

# Rules Governing the Sanitation of Lodging Establishments

Food Module  
Centralized Intern Training



# Overview

- **Introduction & Definitions**
- **Preparing for the Inspection**
- **Conducting the Inspection**
- **Finishing the Inspection**
- **Review & Inspection Scenario**

# 15A NCAC 18A .1800

## Rules Governing the Sanitation of Lodging Establishments



# Definitions (.1821)

Term	Definition
<p><b>Lodging Establishment</b></p>	<p>Means all hotels, motels, inns, tourist homes, and other places providing lodging accommodations for pay.</p> <p>Facilities described in G.S. 130A-250 (1) through (5) shall not be regulated as a “lodging establishment.”</p> <p>For the purposes of this Section, the term “lodging establishment” also includes bed and breakfast homes and bed and breakfast inns.</p>

Lodging Establishment	Definition
<p data-bbox="233 415 615 521"><b>Bed &amp; Breakfast Home</b></p> <p data-bbox="186 667 659 711"><b>Bed &amp; Breakfast Inn</b></p>	<p data-bbox="701 415 1915 610"><b>Bed &amp; Breakfast Home</b> - Serves the breakfast meal, the lunch meal, the dinner meal, or a combination of all or some of these three meals, only to overnight guests of the home. No more than <b><u>eight guest rooms</u></b>.</p> <p data-bbox="701 675 1869 870"><b>Bed &amp; Breakfast Inn</b> - Means a business of at least <b><u>nine but not more than twelve guest rooms</u></b> that offers bed &amp; breakfast accommodations for a period of less than one week, that meets the following requirements:</p> <ul data-bbox="701 886 1898 1081" style="list-style-type: none"> <li>• Does not serve food or drink to the general public for pay</li> <li>• Serves the breakfast meal, the lunch meal, the dinner meal, or a combination of all or some of these three meals only to overnight guests of the business.</li> </ul>
<p data-bbox="197 1170 651 1276"><b>Food Establishment Permit</b></p>	<p data-bbox="701 1166 1173 1203">Must meet all .2600 Rules.</p>

# Food Service in Lodging Establishments

Lodging Establishment	Requirements
<p><b>Continental Breakfast</b></p>	<p>Must meet the Memorandum of Agreement (MOA) between NCDA&amp;CS and NCDHHS</p> <p>This MOA allows for regulatory authority to evaluate a continental breakfast area.</p> <p>Refer to the MOA for guidance.</p>
<p><b>Limited Food Services Establishment</b></p>	<p>Limited Food Services Establishments located in lodging facilities are limited to reheating foods that have been pre-cooked in accordance with G.S. 130A-247 (7).</p>

Term	Definition
<b>Clean</b>	Means washed and free from dirt, marks, or unwanted matter.
<b>Linen</b>	Means fabric items such as bedding, towels, cloth hampers, cloth napkins, tablecloths, wiping cloths, and work garments including cloth gloves.
<b>Furnishings</b>	Means furniture, fittings, window coverings, and other accessories, including decorative accessories.
<b>Physical Facilities</b>	Means the structure and interior surfaces of a lodging establishment, including furnishings and accessories such as soap and towel dispensers and attachments, such as light fixtures and heating or air conditioning system vents.

# Inspection Frequency (FY July 1-June 30)

<b>Bed and Breakfast Homes</b>	One/fiscal year
<b>Bed and Breakfast Inns</b>	Two/fiscal year (One per 6 months)
<b>Lodging (motels and hotels)</b>	One/fiscal year

# Preparing for the Inspection



# Establishment File Review

- Inspection history
- Facility permit and conditions
- Complaints
- Food service (if provided)
- Water supply & wastewater disposal



# Equipment Needed

- Thermometer
- Alcohol swabs or suitable means to sanitize thermometer probe
- Chemical test kits
- Flashlight
- Hair restraint/beard guard
- Forms and administrative materials
- PPE, as needed



**Inspection of Lodging Establishment**

Score: \_\_\_\_\_

Establishment Name: \_\_\_\_\_

Establishment ID: \_\_\_\_\_

**Inspection of Lodging Establishment**

Score: \_\_\_\_\_

**Establishment Name:** \_\_\_\_\_ **Establishment ID:** \_\_\_\_\_

Location Address: \_\_\_\_\_

City: \_\_\_\_\_ State: North Carolina

County: \_\_\_\_\_ Zip: \_\_\_\_\_

Permittee: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date: \_\_\_\_\_ Status Code: \_\_\_\_\_

Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Inspection

Re-Inspection

**Wastewater System:**

Municipal/Community  On-Site

**Water Supply:**

Municipal/Community  On-Site

Compliance Status					Points			
<b>MANAGEMENT AND PERSONNEL; EMPLOYEE HEALTH; GOOD HYGIENE PRACTICES; PREVENTING CONTAMINATION BY HANDS (.1822, .1823)</b>								
1	IN	OUT	N/A		PIC Present; certification by accredited program; performs duties	2		0
2	IN	OUT	N/A		Management; employee knowledge; responsibilities and reporting	2	1	0
3	IN	OUT	N/A		Use of reporting, restriction and exclusion	2	1	0
4	IN	OUT			Eating, tasting, drinking, or tobacco use	1	0.5	0
5	IN	OUT			Personal cleanliness; hair restraints; clean outer clothing; no discharge from eyes, nose, or mouth	1	0.5	0
6	IN	OUT			Hands clean; no bare hand contact with ready-to-eat food	4	2	0
<b>FOOD PROTECTION (.1823)</b>								
7	IN	OUT	N/A		Food obtained from approved sources, received at proper temperature; food in good condition, safe, unadulterated; shellstock identification; parasite destruction	3	1.5	0
8	IN	OUT	N/A		Food separated and protected from contamination	3	1.5	0
9	IN	OUT	N/A		Food and ice protected from environmental or other sources of contamination; proper dispensing of ice	3	1.5	0
10	IN	OUT	N/A	N/O	Potentially hazardous (time/temperature control for safety) food cooked/reheated; consumer advisory	3	1.5	0
11	IN	OUT	N/A	N/O	Potentially hazardous (time/temperature control for safety) food properly cooled; approved methods used	3	1.5	0
12	IN	OUT	N/A	N/O	Potentially hazardous (time/temperature control for safety) food cold/hot held; time as a public health control	3	1.5	0
13	IN	OUT	N/A	N/O	Potentially hazardous (time/temperature control for safety) food date marked	3	1.5	0

37	IN	OUT			Household cleaning agents, medicines, and sanitizers properly stored and handled	3	1.5	0
38	IN	OUT			Premises kept neat and clean	2	1	0
<b>TOTAL DEDUCTIONS</b>								



**1. PIC Present; certification by accredited program; performs duties**

**IN/OUT** At bed and breakfast homes and inns the person in charge (PIC) has three assigned responsibilities – Presence; Demonstration of Knowledge; and Duties. This item is marked OUT of compliance if any **one** of the responsibilities is not met.

