

RULES AND REGULATIONS GOVERNING LAUNDRY AND DRY CLEANING

SECTION I General Provisions

1.1 PURPOSE

These regulations shall be liberally construed and applied to insure compliance with sanitary requirements for the protection of public health.

1.2 DEFINITIONS

- (a) "LAUNDRY OR DRY CLEANING ESTABLISHMENT" means any place, building, structure, room or portion thereof, used in the business of dyeing, washing, starching, ironing or dry cleaning wearing apparel, household linens and other fabric articles, including any establishment providing laundering equipment for use by customers for a fee such as a laundromat, wash-o-mat, launderette or-coin laundromat.**
- (b) "HOME LAUNDRY" means any laundry business where no other person is employed other than the proprietor and member-of his/her family and household at the place of residence.**
- (c) "OWNER" means any person, operator, or manager, having control of the laundry and/or dry cleaning establishment or of the people working or employed therein.**
- (d) "DEPARTMENT" means the Department of Public Health and Social Services.**
- (e) "DIRECTOR" means the Director of Public Health and Social Services or his/her designated representative.**
- (f) "CONSTRUCTION PERMIT" means the official document issued by the Department giving permission to construct, reconstruct, alter, remodel or convert a structure for use as a laundry or dry cleaning establishment.**
- (g) "SANITARY PERMIT" means a written non-transferable document issued by the Department giving a designated person, association, or corporation permission to operate a laundry and dry cleaning establishment.**
- (h) "EMPLOYEE" shall mean any person who works for a laundry or dry cleaning establishment and who handles soiled or cleaned linens or other laundry items.**

1.3 AUTHORITY

Public Law 15-96, Chapter VI, Guam Environmental Health Act, Subchapter A, Section 9500.5 and Subchapter B, Section 9510.1, authorizes the Director to establish rules and regulations to carry out the provisions of Chapter VI.

1.4 CAPTIONS

Section and other captions are part of these regulations.

1.5 REPEALER

These regulations are effective 45 days after their adoption and filing with the Legislative Secretary of the Guam Legislature. At that time all regulations and parts of regulations that conflict with these regulations are repealed, except nothing in this regulation shall be construed as in any way affecting, modifying, repealing, or superseding the provisions of other sections of Public Law 15-96, or regulations established thereunder.

1.6 SEVERABILITY

If any provision or application of any provisions of these regulations is held invalid, that invalidity shall not affect the other provisions or application of these regulations.

SECTION II Construction Permit

- 2.1 Any person, association, or corporation, before constructing a laundry or dry cleaning facility or before making an addition to or conversion of or major alteration of an existing facility shall first submit plans and specifications of such building or changes to the Department, Division of Environmental Health in accordance with separate regulations established for obtaining a construction permit from the Department. Such construction permit shall be obtained before any construction or changes begin.**

SECTION III Sanitary Permit

- 3.1 No person, association, or corporation shall directly or indirectly in any manner control, manage, maintain, or operate a laundry and/or dry cleaning establishment unless a valid**

sanitary permit, issued by the Department to operate such a facility, has been properly obtained and properly posted.

- 3.2 An application for a sanitary permit to operate any new or existing laundry and/or dry cleaning establishment shall be made in writing on a form prescribed by the Director, signed by the applicant or his/her authorized agent, and shall contain such information that will determine that the facility and its operation are in compliance with the applicable provisions of these regulations.
- 3.3 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.
- 3.4 If upon inspection the Director is satisfied that the laundry and/or dry cleaning facility meets the minimum requirements of these regulations or standards as the Director may prescribe, a non-transferable sanitary permit designating the type and location by address or lot number of the establishment shall be issued.
- 3.5 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.
- 3.6 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 new establishment intends to open, or before a current sanitary permit expires.
- 3.7 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:
 - a. Employees working who have contagious disease (Section 13.2b).
 - b. Unapproved or inadequate water supply or plumbing (Section 5.1-5.6), or improper sewage disposal (Section 6.1).
 - c. Denying access to inspectors (Section 14.2).
 - d. Receiving a demerit score of more than 40 (Section 14.4).
 - e. Repeating a violation assigned 2, 4 or 6 demerit points (Section 14.4).

