



May 1, 2014

Environmental Health Section Tourist Accommodation Marking Instructions and Citation Matrix

Environmental Health Specialists (EHS) may use these instructions and citation matrix as a guide for completing the new Tourist Accommodation Inspection Report. The marking instructions were developed as a means to improve data collection, inspection report uniformity and EHS consistency during the assessment process. The matrix aligns chapter provisions and rule text with each inspection item under Areas of Critical Public Health Risks and provides the chapter provisions for items under the Facilities Operations, Maintenance and Services (FOMS) section. This guidance will also assist in determining the appropriate marking location for observations/violations found during the inspection process.

A. GENERAL MARKING INSTRUCTIONS

Header Information

1. Accommodation Name: Complete this section using the “usual/common name” or “Doing Business As” name of the business. This information should be the same as the license/permit application completed at the initiation of the business.
2. Address: street address of the actual business location.
3. City/zip code: City of actual business location with zip code.
4. Permit #: The unique identifier assigned by the county.
5. Inspection Date: The date of the inspection including month, day, and year.
6. Time In: The actual time the inspection begins.
7. Time Out: The actual time the inspection ends.
8. Purpose of Inspection: The reason for the inspection – permitting/pre operational, routine, re-inspection, request and complaint.
9. Score: The numerical score for the present inspection should be displayed in the most prominent boxes on the top right. The last previous score and date shall be displayed in the box to the left of the present score.
10. Code #: The number assigned to the county.

B. AREAS OF CRITICAL PUBLIC HEALTH RISK

1. For each item on the inspection report form in the Areas of Critical Public Health Risk, the EHS should indicate one of the following for **COMPLIANCE STATUS**: “**IN**” which means that the item is in compliance; “**OUT**” which means that the item is not in compliance; “**NO**” which means that the item was not observed during the inspection; or “**NA**” which means that the item is not applicable for the facility.
2. For items marked “**OUT**,” the inspector should write the observation, select the violation code provision and further indicate the status of the violation by selecting the corresponding identifier for plan of correction (**POC**) required during the inspection and/or (**R**) for repeat violation. A repeat violation is cited when the same rule provision was documented as out of compliance during the previous “*Routine Inspection*”.

3. Marking plan of correction indicates that the violation cited requires a written plan developed by the operator or a professional if warranted. The EH must agree with the timeframe to correct the violation. 10 days or less is normally appropriate. Upon completion of the work, a letter of verification signed by the professional must be submitted before scheduling a re-inspection.
4. All other **items marked "OUT" shall be corrected onsite or immediately within 24 hours.**
5. Corrective actions are based on the violation and pattern of non-compliance. Corrective actions should address procedures, training, equipment or personnel behavior contributing to the violation. The corrective action required must be documented on the inspection form.

1. Adequate, approved, permitted, protected potable water supply; no cross connections or back siphonage

Item 1. Element(s)	Chapter Reference(s)	Reference(s) Text	Page Number
Adequate, approved, permitted, protected potable water supply	.07(1)a	A public water system must be used by any tourist accommodation that regularly serves an average of twenty-five trailer spaces or guestrooms daily for at least sixty days out of the year. This applies to such places as hotels, motels, trailer parks or cottages.	15
	.07(1)b	A nonpublic water system serving less than twenty-five trailer spaces or guestrooms, must be constructed, maintained, and operated according to applicable state and local codes and procedures, as amended.	16
	.07(2)	In all new tourist accommodations, and where possible in existing tourist accommodations, hot water in all guest rooms shall not exceed 120F.	
No cross connection or back siphonage	.07(3)	The water supply shall be protected so as to preclude the possibility of back siphonage. Below grade stop and wastes cocks or hose bibs shall not be used.	16
	.07(4)	Hoses used for filling trailer water tanks shall be stored under sanitary conditions, used for no other purposes, and handled so that back siphonage cannot occur and contaminants will not be introduced into the trailer's water tank.	16