**A.** Person in charge is present – This item is marked OUT of compliance if there is no PIC per 2-101.11(A) and (B).

**B.** Demonstration of Knowledge – The PIC has three options for demonstrating knowledge. This item is marked IN compliance if the PIC meets at least one of the options. The three options for demonstration of

**Applicable Rule Section:**

.1822 (a\*) Management and Personnel

**Applicable Code Section:**

2-101.11 Assignment\*

2-102.11 (A), (B) and (C)(1), (4)-(16) Demonstration\*

2-103.11 (A)-(P) Person-In-Charge-Duties\*

This is accomplished by 1) discussion with the PIC, and 2) verified through observation that the systems or controls are actually being implemented. This concept is commonly referred to as Active Managerial Control. This item must be marked OUT of compliance when there is a pattern of non-compliance and obvious failure by the PIC to ensure employees are complying with the duties listed in § 2-103.11. Since marking this item out of compliance requires judgment, it is important that this item not be marked for an isolated incident, but rather for an overall evaluation of the PIC's ability to ensure compliance with the duties described in § 2-103.11.

**N.A.** This item shall be marked N.A. for Lodging Establishments that are not bed and breakfast homes or bed and breakfast inns

# Conducting the Inspection



# When You Arrive

- Enter the business entrance of the facility
- Introduce yourself
- Verify ownership
- Invite the manager or responsible staff member to accompany you



# Where Do You Start?

- Inspect areas depending on their location and activity:
  - Continental breakfast
  - Guest rooms
  - Laundry
  - Vending areas
  - Storage areas
  - Dumpster/mop areas



# Management and Personnel

**Inspection of Lodging Establishment** Score: \_\_\_\_\_

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**Establishment Name:** \_\_\_\_\_ **Establishment ID:** \_\_\_\_\_

Location Address: \_\_\_\_\_

City: \_\_\_\_\_ State: North Carolina

County: \_\_\_\_\_ Zip: \_\_\_\_\_

Permittee: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date: \_\_\_\_\_ Status Code: \_\_\_\_\_

Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Inspection  Re-Inspection

**Wastewater System:**  Municipal/Community  On-Site

**Water Supply:**  Municipal/Community  On-Site

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Compliance Status					Points			
<b>MANAGEMENT AND PERSONNEL; EMPLOYEE HEALTH; GOOD HYGIENE PRACTICES; PREVENTING CONTAMINATION BY HANDS (.1822, .1823)</b>								
1	IN	OUT	N/A		PIC Present; certification by accredited program; performs duties	2		0
2	IN	OUT	N/A		Management; employee knowledge; responsibilities and reporting	2	1	0
3	IN	OUT	N/A		Use of reporting, restriction and exclusion	2	1	0
4	IN	OUT			Eating, tasting, drinking, or tobacco use	1	0.5	0
5	IN	OUT			Personal cleanliness; hair restraints; clean outer clothing; no discharge from eyes, nose, or mouth	1	0.5	0
6	IN	OUT			Hands clean; no bare hand contact with ready-to-eat food	4	2	0
<b>FOOD PROTECTION (.1823)</b>								
7	IN	OUT	N/A		Food obtained from approved sources, received at proper temperature; food in good condition, safe, unadulterated; shellstock identification; parasite destruction	3	1.5	0
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# PIC Present, Certification, Duties

- Person in Charge (PIC) present
- Demonstration of knowledge
- Duties of the PIC
- **#1 on Inspection Sheet**



## Management, employee knowledge; responsibilities and reporting

- Employee Health Policy in place:
  - Illnesses
  - Symptoms
  - Exclusion/restriction
- Duties of PIC
- **#2 on Inspection Sheet**



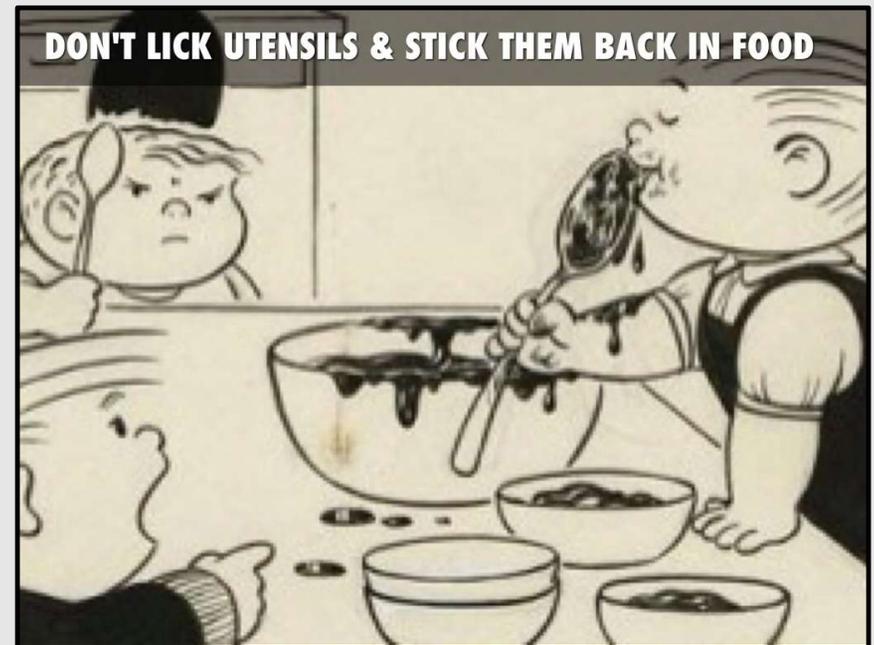
# Use of reporting, restriction and exclusion

- No ill employees observed
- PIC to exclude or restrict employees
- **#3 on Inspection Sheet**



# Proper eating, tasting, drinking, or tobacco use

- Employee eating, drinking, or use any form of tobacco in designated area
- Employees may drink from a closed container
- Employee may not use a utensil more than once to taste food
- **#4 on Inspection Sheet**



