



## SELF-INSPECTION LIST FOR HOTEL AND MOTEL OPERATORS

The San Bernardino County Department of Public Health Division of Environmental Health Services (DEHS) is responsible for ensuring that hotels and motels operating within our contract cities and the unincorporated areas of the county are properly maintained and do not pose a threat to the health, safety and welfare of their residents, nor the community in general. To achieve these objectives, DEHS conducts annual inspections of these properties. The following guide is meant to assist operators in securing a satisfactory inspection.

### A. Operations

1. Post all DEHS permits and Certificate of Occupancy.

### B. Interior of Units (DEHS will ask to see at least 10% of your rooms).

1. Check all plumbing for leaks and functionality.
2. Verify hot and cold running water under pressure.
3. Ensure construction of floors, walls, ceilings, tile, tub and/or shower caulking, windows or forms of mechanical ventilation are in good repair.
4. Check for functional toilets.
5. Check and verify towels are clean, and bathroom toiletries are single-wrapped and unused.
6. Utensils intended for use in guest room must be: A) individually wrapped, single-use items **OR** B) properly sanitized multi-use utensils that are serviced in between guest occupancy (departure).
7. Overall room sanitation is satisfactory.
8. Check functionality of smoke detectors, carbon monoxide detectors, and/or alarms.
9. Check all windows, doors, and exits.
10. Verify that heater and/or air conditioning are functional.
11. Ensure that all appliances are clean and operable.
12. Verify no vermin infestation exists (rodents, roaches)
13. Check to ensure that kitchens, kitchenettes, and/or other food preparation areas are clean and sanitized if applicable.
14. Check and verify each guest room is equipped with an emergency evacuation map displayed in a prominent location.

### C. Bedding

1. Ensure that bedding is clean by pulling up sheets and examining.
2. Check and verify presence of waterproof mattress cover.
3. Inspect mattress, bedding, headboard, and surrounding area for presence of bed bugs.
4. Verify linens are clean, free from hair, stains, etc. Have corrections made immediately.

### D. Laundry Facilities

1. Inspect general area and verify use of a sanitizer for sanitizing sheets, towels, and other multi-use customer service items. Have receipts from any commercial service providing clean linens.
2. Check and verify linens are stored in a manner to prevent contamination.
3. Verify laundry is segregated by use of separate labeled baskets and/or bins for clean and dirty laundry.
4. Verify facility uses approved commercial laundry equipment(s).

### E. Exterior of Units

1. Inspect building for general Building and Safety and Environmental structural violations such as electrical hazards. Verify proper and functional plumbing, water heaters, vents, roofing, sewage disposal systems, etc.
2. Check solid waste disposal and verify trash containers are adequate.
3. Inspect fire prevention apparatus such as fire extinguishers, hoses, etc. Request recent fire inspection report and/or verify apparatus for current signature cards and date.
4. Verify any pool or spa is under permit with DEHS.