

REGULATIONS PERTAINING TO HOTELS AND MOTELS

SECTION I Definition

- 1.1 "CONSTRUCTION PERMIT" shall mean the official document issued by the Division of Environmental Health authorizing the owner to construct, alter or modify any hotel, motel or TLA dormitory.
- 1.2 "DIRECTOR" shall mean the Director of Public Health and Social Services.
- 1.3 "EMPLOYEE" shall mean any person who in any manner serves a guest.
- 1.4 "HOTEL" shall mean any hotel, motel, dormitory place, building or structure used in connection with, maintained for or advertised to the public where sleeping accommodations are offered to guests for a fee.
- 1.5 "HEALTH CERTIFICATE" shall mean the official document issued by the Division of Environmental Health authorizing the employee to work in a hotel.
- 1.6 "PERSON" shall mean any owner, firm, corporation or government agency operating a hotel.
- 1.7 "SANITARY PERMIT" shall mean the official document issued by the Division of Environmental Health authorizing the establishment to operate.

SECTION II Compliance

- 2.1 All new hotels, shall be in compliance with these regulations. The owner shall designate a responsible employee to manage the daily operation of the establishment.
- 2.2 All hotels currently in operation shall comply with these regulations upon renovation, extension or remodeling of an existing building.

SECTION III

Guest Rooms

- 3.1 Rooms shall be provided with adequate lighting for the comfort of the occupants.
- 3.2 Rooms shall be adequately ventilated by natural or artificial means or both.
 - 3.2.1 All gas operated water heaters shall be completely enclosed, vented and equipped with automatic shut-off valves.
 - 3.2.2 All cooling units must be installed and maintained in a manner which will provide for the safety and comfort of the guests.
- 3.3 Walls, ceilings, floors, and carpeting must be kept clean and in good repair.
- 3.4 Rooms shall be furnished with adequate furniture for the comfort of the guests. Furnishings must be kept clean and in good repair.
- 3.5 Soap and clean individual towels and wash cloths must be furnished to each guest daily.
- 3.6 Single-service cups or sanitized drinking glasses must be furnished for each guest. If individual single-service cups are provided, a suitable protective container must be provided for dispensing cups. All multiple-use eating and drinking utensils must be cleaned and sanitized in accordance with the regulations relative to eating and drinking establishments.
- 3.7 Adequate and conveniently located toilet and bathing facilities shall be provided. All toilet and bathing fixtures shall be of sanitary design and easily cleanable. Toilet and bathing facilities, including rooms and fixtures, shall be kept in clean condition and in good repair.

SECTION IV

Bedding

- 4.1 Clean and fresh bed linens must be furnished on all beds prior to the use by any guest.
- 4.2 Top and under sheets shall be of sufficient size to cover completely the mattress and fold under on the sides and ends.

- 4.3 Beds, mattresses, bedcoverings, and pillows shall be kept clean, free from dust, dirt and vermin.
- 4.4 No bed linen shall be used which is badly worn, stained or aesthetically unfit for further use.

SECTION V
Water Supply

- 5.1 An adequate supply of potable water from an approved source and under pressure must be provided at all times.
- 5.2 Drinking fountains shall conform to the Uniform Plumbing Code.

SECTION VI
Ice

- 6.1 Ice shall be made in an approved ice making machine and from water meeting all of the requirements set forth in section 5.1 above.
- 6.2 Ice shall be handled, transported and stored in such a manner as to be protected against contamination.
- 6.3 Approved containers and utensils shall be provided for storing and serving ice in a sanitary manner. Ice buckets, other containers and scoops, unless they are of the single-service type, shall be smooth, impervious and designed to facilitate cleaning. They shall be kept clean, stored and handled in a sanitary manner. Only sanitary containers shall be used for the transportation or storage of ice. Cleaning and sanitizing shall be done in accordance with the regulations pertaining to Food Service Establishments.

SECTION VII
Sewage Disposal

- 7.1 An approved sewage disposal system which is located, constructed, and operated in conformance with the standards established for such systems by the Guam Environmental Protection Agency, the Public Utility Agency of Guam and any other agency and all applicable laws and regulations.

SECTION VIII
Plumbing

- 8.1 All plumbing shall be installed and maintained in accordance with the current Uniform Plumbing Code.
- 8.2 There shall be no cross-connection within the plumbing system.