# Personal cleanliness; hair restraints; clean outer clothing; no discharge from eyes, nose, or mouth

- Food employee requirements:
  - Maintenance – fingernails
  - Jewelry prohibition
  - Hair restraints
- **#5 on Inspection Sheet**



## Hands clean and properly washed; no bare hand contact with RTE foods

- Proper handwashing
- Hand antiseptics usage
- No bare hand contact with RTE foods
- Pre-approval alternative procedures for no bare hand contact
- **#6 on Inspection Sheet**



# Food Protection

## Inspection of Lodging Establishment

Score: \_\_\_\_\_

Establishment Name: \_\_\_\_\_ Establishment ID: \_\_\_\_\_

Location Address: \_\_\_\_\_

City: \_\_\_\_\_ State: North Carolina

County: \_\_\_\_\_ Zip: \_\_\_\_\_

Permittee: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date: \_\_\_\_\_ Status Code: \_\_\_\_\_

Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Inspection  Re-Inspection

**Wastewater System:**

Municipal/Community  On-Site

**Water Supply:**

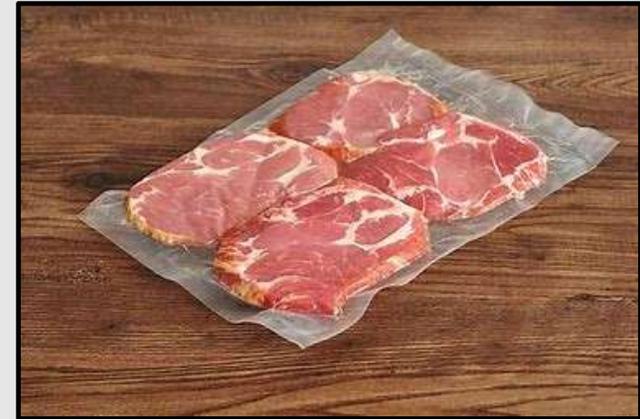
Municipal/Community  On-Site

Compliance Status						Points		
<b>MANAGEMENT AND PERSONNEL; EMPLOYEE HEALTH; GOOD HYGIENE PRACTICES; PREVENTING CONTAMINATION BY HANDS (.1822, .1823)</b>								
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2	IN	OUT	N/A		Management; employee knowledge; responsibilities and reporting	2	1	0
3	IN	OUT	N/A		Use of reporting, restriction and exclusion	2	1	0
4	IN	OUT			Eating, tasting, drinking, or tobacco use	1	0.5	0
5	IN	OUT			Personal cleanliness; hair restraints; clean outer clothing; no discharge from eyes, nose, or mouth	1	0.5	0
6	IN	OUT			Hands clean; no bare hand contact with ready-to-eat food	4	2	0
<b>FOOD PROTECTION (.1823)</b>								
7	IN	OUT	N/A		Food obtained from approved sources, received at proper temperature; food in good condition, safe, unadulterated; shellstock identification; parasite destruction	3	1.5	0
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Food obtained from approved sources, received at proper temperature; food in good condition, safe, unadulterated; shellstock identification; parasite destruction

- Approved Sources
- Received at proper temperature
- Food in good condition, safe, unadulterated
- Shellstock identification
- Parasite destruction
- **#7 on Inspection Sheet**





# Food separated and protected from cross-contamination

- Food stored to prevent cross-contamination
- Gloves used properly
- Customer self-service:
  - Family style dining allowed
  - Exemption for self-service area
- **#8 on Inspection Sheet**



## Food protected from environmental or other sources of contamination

- Ice:
  - Stored to prevent contamination in all establishments
  - Made with water from approved source
  - Dispensed without exposing stored ice to guests
- **#9 on Inspection Sheet**





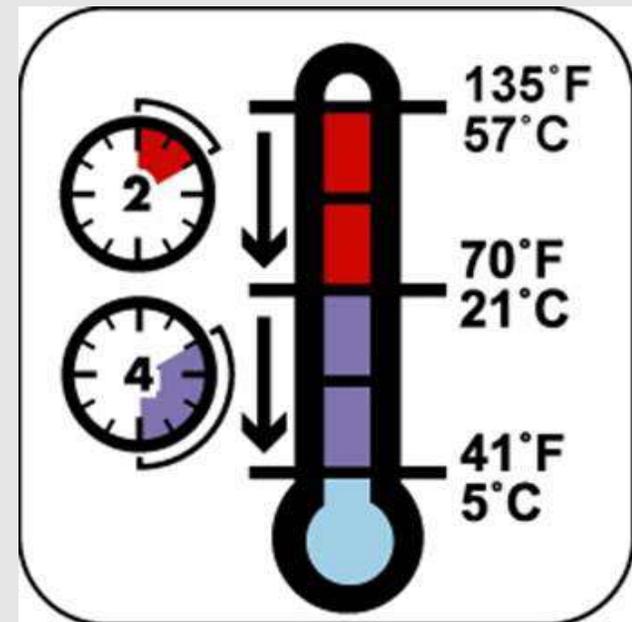
## Potentially hazardous (time/temperature control for safety) food properly cooked/reheated; consumer advisory

- Raw animal foods cooked properly
- Consumer advisory provided (where needed)
- Foods reheated properly
- **#10 on Inspection Sheet**



## Potentially hazardous (time/temperature control for safety) food properly cooled; approved methods used

- PHF/TCS foods cooled properly using approved methods
- **#11 on Inspection Sheet**



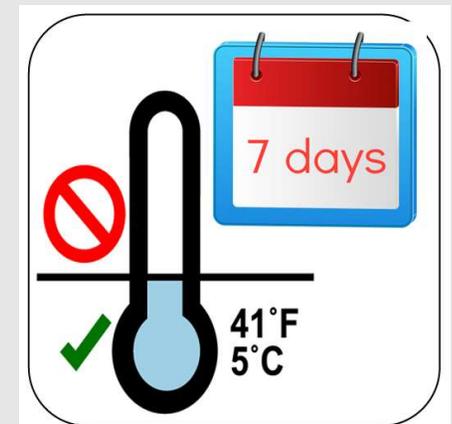
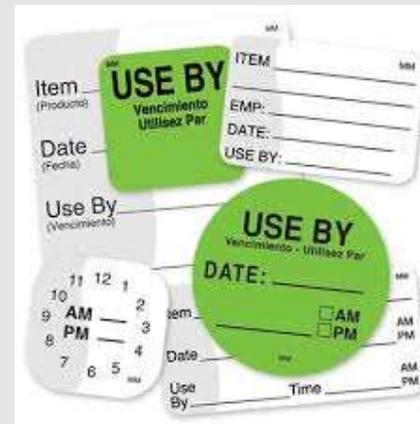
# Potentially hazardous (time/temperature control for safety) food properly cold/hot hold