2. Employee Health, no sign of communicable diseases

Item 2. Element(s)	Chapter Reference(s)	Reference(s) Text	Page Number
Employee health; no sign of communicable disease	.06(1)	No person affected with any disease in a communicable form, boils, infected wounds, or sores, or while a carrier of a communicable disease shall work in any area of a tourist accommodation in any capacity in which there is a likelihood of such a person contaminating bedding and other surfaces with pathogenic organisms or transmitting disease to other individuals and no person known or suspected of being affected with any such disease or condition shall be employed in such an area or capacity.	15
	.19(3)(f) 1.	No person, while infected with a disease in a communicable form that can be transmitted by foods, or who is a carrier of organisms that cause such a disease, as stated within the Department's rules and regulations governing food service establishments Chapter 511-5-14 or future subsequent Chapters adopted thereafter,	44

3. Hot/cold water under pressure in all required locations of tourist accommodations

Item 3. Element(s)	Chapter Reference(s)	Reference(s) Text	Page Number
Hot water under pressure in all required locations of tourist accommodation	.07(2)	Hot and cold running water under pressure shall be provided to all lavatories, bathing facilities, laundry facilities, and water-using equipment where eating and drinking utensils are washed.	16
Cold water under pressure in all required locations of tourist accommodation	.07(2)	Cold running water under pressure shall be provided to all equipment that uses water.	16

4. Central and guestroom toilets, lavatory, and bathing facilities provided; accessible and available to patrons

Item 4. Element(s)	Chapter Reference(s)	Reference(s) Text	Page Number
Central and guestroom toilets, lavatory, and bathing facilities provided	.08(2)	Bedrooms in permanent structures shall be provided with private or connecting baths. Central toilet facilities may be used to serve bed and breakfast inns and existing multi-storied tourist accommodations; so long as, toilet facilities are within the building, located on each floor, and deemed adequate.	20
	.08(3)	Bedrooms in non-permanent structures such as cabins, park trailers, or structures in a wilderness settings used to provide lodging shall be provided with access to central toilet/shower building.	
Accessible and available to patrons	.08(1)	Toilet, lavatory, and bathing facilities shall be provided at all tourist accommodations except as provided in paragraphs (13) and (16) of this Rule. Such facilities shall be easily accessible, convenient and available to patrons at all times.	20

5. Sewers/sewage disposal systems/dump stations approved; properly constructed and installed; no surface discharge

Item 5 Element(s)	Chapter Reference(s)	Reference(s) Text	Page Number
Sewers approved, properly constructed and installed	.09(1)	Sewers shall be designed in accordance with recognized engineering practices for the estimated sewage flow and shall be laid with watertight joints to a grade that will ensure a self- cleaning velocity.	24
	.09(2)	Each independent trailer space shall be provided with a sewer connection not less than three inches in diameter.	
Sewage disposal systems approved, properly constructed and installed	.10(1)	Connection shall be made to a public or community sewage treatment system when such system is available within two hundred feet of the property line, or available in a public right-of-way abutting the property.	29

	.10(2)	Where public sewers are not available, as determined by the local governing agency, sewage disposal shall be provided to effectively dispose of all water carried wastes in a sanitary manner.	
Dump stations approved, properly constructed and installed	.09(5)	Minimum design and specifications for dump stations shall be followed.	24
No surface discharge	.10(2)	No sewage, waste water, or other liquid effluent shall be discharged in such manner as to enter surface or subsurface water except following a treatment process approved prior to construction in conformity with existing State and local laws or by other means approved by the Health Authority. Such sewage disposal systems shall be constructed and maintained in a manner to prevent the creation of unsanitary conditions.	29

