter. Only articles necessary for the operation and maintenance of the establishment shall be stored on the premises.

(f). At least one utility sink or curbed cleaning facility with a floor drain shall be provided and used for the cleaning of mops or similar wet floor cleaning equipment and for the disposal of mop water or similar liquid wastes. The use of lavatories, utensils or equipment washing sinks for this purpose is prohibited.

SEC. 23 INFECTIOUS DISEASE

(a). When the Health Officer is notified of a guest who has an infectious or contagious disease, the Health Officer shall recommend to the hotel, motel, or lodging house appropriate procedures to disinfect the room/equipment.

SEC. 24 INSPECTION, RECORDS KEPT

(a). Every hotel, motel, lodging house shall be inspected once in each calendar year by the Health Officer.

(b). The Health Officer or the Health Officer's inspectors, after proper identification, shall be permitted to enter pursuant to law, to any such establishment at reasonable hours to determine compliance with the provisions of this regulation.

(c). If the Health Officer discovers a violation of any item in these regulations, the Health Officer shall notify the proprietor in writing of the documented violation(s). The Health Officer may enter into a signed agreement for correction of the violations by a certain date, not to exceed thirty (30) days. If the proprietor does not enter into a signed agreement for correction of violations by a certain date, the Health Officer shall take action as provided by section 27.

(d). The Health Officer shall re-inspect the hotel, motel, or lodging house on or after the completion date set in the signed agreement, but no later than thirty (30) days after the completion date. If the Health Officer finds that the violations have not been corrected, action will be taken as provided in section 27. If the proprietor can show good cause for the failure to comply with the agreement, the time allowed for corrections may be extended at the discretion of the Health officer

(e). The Health Officer shall keep a record of inspections showing the condition of each establishment inspected. Said records shall be made available for public view upon request.

SEC. 25 HEALTH OFFICERS AND THE HEALTH OFFICERS INSPECTORS SHALL REPORT TO CITY/COUNTY FIRE MARSHALL

(a). Each inspector of the Health Department must report violations of any provision of this regulation relating to fire safety to the City or County Fire Marshall or appropriate building inspector depending on which jurisdiction is applicable to the facility being inspected.

SEC.26 CONDITIONS WARRANTING REMEDY

(a). The regulatory authority may seek an administrative or judicial remedy including an administrative meeting to achieve compliance with the provisions of these regulations. If;

(i). Serious or repeated violations that remain uncorrected beyond time frames directed or ordered by the regulatory authority or if an emergency exist pursuant to Section 28 and 31.

SEC. 27 VIOLATIONS AND PENALTY

(a). Any person violating any of the provisions of these regulations shall be deemed guilty of a misdemeanor as otherwise punishable under the laws of the State or other political sub-division having jurisdiction thereof.

SEC. 28 SUMMARY CLOSURE

(a). A hotel, motel, or lodging house may be summarily closed by order of the Health Officer or his or her designee if it is determined that a condition exists that is an imminent hazard to the public health. Imminent health hazard includes but is not limited to, fire, flood, extended interruption of electrical or water service, sewage backup, or after consultation with the Health Officer.

(b). The Health Officer shall include, within his closure order, a finding to the effect that such an emergency action is required and the violations contributing to the emergency.

(c). The Proprietor shall have a right to appeal the Closure Order to the City of Casper Natrona County Board of Health by delivering and filing within five (5) business days of the receipt of said Closure Order a written request for a hearing with the Health Officer or his or her designee. . The City of Casper Natrona County Board of Health shall thereafter hold a hearing within ten (10) business days of the receipt of the request for hearing.

SEC. 29 EMERGENCY OCCURRENCES

(a). Each lodging facility is to be operated in a safe and sanitary manner. The Proprietor of a lodging establishment that is affected by fire, flood, extended power outage, or a similar significant occurrence that creates a reasonable probability that the establishment may have been rendered unsafe or hazardous to its occupants, shall take such action as necessary to protect the public health and shall promptly notify the City of Casper Natrona County Health Department of any such incident.

SEC. 30 LICENSE REQUIREMENTS

(a) Establishment license;

(i) No person, firm, partnership, joint venture, association, business trust, corporation or any organized group of persons may operate a "Hotel" unless it has received an annual license from the department.

(ii) A license issued to the "Hotel" shall not be transferable from one place or person to another.

(iii) "Hotel" license shall be valid from the date of issuance and shall automatically expire 1 (one) year from date of issuance, unless revoked by order of the Health Officer or in accordance with Section 28 of these rules.

(iv) The fee for a "Hotel" license is one hundred dollars (\$100.00) annually.

SEC. 31 REVOCATION OF LICENSE TO OPERATE

(a) In addition to any other After an opportunity for an administrative hearing, a license may be revoked by the City of Casper/ Natrona County Board of Health or by a court action for serious or repeated violations that remain uncorrected beyond time frames as directed or ordered by the Health Officer. The Board of Health shall give the operator thirty (30) days written notice of the intended action.

(b) Within the thirty (30) days notice period, the operator shall be given an opportunity to show compliance with all lawful requirements for the retention of the license.

(c) The license may be revoked if the Hotel, Motel or Lodging House is in non-compliance with the terms of the license or with any of these rules or other applicable rules.

(d) The revocation shall become effective within ten (10) days from the date of operator's receipt of the written order from the Board of Health or upon order of any court.

(e) The operator may appeal the action of the Board of Health through application to the District Court.

SEC 32. SEVERABILITY

(a) If any provision of these rules or the application thereof to any person is held invalid, the invalidity shall not affect other provisions or applications of these rules which can be given effect without the invalid provisions or application and to this end, the provisions of these rules are severable.