- PHF/TCS foods held at 41°F or below, 135°F or above
- PHF/TCS foods held using TPHC procedure
- Frozen food maintained frozen
- **#12 on Inspection Sheet**



# Proper Date Marking

- PHF/TCS foods date marked when required
- PHF/TCS foods that have passed their date mark disposed of properly
- **#13 on Inspection Sheet**

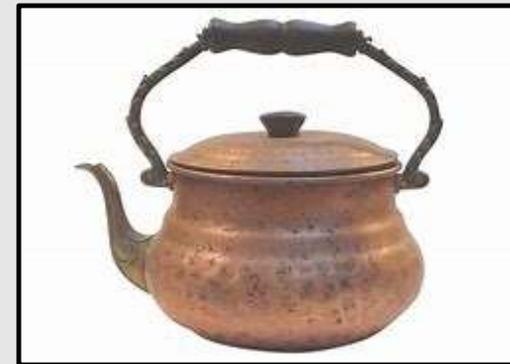
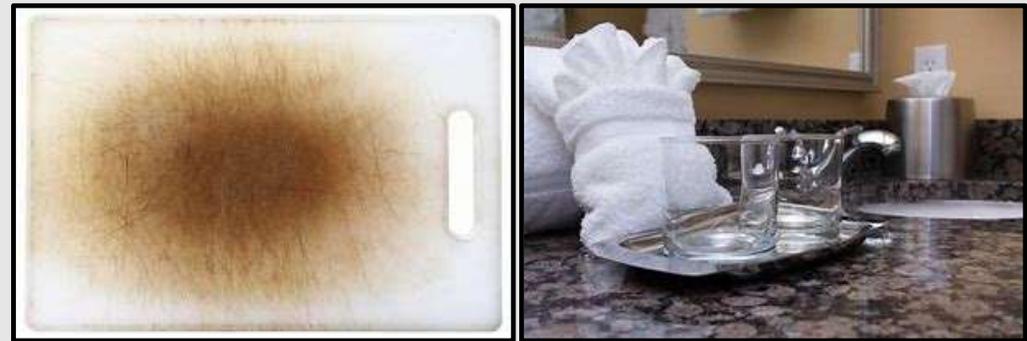


# Equipment & Utensils; Protection from Contamination

EQUIPMENT AND UTENSILS; PROTECTION FROM CONTAMINATION; (.1824, .1827)								
14	IN	OUT	N/A		Equipment, food and non-food contact surfaces approved, cleanable, properly designed, constructed and used	1	0.5	0
15	IN	OUT	N/A		Utensils, equipment properly stored, dried, and handled	1	0.5	0
16	IN	OUT	N/A		Warewashing facilities installed, maintained and used; guest room sinks sanitized when necessary	2	1	0
17	IN	OUT	N/A		Food-contact surfaces cleaned and sanitized; sanitizer maintained as required	3	1.5	0
18	IN	OUT			Cooking surfaces of equipment and nonfood-contact surfaces clean	1	0.5	0
19	IN	OUT			Single-use and single-service articles properly stored and used	1	0.5	0
20	IN	OUT			Thermometer provided; test strips provided	2	1	0
WATER, PLUMBING AND WASTE (.1823, .1825, .1826)								
21	IN	OUT			Handwashing sinks supplied and accessible; toilet tissue supplied	2	1	0
22	IN	OUT			Water from approved source; backflow prevention; plumbing in good repair	4	2	0
23	IN	OUT			Service sink or other approved method; mop storage	2	1	0
24	IN	OUT			Sewage and waste water disposal	4	2	0

## Equipment, food and non-food contact surfaces approved, cleanable, properly designed, constructed and used

- **Food contact surfaces** provided meet 4-1 and 4-2 of the Food Code
  - Cleanable
  - Properly constructed and designed
  - In good repair
- Residential equipment is allowed
- **#14 on Inspection Sheet**



## Equipment, food and non-food contact surfaces approved, cleanable, properly designed, constructed and used

- **Equipment** provided meets 4-1 and 4-2 of the Food Code
  - Cleanable
  - Properly constructed and designed
  - In good repair
- Residential equipment is allowed
- **#14 on Inspection Sheet**



## Utensils, equipment properly stored, dried, and handled

- Food contact surfaces of equipment and kitchenware shall be:
  - Air-dried
  - Handled and stored to protect from contamination
- **#15 on Inspection Sheet**



## Warewashing facilities installed, maintained and used; guest room sinks sanitized when necessary

- Adequate warewashing facilities available
- Can a two-compartment sink be used to wash, rinse, and sanitize multi-use utensils? Is a variance required?

**Yes. A two-compartment sink can be used.**

- If a dishmachine will be used to sanitize multi-use utensils, it must have a sanitizing option.
- **#16 on the Inspection Sheet**



## Warewashing facilities installed, maintained and used; guest room sinks sanitized when necessary

- Multi-use eating and drinking utensils can be washed in guest rooms
- Sinks in guest rooms must be sanitized before washing multi-use utensils
- SOP can be used to ensure proper procedures are followed
- **#16 on Inspection Sheet**



## Food-contact surfaces cleaned and sanitized; sanitizer at proper concentration

- Sanitizer approved and maintained as required in Part 4-5
  - Equipment for preparing coffee/tea kept clean
  - Sanitizing **is not** required for eating and drinking utensils provided in guest rooms
- **#17 on Inspection Sheet**



# Cooking surfaces of equipment and non-food contact surfaces clean

- **Food contact surfaces** of cooking and baking equipment cleaned at least daily
- Non-food contact surfaces of equipment kept clean
- **#18 on Inspection Sheet**



# Single-use and single-service articles properly used and stored

- Must be discarded after each use
- Stored and handled to prevent contamination
- **#19 on Inspection Sheet**



# Single-use and single-service articles properly used and stored



# Thermometer provided; test strips provided

- Food temperature measuring device with small diameter probe provided
- Test kit or other device provided for testing concentration of sanitizer used by the facility
- **#20 on Inspection Sheet**