6. Premises free of pests and rodents; pesticide applied in accordance with laws, rules and label

Item 6. Element(s)	Chapter Reference(s)	Reference(s) Text	Page Number
Premises free of pests and rodents	.13(1)	Effective and appropriate measures shall be taken to eliminate the presence of rodents and flies, roaches, bed bugs, and other insects on the premises. The premises shall be kept in such condition as to prevent the attraction, harborage or feeding of insects or rodents.	31
Pesticide applied in accordance with laws, rules and label	.13(1)	Restricted use pesticides, as specified in 40 CFR 152 Subpart I - Classification of Pesticides shall be applied only by a licensed professional. All pesticide applications must be in accordance with current state and federal laws and the product label. Applying pesticides within buildings using area fog dispersal methods or as warranted under DPH Rule-.20(4) (c) is restricted.	31

7. Gas water heaters not installed in bathrooms, bedrooms or closets connected

Item 7. Element(s)	Chapter Reference(s)	Reference(s) Text	Page Number
Gas water heaters not installed in bathrooms, bedrooms or closets connected	.15(4)	Gas water heaters shall not be installed in bathrooms or bedrooms, or in closets connected thereto.	34

8. Annual gas fired equipment inspection on file; gas units equipped with automatic safety and/or 100% safety cut-off pilot

Item 8. Element(s)	Chapter Reference(s)	Reference(s) Text	Page Number
Annual gas fired equipment inspection on file;	.15(5)	All gas-fired equipment shall be inspected at least annually by a qualified licensed contractor or local fire authority, if available. Points to be inspected are proper construction and installation, malfunctions and adjustments of controls and burners, faulty heat exchangers and vent obstructions. Any defects found on inspection must be corrected by a qualified heating contractor prior to use of the equipment. Upon request, the operator shall provide evidence of inspection and/or correction of any deficiency.	34
Gas units equipped with automatic safety and/or 100% safety cut-off pilot	.15(3)	All automatic natural gas heating equipment shall be equipped with automatic safety pilot. All liquefied petroleum gas burning appliances shall be equipped with 100% safety cut-off pilot.	33

9. Food offered in compliance with tourist accommodation permit or food service permit; appropriate bed and breakfast or continental breakfast operations and menu; proper food temperatures; handwashing

Item 9. Element(s)	Chapter Reference(s)	Reference(s) Text	Page Number
Food offered in compliance with tourist accommodation or food service permit	.19(1)	All food service facilities except for bed and breakfast inns shall comply with provisions of O.C.G.A. Chapter 26-2. Art. 13 and the rules, regulations and standards adopted thereunder. Bed and breakfast inns, and tourist accommodations without a foodservice permit, shall instead comply with this Rule.	38
Appropriate bed and breakfast or continental breakfast operations and menu	.19(2)(a) .19(2)(d) .19(3)(a) .19(3)(b)1. .19(3)(b)2. .19(3)(b)3. .19(3)(b)4. .19(3)(d)1.	A minimum two-compartment sink, large enough to fully immerse the largest utensil used. Only single service disposable plates, cups and utensils shall be used in a continental breakfast operation. However, a facility may use multi-use utensils and/or a mechanical bulk juice dispenser, if the operator provides ware washing equipment to wash, rinse and sanitize all multiuse utensils. Limited Food Service: Food may only be prepared for guests staying in rooms located in the bed and breakfast inn. No catering off the premises will be allowed. Food shall be in sound condition, safe for human consumption, and obtained from sources that comply with the applicable laws relating to food safety. The use of food in hermetically sealed containers that was not prepared in a food processing establishment is prohibited. Fluid milk and fluid milk products used shall be pasteurized and shall comply with applicable law. Dry milk and milk products used shall be made from pasteurized milk and milk products and shall be used only in cooking. Raw milk shall not be provided or used. Only clean shell eggs meeting U.S. Department of Agriculture grade standards or pasteurized liquid, frozen or dry eggs or pasteurized dry egg products shall be used. Only ice which has been manufactured with potable water and handled in a sanitary manner shall be used. Food shall be prepared with a minimum of manual contact. Food shall be prepared on food contact surfaces and with utensils that are clean and have been sanitized.	38-41