SECTION IX
Food Service

- 9.1 When food service facilities, food preparation and eating facilities are provided in connection with a hotel, they shall comply with the Regulations Pertaining to Food Service Establishments.

SECTION X
Laundry

- 10.1 Laundry facilities within the hotel must comply with the regulations pertaining to Laundries and Dry Cleaning Establishments.
- 10.2 When laundering is not conducted at the hotel, the clean clothes and linen shall be stored in clean containers or cabinets which are protected from contamination.
- 10.3 All laundry, pending removal to the laundry facility, shall be stored in non-absorbent containers or washable laundry bags.

SECTION XI
Refuse Disposal

- 11.1 All refuse shall be disposed of as often as necessary and in such manner as to prevent a public health nuisance.
- 11.2 Containers shall be adequate in number, provided with tight-fitting covers and be located away from service doors.

SECTION XII

Personnel

- 12.1 No employee affected with any communicable disease shall be allowed to work until after receiving a medical examination certifying that the employee has recovered.
- 12.2 All employees shall wear clean outer garments, maintain a high degree of personal cleanliness and conform to good hygienic practices while on duty.

SECTION XIII

Contaminated Room

- 13.1 Any room having been occupied by a person with an infectious or communicable disease, shall, together with the furnishings, be thoroughly cleaned with an approved cleansing agent of proper concentration or other suitable disinfecting agent. All furnishings shall be suitably aired.
- 13.2 The Department shall be notified of all reportable communicable diseases.

SECTION XIV

Housekeeping

- 14.1 All parts of the establishment and its premises shall be kept neat, clean and free of litter and rubbish.
- 14.2 Janitorial rooms and sinks shall be located off from the main hallway and shall be properly maintained at all times.
- 14.3 Employee lounges, locker rooms or dining areas when provided, shall be maintained regularly.

SECTION XV

Vector Control

- 15.1 Effective measures shall be taken to protect against the entrance, breeding or presence of vectors which would transmit a communicable disease.

SECTION XVI
Safety

- 16.1 All necessary safety measures must be taken as stated by the Occupational Safety and Health Administration, the Department of Public Safety, Department of Public Works and other related agencies. This includes, but is not limited to: handrails on stairs, steps, rails and stairways of sound construction and in good repair; adequate fire safety measures such as fire extinguishers; clearly marked and adequate fire escapes; properly installed and maintained electrical switches and outlets; and anti-slip rugs.

SECTION XVII
Swimming Pools

- 17.1 All swimming pools used by guests shall comply with the Regulations Pertaining to Public Swimming Pools.
- 17.2 Policies and procedures for guest usage of the pool shall be posted in each room and shall be translated into the predominant languages of the guests.

SECTION XVIII
Sanitary Permit

- 18.1 No person shall directly or indirectly, in any manner, control, manage, maintain or operate a hotel unless a valid sanitary permit, issued by the Department to operate such a facility has been obtained and is properly posted.
- 18.2 An application for a sanitary permit to operate any new or existing hotel shall be made in writing on a form prescribed by the Director, signed by the applicant or authorized representative and shall contain such information that will determine that the facility and its operation are in compliance with the applicable provisions of these regulations.
- 18.3 Before the application for a sanitary permit shall be approved, the Director shall verify that the facility meets the minimum sanitary requirements and standards of these regulations. This shall involve the right of entry, inspection, and investigation.
- 18.4 If upon inspection the Director is satisfied that the hotel meets the minimum requirements of these regulation or standards as the Director may prescribe, a non-trans-

ferable sanitary permit designating the type and location by address or lot number of the establishment shall be issued.

- 18.5 If the new application or renewal inspection indicates that the facility does not meet the minimum sanitary requirements and standards, the sanitary permit shall be denied or terminated.
- 18.6 All sanitary permits shall be issued for a maximum of no more than 12 months and renewed on June 30 of each year. An application for a new or renewal of sanitary permit shall be filed at least 15 days before a current sanitary permit expires.
- 18.7 Failure to comply with any regulation or standard listed below shall be reason to deny issuance of a sanitary permit. The same shall also be reason or cause to suspend or revoke a current permit.
- 18.7.1 Employees working who have contagious disease (Section XII).
- 18.7.2 Unapproved or inadequate water supply or plumbing (Section V) or improper sewage disposal (Section VII).
- 18.8 Any person or hotel denied a sanitary permit, or whose sanitary permit has been revoked, may appeal the Director's action. The appeal shall be in accordance with Subchapter B, Section 9510.8 of Public Law 15-96.