# Water, Plumbing and Waste

WATER, PLUMBING AND WASTE (.1823, .1825, .1826)								
21	IN	OUT			Handwashing sinks supplied and accessible; toilet tissue supplied	2	1	0
22	IN	OUT			Water from approved source; backflow prevention; plumbing in good repair	4	2	0
23	IN	OUT			Service sink or other approved method; mop storage	2	1	0
24	IN	OUT			Sewage and waste water disposal	4	2	0
PHYSICAL FACILITIES (.1826)								
25	IN	OUT			Meets natural ventilation and lighting requirements	2	1	0
26	IN	OUT			Furnishings clean and in good repair; guest room fixtures clean and sanitized between guests	4	2	0
27	IN	OUT			Physical facilities installed, maintained, and clean	4	2	0
28	IN	OUT			Insects and rodents present; live animals prohibited from food preparation, storage, sales, display, or dining	4	2	0

# Water, Plumbing, and Waste

- All lodging establishments shall comply with Chapter 5 of the Food Code
- Chapter 5 includes:
  - 5-1 Water
  - 5-2 Plumbing Systems
  - 5-3 Mobile
  - 5-4 Sewage, Other Liquid Waste, and Rainwater
  - 5-5 Refuse, Recyclables and Returnables



## Handwashing sinks supplied and accessible; toilet tissue supplied

- A handwashing sink shall be provided:
  - Food preparation areas
    - **Separate handwashing sink not required for B&Bs permitted prior to April 2017 and only serve a breakfast meal**
  - Warewashing areas (can be the same one used in kitchen)
  - In or immediately adjacent to toilet rooms
- **#21 on the Inspection Sheet**



Handwashing sinks supplied and accessible; toilet tissue supplied

In areas where clean and soiled linens are handled:

An approved handwashing sink is required

**OR**

An approved hand hygiene program is required

# Hand Hygiene Program

- Can be used in lieu of installing a handwashing sink where clean and soiled linens are handled
- Program must be approved by the Regulatory Authority
- Different options are available for facilities to use, based on a case-by-case review of the operation
- **#21 on the Inspection Sheet**

## Standard Operating Procedure (SOP)

### Hand Hygiene Program

#### Purpose

To provide effective guidelines for an approved hand hygiene program at lodging establishments

#### Rationale

A handwashing sink, located to allow use by employees handling clean and soiled linen, shall be provided. Facilities prior to October 1<sup>st</sup>, 2017 that do not have handwashing lavatories in soiled linen areas as required shall not be required to install additional lavatories if an approved hand hygiene program is used.

#### Training Requirements

An approved hand hygiene program must include the following:

- Employees shall understand the importance of handwashing after handling soiled linens and prior to handling clean linens. Effective handwashing will prevent contamination of linens and hands.
- Each employee that handles linens shall be effectively trained with the expectation of proper hand washing procedures, when to wash, and where to wash.
- Handwashing and handling of linen training shall occur during new hire training and should be part of re-training when necessary. Once employees are trained they should sign the Training Log.

#### Hand Hygiene Program

The following procedures are vital in ensuring employees understand what is expected by the lodging establishment.

#### Handwashing Procedure – Procedure must include proper handwashing methods

- Rinse under clean, running warm water
- Apply an amount of cleaning compound recommended by the cleaning compound manufacturer Rub together vigorously for at least 10 to 15 seconds while:
  - Paying particular attention to removing soil from underneath the fingernails during the cleaning procedure
  - Creating friction on the surfaces of the hands and arms or surrogate prosthetic devices for hands and arms, finger tips, and areas between the fingers
- Thoroughly rinse under clean, running warm water
- Immediately follow the cleaning procedure with thorough drying using a method as specified under
  - To avoid recontaminating their hands or surrogate prosthetic devices, employees may use disposable paper towels or similar clean barriers when touching surfaces such as manually operated faucet handles on a handwashing sink.

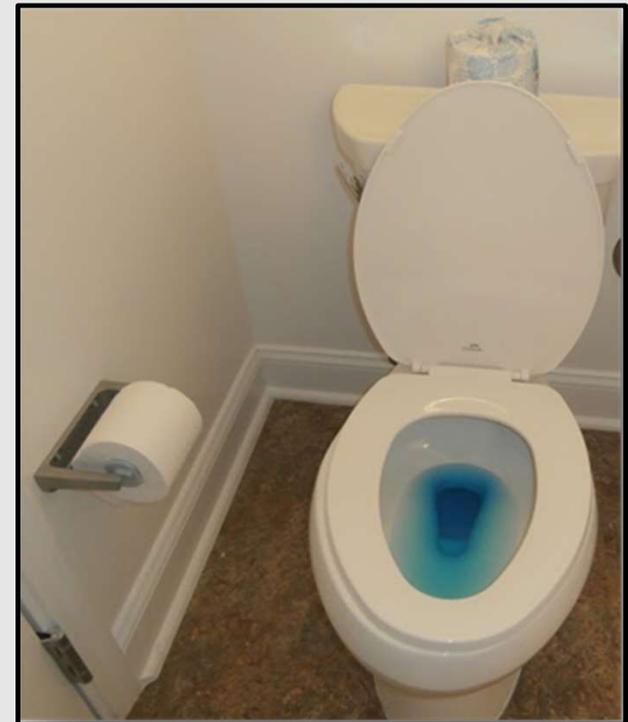
## Handwashing sinks supplied and accessible; toilet tissue supplied

- A handwashing sink shall be supplied with:
  - Hand soap
  - Approved hand-drying method
- Handwashing sinks in guest rooms and common areas supplied with soap and clean towels
- **#21 on the Inspection Sheet**



## Handwashing sinks supplied and accessible; toilet tissue supplied

- Baths, handwashing sinks, and toilets provided for each guest room or unit in lodging establishments constructed on or after **December 1, 1988**
- Each toilet supplied with toilet tissue
- **#21 on the Inspection Sheet**



## Water from approved backflow prevention; plumbing in good repair

- Water from approved source
- Backflow prevention devices provided where required
- Plumbing in good repair
- **# 22 on Inspection Sheet**



## Service sink or other approved method; mop storage

- Service sink provided for:
  - Cleaning of mops and floor cleaning tools
  - Disposal of mop water and similar liquid waste
- Service sink is curbed, has a floor drain, and is conveniently located
- Toilets and urinals **cannot** be used as a service sink
- **#23 on Inspection Sheet**