Proper food temperatures	.19(2)(a)	A refrigerator which can maintain food temperatures at or below 41°F (5°C) shall be required. The need for a refrigerator may be waived if no potentially hazardous foods are served.	38
	.19(2)(b)	Condiments containing potentially hazardous ingredients and milk must be stored in a refrigerator, except for individual, single-service coffee creamers that are non-dairy, and individual, single-service, ultra high pasteurized coffee creamers that are labeled by the manufacturer as not requiring refrigeration.	42-43
	.19(3)(d)2.	Raw fruits and raw vegetables that will be cooked, cut, or combined with other ingredients, or that will be otherwise processed into food products by the food establishment, shall be cleaned with potable water in sinks or containers that have been washed and sanitized before being used.	
	.19(3)(d)3.	Potentially hazardous food (time/temperature control for safety food) processed by cooking shall be cooked to heat all parts of the food to a minimum time/temperature.	
	.19(3)(d) 4.	Potentially hazardous foods (time/temperature control for safety foods) shall be cooked and immediately served to tourists. The following potentially hazardous food handling practices are prohibited.	
Handwashing and no bare hand contact	.19(2)(g)	In all newly constructed, remodeled, or renovated establishments serving continental breakfasts, an employee handsink equipped with hot and cold water under pressure and maintained with a supply of dispensed soap and paper towels must be provided for hand washing.	39
	.19(3)(d)1.	Food handlers shall not handle or touch ready-to-eat foods with their bare hands.	42
	.06(2)	Employees, other than clerical employees, shall thoroughly wash their hands and the exposed portions of their arms with soap and warm water before starting work, during work as often as necessary to keep them clean and after smoking, eating, drinking or using toilet.	15

C. MARKING INSTRUCTIONS FOR FACILITY OPERATIONS, MAINTENANCE AND SERVICES (FOMS) ON THE INSPECTION REPORT

Facility Operations, Maintenance and Services (FOMS) are preventive measures that include practices and procedures which effectively maintain sanitation, services and repair of the tourist accommodation's physical facilities. If these items are not controlled, they could cause environmental conditions or physical hazards that may contribute to injury and or illness. For marking this section, select the appropriate status if a chapter provision is **OUT** of compliance or not applicable, **NA**. For items marked out of compliance, further indicate the **VIOLATION STATUS** by checking the appropriate identifier, **COS** for corrected onsite or **R** for repeat violation. A repeat violation is cited the same in both sections. If the violation is not corrected on site, the operator will be given **30 days** to implement the corrective action. The EHS may extend the 30 days if the operation requires a written plan of correction. As stated before, a repeat violation is cited when the same rule provision was documented as out of compliance during the previous "Routine Inspection".

Facility Operations, Maintenance, and Services

Area	Item #	Inspection Item Text	Chapter Reference(s)	Page Number
Front Desk and Employees	10.	Permit and inspection report current and properly displayed; PIC assigned	.04(1)(a) .05(1)(7)	10 12, 14
	11.	Personal hygiene practiced; evidence of frequent hand washing and personal cleanliness	.06(2)	15
Water Supply & Sanitizing	12.	Hoses for filling water tanks/cleaning dump station pads properly stored and handled; no other use	.07(4)	16
	13.	Water glasses and multi-use utensils; washed, rinsed, and sanitized in an approved manner: 3 compartment sink, commercial dishwasher, approved guestroom kitchenette dishwasher or single service items provided	.07(5)	16
	14.	Single service items placed in guestrooms or dwelling units commercially pre-wrapped	.07(6)	19
	15.	Ice from approved source; properly handled, supplied and stored; equipment approved/clean	.07(8)	19
Toilet Facilities	16.	Toilet/lavatory/bathing facility fixtures and rooms clean and maintained; properly lighted, clearly marked, proper signage, and all in good repair	.08(4)	20
			.08(6),(8),(13)	21
			.08(14)(c)	22
	17.	Proper ventilation; no sign of mold, mildew, odors or moisture	.08(5)	20
18.	Toilet tissue and soap provided; soap individually wrapped or properly dispensed	.08(7),(9)	21	
19.	Anti-slip tubs/showers, slip strips, mats or appliqué products provided and in good condition	.08(10)	21	
Sewers & Sewage	20.	Sewers and drains maintained, connections capped	.09(2) .09((5)(d)	24 25
	21.	Watertight sewer connections with trailer outlets;	.09(2)	24