SECTION XIX

Construction Permit

- 19.1 It shall be unlawful for any hotel, motel or TLA dormitory to be constructed, extended, or modified in any manner without first obtaining a Construction Permit from the Department.
- 19.2 A detailed blueprint of the work to be done and the schematic of the water lines and electrical wiring shall be submitted for approval by the Department.

SECTION XX

Lighting

- 20.1 Each room shall have a window for natural lighting.

- 20.2 Sources of light shall be available to provide a minimum light intensity 30 inches from the floor in the following areas:
- 20.2.1 Toilet facilities - 10 foot candles
 - 20.2.2 Kitchenette - 20 foot candles
 - 20.2.3 Corridors, stairs, elevators and entryways - 5 foot candles
 - 20.2.4 Rooms - 40 foot candles
- 20.3 Minimum light intensity for food service areas, laundry, and swimming pool areas shall comply with the food candle requirements in the appropriate regulations. These areas shall be identified as such by doors or entry alcoves which separate the hotel light requirements from the food service, laundry and swimming pool.

SECTION XXII
Severability

If any provision of these regulations or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect the other provisions or applications of these regulations.

SECTION XXII
Repealer

All regulations or parts of regulations in conflict with these regulations are hereby repealed.

SECTION XXIII
Authority

Public Law 15-96, Chapter VI Guam Environmental Health Act, Subchapter A, Section 5900.5 and Subchapter B, Section 9510.1 authorize the Director to establish rules and regulations to carry out the provisions of Chapter VI.

Adopted this 4th day of June, 1984.

DENNIS G. RODRIGUEZ
Director

APPROVED:

RICHARD OPPER
Attorney General

Date: _____

GOVERNMENT OF GUAM
 DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES
 PUBLIC HEALTH DIVISION
 DIVISION OF ENVIRONMENTAL HEALTH
 INSTITUTIONAL HYGIENE BRANCH

HOTEL SANITATION

Permit No.: _____

INSPECTION REPORT

Expiration Date: _____

Name of Establishment	Address	Owner or Operator
-----------------------	---------	-------------------

Sir: It shall be unlawful for any person to open for any business or operate any hotel without a valid health permit as provided in Subchapter B. Only those persons who comply with the applicable provisions of this Subchapter shall be entitled to receive and retain such permit.

SECTIONS	Yes	No	Demerit	SECTIONS	Yes	No	Demerit
9600.1 Current Health Permit posted.			6	9600.8 Adequate toilet facilities provided with washstand or washbowl with hot/cold running water plus sufficient supply of clean individual towels, for use and visible and accessible to persons.			4
9600.2 Sufficient supply of bedding is provided for every bed.			2	9600.9 Rooms are properly ventilated by means of a window, transom, or other device. Floor space per person is at least sixty (60) square feet.			2
9600.3 Clean sheets and pillow slips supplied for each bed at least twice (2) per week or as often as the bed is assigned to a different person			6	9600.10 Windows are provided with screens to exclude insects and the building is constructed and repaired properly as to exclude rodents.			2
9600.4 Single bed sheets are at least fifty (50) inches wide and ninety-eight (98) inches long.			2	9600.11 Walls, floors, ceilings, doors, and other portions of every room kept free from dirt or filth.			4
9600.5 Bedding used are kept clean, free from dirt or filth.			4	9600.12 If owner does not reside in the hotel another responsible person designated in charge. Name and address of owner or name and address of agent in charge posted in conspicuous place in the premises.			2
9600.6 Bedding worn out and/or unfit for use by human beings are not used.			6	9600.13 Registration record kept showing time of arrival and departure and room number assigned to guest. Guests sign name and address on registration record.			4
9600.7 Every part of every bed including the mattress, sheets, blankets, and bedding are kept clean, dry and sanitary condition free from filth, urine or other foul matter, infestation of flies, bed bugs, or other insects.			6	9600.14 Signs directing way to exits and stairways placed and maintained in conspicuous places in the halls of the building.			4

Demerit Score: _____

Remarks: _____

 ENVIRONMENTAL HEALTH SPECIALIST

 DATE

Received by: _____

 DATE