# Sewage and wastewater disposal

- Facility is served by:
  - Public sewage treatment plant
  - On-site wastewater system that is properly constructed, maintained, and operated
- System is maintained in good repair and installed according to Law.
- **#24 on Inspection Sheet**



# Physical Facilities

WATER, PLUMBING AND WASTE (.1823, .1825, .1826)								
21	IN	OUT			Handwashing sinks supplied and accessible; toilet tissue supplied	2	1	0
22	IN	OUT			Water from approved source; backflow prevention; plumbing in good repair	4	2	0
23	IN	OUT			Service sink or other approved method; mop storage	2	1	0
24	IN	OUT			Sewage and waste water disposal	4	2	0
PHYSICAL FACILITIES (.1826)								
25	IN	OUT			Meets natural ventilation and lighting requirements	2	1	0
26	IN	OUT			Furnishings clean and in good repair; guest room fixtures clean and sanitized between guests	4	2	0
27	IN	OUT			Physical facilities installed, maintained, and clean	4	2	0
28	IN	OUT			Insects and rodents present; live animals prohibited from food preparation, storage, sales, display, or dining	4	2	0

# Meets natural ventilation and lighting requirements

- Light intensity 20 foot-candles at 30 inches above the floor in areas used for:
  - Handwashing
  - Warewashing
  - Equipment and utensil storage
  - Toilet rooms
- Outside openings screened if only natural ventilation provided
- Windows and doors clean and in good repair
- **#25 on Inspection Sheet**



## Furnishings clean and in good repair; guest room fixtures cleaned and sanitized between guests

- Furnishings and unattached accessories kept clean and in good repair
- Bathroom fixtures clean
- Sinks, vanities, toilets, and showers must be cleaned and sanitized between guests
- **#26 on Inspection Sheet**



# Physical facilities installed, maintained, and clean

- Physical facilities kept clean and in good repair
- Perimeter walls and roofs protect the facility from the weather and the entry of insects, rodents, and other pests
- Carpets clean and in good repair
- **#27 on Inspection Sheet**



# Insects and rodents present; live animals prohibited from food preparation, storage, sales, display, or dining

- The premises and guest rooms maintained free of insects, rodents, and other pests
- Live animals shall be prohibited in food prep, storage, sales, display, and dining areas
  - **Excludes service animals in areas not used for food preparation**



- **#28 on Inspection Sheet**

# Laundry and Linens

PHYSICAL FACILITIES (.1826)								
25	IN	OUT			Meets natural ventilation and lighting requirements	2	1	0
26	IN	OUT			Furnishings clean and in good repair; guest room fixtures clean and sanitized between guests	4	2	0
27	IN	OUT			Physical facilities installed, maintained, and clean	4	2	0
28	IN	OUT			Insects and rodents present; live animals prohibited from food preparation, storage, sales, display, or dining	4	2	0
LAUNDRY AND LINENS (.1828)								
29	IN	OUT			Linen changed between guests and as required	3	1.5	0
30	IN	OUT			Linen clean and in good repair; two sheets provided for each bed	4	2	0
31	IN	OUT			Linen properly handled and stored	3	1.5	0
32	IN	OUT	N/A		Items on housekeeping carts arranged to prevent cross contamination; housekeeping carts clean, items protected from contamination	4	2	0

# Linen changed between guests and as required

- Clean bed and bath linen shall be provided for each guest
- Bed and bath linen changed between successive guests
- **#29 on Inspection Sheet**



# Linen clean and in good repair; two sheets provided for each bed

- Bed and bath linen clean and in good repair
- Two sheets shall be provided for each bed
  - Lower sheet folded under both ends of mattress
  - Upper sheet folded under mattress at lower end
- **#30 on Inspection Sheet**



# Linen clean and in good repair; two sheets provided for each bed

- Upper sheet folded over bed cover at top end at least six inches **if bed covers are not changed between successive guests**
- **#30 on Inspection Sheet**



# Linen properly handled and stored

- Clean linen and supplies stored in cabinets or on shelves in linen and supply storage room
- Cabinets, shelves, and storage rooms in good repair and kept clean
- **#31 on Inspection Sheet**



# Linen properly handled and stored

- Soiled laundry handled and stored separately from clean laundry
- Carts used for soiled laundry labeled or identified
- **#31 on Inspection Sheet**



## Items on housekeeping carts arranged to prevent cross contamination; housekeeping carts clean, items protected from contamination

- Prevent cross-contamination between soiled and cleaned items
- Kept clean
- Stored to protect items from contamination
- **#32 on Inspection Sheet**



# Premises, Storage, Poisonous or Toxic Materials

## PREMISES, STORAGE, POISONOUS OR TOXIC MATERIALS (.1825, .1826 .1827)

33	IN	OUT			Garbage and refuse disposal; facilities maintained	2	1	0
34	IN	OUT			Premises maintained to prevent breeding and harborages	3	1.5	0
35	IN	OUT			Storage areas provided for maintenance equipment; stored to avoid contamination of food and food contact surfaces	3	1.5	0
36	IN	OUT			Approved pesticide use	3	1.5	0
37	IN	OUT			Household cleaning agents, medicines, and sanitizers properly stored and handled	3	1.5	0
38	IN	OUT			Premises kept neat and clean	2	1	0

# Garbage and refuse disposal; facilities maintained

- Refuse, recyclables, and returnable handled per applicable Code Sections
- All refuse collected and stored in covered receptacles
- Refuse receptacles clean and in good repair
  - **Off-site cleaning contract for dumpsters is acceptable for this requirement**
- **#33 on Inspection Sheet**

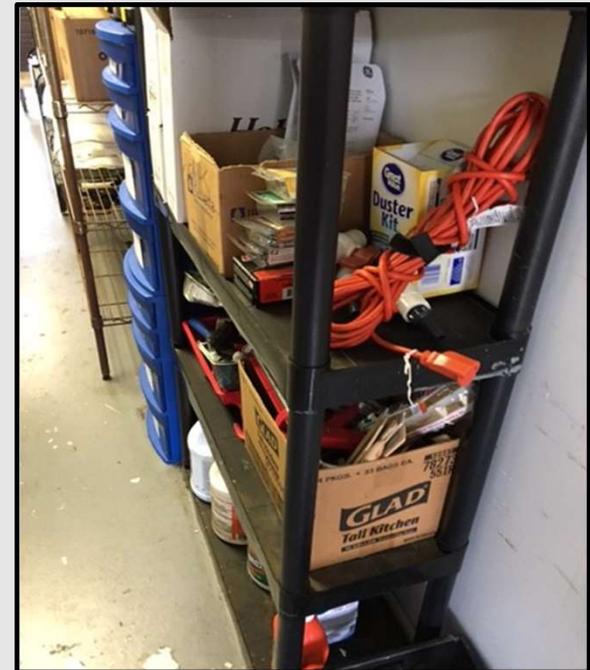


# Premises maintained to prevent breeding and harborages

- Presence of pests controlled by eliminating harborage conditions
- Fly and mosquito breeding places
- Undrained areas
- **#34 on Inspection Sheet**