		properly sized		
Garbage	22.	Approved leak proof containers covered, in proper location, clean, and maintained; collection adequate	.12(2),(3)	30
Insect and Rodent Control	23.	Documentation and records available for inspection	.13(2)	31
	24.	Openings to outside and physical facilities protected by tight-fitting doors, screening, or other means	.13(3)	31
Construction Layout and Furnishings	25.	Floors, walls, ceilings, windows, doors clean, and in good repair; appropriate for location and operation	.14(1)	32
	26.	Ventilation provided and lighting adequate; guestroom kitchenettes/cooking facilities approved	.14(2),(3)	32
	27.	All furniture, waste receptacles, draperies, carpets; clean, and in good repair, considered the property of and furnished by the tourist accommodation	.14(5)	32
	28.	Beds, mattresses, mattress pads, springs, frames, pillows, and bed coverings clean; vermin free and in good condition; bed linen properly supplied, changed and laundered	.14(6)	33
	29.	All sleeping quarters, laundry areas, and food areas properly separated	.14(7)	33
Pool/Spa	30.	Complies with all applicable regulations, permitted, approved operation	.16(1)	34
	31.	Barrier adequate, gate locked, and installed properly; warning sign posted, procedures and log maintained	.16(2)	34
Laundry	32.	Separate, structurally sound, clean, and in good repair: dryers vented and adequate lighting	.17(1)	36
	33.	Housekeeping carts and storage areas maintained; clean/sanitized items protected from contamination	.17(2)	37
Grounds	34.	Grounds, walkways, porches and hallways maintained; drives provide unobstructed width and proper spacing; graded to drain; trailer spaces marked clearly, areas clean and maintained in good repair	.18(1),(2),(3), (4)(5)	37
	35.	Electrical work and materials in compliance; grounded and weatherproof outlets, properly located power lines	.18(6)	37
Food Service Options	36.	Food in sound condition; protected, properly prepared, stored, and handled; approved dispensers; item storage 6 inches off floor, physical facilities maintained and clean	.19(2)(h)4.	40
			.19(2)(h)5.	40
			.19(3)(b)1.	40
			.19(3)(c)1.	41
			.19(3)(c)4.	41

	37.	Single service articles properly stored and no re-use; multi-use utensils protected; food contact surfaces smooth easily cleanable	.19(2)(d)	38
	38.	No pets, guests and/or unauthorized personnel in kitchen/food prep area; employees smoking/eating in unapproved location	.19(3)(c)5. .19(3)(c)7. .19(3)(f)2.	41 42 44

D. COMMENTS/REMARKS

Under the comments and remarks section, EHS shall document the total number of rooms inspected or any reasons for not inspecting an adequate number of rooms in the facility. EHS can also use this area to comment on a plan of correction or a partial closure/restricted access decision. Additionally, record in this section any other pertinent information on the facility's status that is not covered by the items on the inspection report.

E. SIGNATURE BLOCK

1. Person(s) in Charge: The PIC is the individual present at a tourist accommodation that is responsible for the operation at the time of the inspection.
2. Inspector: The Inspector is the individual conducting the inspection.
3. Date: The date the inspection is completed.
4. Re-inspection: The re-evaluation of a facility after a routine inspection. A re-inspection is required when an establishment receives **3 or more critical violations on a routine inspection**. A re-inspection must be conducted within **60 days of the routine inspection date**.