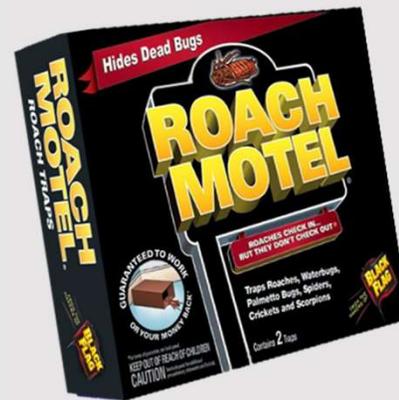


- Storage areas provided for maintenance equipment; stored to avoid contamination of food and food contact surfaces
- Storage area provided for building and ground maintenance tools
  - Maintenance items stored in a manner to avoid contamination of food and food contact surfaces, linen, and single-use articles
- **#35 on Inspection Sheet**



# Approved pesticide use

- Pesticides used are:
  - Registered with EPA and NCDA
  - Used as directed on the label and handled to avoid health hazards
  - Inaccessible to guests
- **#36 on Inspection Sheet**



# Household cleaning agents, medicines, and sanitizers properly stored and handled

- Household cleaning agents:
  - Includes bleach, detergents, and polishes
  - Used and stored per manufacturer's recommendations
- Medications:
  - Should be under the control of permit holder
  - Stored in a manner to prevent contamination of food and food contact surfaces
- Sanitizing solutions not in containers previously used for other poisonous or toxic materials
- **#37 on Inspection Sheet**



# Premise kept neat and clean

- Premises kept neat and clean
- Litter and items that are unnecessary not allowed to accumulate
- **#38 on Inspection Sheet**



# Permits (.1829)

- A new permit may be issued once an application is submitted and facility deemed in compliance with the Rules
  - B&Bs allowed 210 days to comply with certified food protection manager requirement
- Transitional permit may be issued and expires 180 days from date of issuance if no public health hazards exist
- Permits and transitional permits can be suspended or revoked

N.C. Department of Health and Human Services  
 Division of Public Health  
 Environmental Health Section

PERMIT     TRANSITIONAL PERMIT

Date: \_\_\_\_\_

Name of Establishment: \_\_\_\_\_ Permittee: \_\_\_\_\_  
 Location Address: \_\_\_\_\_ Manager/Person in Charge: \_\_\_\_\_  
 City: \_\_\_\_\_ State: NC Zip: \_\_\_\_\_ Country: \_\_\_\_\_  
 Billing Name: \_\_\_\_\_ Status Code:  I    T    K  
 Billing Address: \_\_\_\_\_ Establishment ID: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Map #: \_\_\_\_\_ Parcel ID: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ @ \_\_\_\_\_ . \_\_\_\_\_ Lat: \_\_\_\_\_ Long: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Emergency Phone Number: \_\_\_\_\_

Permission is granted to operate a \_\_\_\_\_ as defined in G.S. 130A-247(1) and 130A-248, Regulation of Food and Lodging Facilities. See permit requirements in Rules. This permit is not transferable and may be revoked for failure to comply with all requirements.

Wastewater System:  Municipal/Community     On-Site    Capacity: \_\_\_\_\_    Category #  0    1    2  
 Water Supply:  Municipal/Community     On-Site

Produce/Mobile Food Unit operating in conjunction with: \_\_\_\_\_ Restaurant or Commissary Name and ID Number: \_\_\_\_\_

Conditions/Remarks: \_\_\_\_\_

ATTACHMENTS

**Transitional Permit Conditions**  
 This permit shall expire on \_\_\_\_\_ and is not renewable. All non-compliant items listed herein and on attached pages (if applicable) must be completed within 90 / 180 days. This establishment must close if all noncompliant items are not corrected by the expiration date.

Received By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
 Manager/Person in Charge

Signed: \_\_\_\_\_ REHS#: \_\_\_\_\_ Date: \_\_\_\_\_  
 Division of Public Health

Purpose: General Statute 130A-180(b) states: "No establishment shall commence or continue operation without a permit or transitional permit issued by the Department. The permit or transitional permit shall be issued to the owner or operator of the establishment and shall not be transferable. If the establishment is leased, the permit or transitional permit shall be issued to the lessee and shall not be transferable. If the location of an establishment changes, a new permit shall be obtained for the establishment. A permit shall be issued only when the establishment satisfies all of the requirements of the rules. The Commissioner shall adopt rules establishing the requirements that must be met before a transitional permit may be issued, and the period for which a transitional permit may be issued. The Department may also impose conditions on the issuance of a permit or transitional permit to accordance with rules adopted by the Commissioner. A permit or transitional permit shall be automatically revoked in accordance with G.S. 130A-248 if the holder of the establishment is issued a maximum grade of C. A permit or transitional permit may otherwise be suspended or revoked in accordance with G.S. 130A-237. Preparation. Local environmental health specialists shall issue a permit every time a change in permit status is indicated. Prepare an original and one copy for 1. Original to be left with the owner or operator. 2. Copy for the local health department. Disposition: These rules to Research, Assessment and Inspection Schedule 2.8.3. by County/County Health Departments, which is published by the North Carolina Division of Archives & History. Additional fees may be assessed from: Environmental Health Section, 4015 Mail Service Center, Raleigh, NC 27609-4012; (919) 855-0000.

EH 1141 (Revised 07/12)  
 Environmental Health Section

# Public Display of Grade Card (.1830)

- Grade cards must be:
  - Posted in a conspicuous place
  - Posted by the REHS at the completion of the inspection
  - Visible at all times
- Location of the grade card can be agreed upon by the REHS and the permittee



# Inspections and Re-inspections (.1831)

- Inspection form items are defined in this Rule
- If permittee wishes to raise a letter grade they can request a re-inspection
  - An unannounced re-inspection shall be made within **15 days** from the date of the request

**Inspection of Lodging Establishment** Score: \_\_\_\_\_

Establishment Name: \_\_\_\_\_ Establishment ID: \_\_\_\_\_

Location Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: North Carolina  
 County: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

Permittee: \_\_\_\_\_  
 Inspection  Re-Inspection

Water Supply: \_\_\_\_\_  
 Municipal/Community  On-Site

Wastewater System: \_\_\_\_\_  
 Municipal/Community  On-Site

Compliance Status		Points
<b>MANAGEMENT AND PERSONNEL, EMPLOYEE HEALTH, GOOD HYGIENE PRACTICES, PREVENTING CONTAMINATION BY HANDS (.1831, .1832)</b>		
1	IN / OUT / N/A	1.0 / 0 / 0
2	IN / OUT / N/A	2.0 / 1.0 / 0
3	IN / OUT / N/A	2.0 / 1.0 / 0
4	IN / OUT /	1.0 / 0.5 / 0
5	IN / OUT /	1.0 / 0.5 / 0
6	IN / OUT /	4.0 / 2.0 / 0
<b>FOOD PROTECTION (.1833)</b>		
7	IN / OUT / N/A	3.0 / 1.5 / 0
8	IN / OUT / N/A	3.0 / 1.5 / 0
9	IN / OUT / N/A	3.0 / 1.5 / 0
10	IN / OUT / N/A	3.0 / 1.5 / 0
11	IN / OUT / N/A	3.0 / 1.5 / 0
12	IN / OUT / N/A	3.0 / 1.5 / 0
13	IN / OUT / N/A	3.0 / 1.5 / 0
<b>EQUIPMENT AND UTENSILS, PROTECTION FROM CONTAMINATION (.1834, .1837)</b>		
14	IN / OUT / N/A	1.0 / 0.5 / 0
15	IN / OUT / N/A	1.0 / 0.5 / 0
16	IN / OUT / N/A	2.0 / 1.0 / 0
17	IN / OUT / N/A	3.0 / 1.5 / 0
18	IN / OUT /	1.0 / 0.5 / 0
19	IN / OUT /	1.0 / 0.5 / 0
20	IN / OUT /	2.0 / 1.0 / 0
<b>WATER, PLUMBING AND WASTE (.1835, .1836, .1838)</b>		
21	IN / OUT /	2.0 / 1.0 / 0
22	IN / OUT /	4.0 / 2.0 / 0
23	IN / OUT /	2.0 / 1.0 / 0
24	IN / OUT /	4.0 / 2.0 / 0
<b>PHYSICAL FACILITIES (.1839)</b>		
25	IN / OUT /	2.0 / 1.0 / 0
26	IN / OUT /	4.0 / 2.0 / 0
27	IN / OUT /	4.0 / 2.0 / 0
28	IN / OUT /	4.0 / 2.0 / 0
<b>LAUNDRY AND LINENS (.1839)</b>		
29	IN / OUT /	3.0 / 1.5 / 0
30	IN / OUT /	4.0 / 2.0 / 0
31	IN / OUT /	3.0 / 1.5 / 0
32	IN / OUT / N/A	4.0 / 2.0 / 0
<b>PREMISES, STORAGE, POISONOUS OR TOXIC MATERIALS (.1835, .1836, .1837)</b>		
33	IN / OUT /	2.0 / 1.0 / 0
34	IN / OUT /	3.0 / 1.5 / 0
35	IN / OUT /	3.0 / 1.5 / 0
36	IN / OUT /	3.0 / 1.5 / 0
37	IN / OUT /	3.0 / 1.5 / 0
38	IN / OUT /	2.0 / 1.0 / 0
<b>TOTAL DEDUCTIONS</b>		

North Carolina Department of Health & Human Services • Division of Public Health • Environmental Health Section • Food Protection Program  
 Page 1 of 4 • Lodging Establishment Inspection Report (LSE 3077) Revised 10/2017

# Grading (.1832)

A → 90-100%

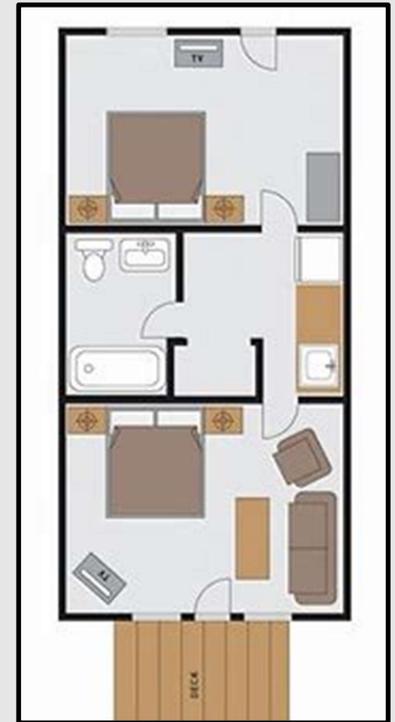
B → 80-89.5%

C → 70-79.5%



# Application and Plan Review (.1833)

- Plans shall be submitted to the local health department for review and approval:
  - Before beginning construction
  - Before additions or renovations
    - **Does not apply to cosmetic or non-structural changes to existing facilities**
- Application for a permit or transitional permit submitted at least **30 days** prior to opening
- Applicant must provide a statement detailing what type of food service will be offered to guests.



# Informal Review (.1834)

- The permittee has a right to an informal review if there is a disagreement with a decision made by a REHS on the enforcement of the Rules
- Procedures for an informal review are outlined in this Rule



# Finishing the Inspection

## Filling Out the Inspection Report & Exit Interview



# Proper Rule Citation & Number Marked

- **Use** the marking instructions to verify that citations are correct
- Comments should document observed violations



# Paperwork

- Demographical information is provided and correct
- Repeat violations are properly documented and marked on the inspection report
- Inspection reports are signed by REHS and authorized recipient
- Point deductions and score are correct



# Finishing Up

- Exit interview is conducted with the manager or designee and paperwork is provided
- The explanation of violations and issues noted on the inspection report are clear and understandable
- The comments on the inspection report should be clear, complete, legible, free of spelling mistakes, and accurate
- Paperwork is filed properly and in a timely manner



# End of Presentation

If you have questions about this presentation, please contact your Regional Specialist.