- 3.8 Any person or establishment denied a sanitary permit, or whose sanitary permit has been suspended or revoked may appeal the Director's action. The appeal shall be in accordance with Subchapter B, Section 9510.8 of Public Law 15-96.
- 3.9 There shall be a \$5.00 charge for any duplicate sanitary permit issued.

SECTION VI

Materials and Construction of Physical Facilities

4.1 FLOORS

- a. Floors and floor coverings shall be constructed of durable materials, smooth, tight in construction, in good repair, and easily cleanable.
- b. In all new or extensively remodeled establishment, where floors are subjected to water flushing for cleaning or receive discharges of water or other fluid waste from equipment, flooring shall be constructed of smooth durable sealed concrete, ceramic tiles or similar materials and the base junctures between walls and floors shall be covered and sealed. In all other cases, the juncture between walls and floors shall present an open seam of not more than 1/32 inch.

4.2 WALLS AND CEILINGS

- a. Walls and ceilings, including doors, windows, non-supporting partitions, and similar closures shall be light colored, smooth, non-absorbent and easily cleanable.
- b. Studs and Joists shall not be exposed. If exposed, they shall be smooth finished to provide an easily cleanable surfaces.
- c. Wall and ceiling covering materials shall be attached and sealed so as to be easily cleanable.

4.3 LIGHTING

- a. Permanently fixed artificial light sources shall be installed to provide a minimum of 30 foot candles light intensity at-a distance of 30 inches from the floor in the room where the washers and dryers are located.
- b. At least 20 foot candles of light shall be provided in equipment storage areas, in toilet

areas and at least 10 foot candles of light in all other areas.

- c. Light fixtures, vent covers and wall-mounted fans attached to the walls and ceilings shall be easily cleanable and shall be kept in good repair.

4.4 VENTILATION

- a. All rooms shall be provided with sufficient ventilation to keep them free of excessive heat and obnoxious odors.
- b. In new or extensively remodeled laundry and dry cleaning establishments, all rooms from which obnoxious odors, vapors or fumes originate shall be mechanically vented to the outside.

SECTION V Sanitary Facilities Plumbing

- 5.1 Sufficient potable water for the needs of the laundry and/or dry cleaning establishment shall be provided from a source constructed, maintained, and operated according to law.
- 5.2 All potable water must be delivered under pressure through pipes, and the system shall be designed and constructed in accordance with the latest Uniform Plumbing Code.
- 5.3 There shall be no cross-connection between the potable water supply and any questionable water supply nor any source of pollution through which the potable water supply might become contaminated.
- 5.4 Approved backflow and/or back-siphonage devices shall be provided at all fixtures and equipment where backflow and/or back-siphonage may occur and where a minimum air gap cannot be provided between the water outlet to the fixture or equipment and its flood-level rim.
- 5.5 A sufficient supply of running cold water and hot water shall be provided in all washing machines with a minimum temperature of 120°F and maximum temperature of 140°F for self-service laundromats, and a minimum temperature of 140°F for laundry and dry cleaning establishments.

- 5.6 Exposed utility service pipes shall be installed in a way that they will not obstruct or prevent cleaning of walls and floors, and at least one (1) inch from walls and four (4) inches from the floor. In all new or extensively remodeled establishment, installation of exposed horizontal utility lines and pipes on the floor is prohibited.

SECTION VI

Sewage

- 6.1 All sewage, including liquid waste, shall be disposed of by a public sewage system or by a sewage disposal system constructed and operated according to law.

SECTION VII

Toilet Facilities

- 7.1 Toilet facilities shall be installed according to law, conveniently located and shall be accessible at all times.
- 7.2 Separate toilet rooms shall be provided for female and male personnel, if five or more employees are employed.
- 7.3 Toilet rooms shall be completely enclosed and shall have tight-fitting and self-closing doors, windows with louvers, or sliding glass used for ventilation, shall be provided with at least no. 16 mesh screen.
- 7.4 A handwashing notice shall be posted in each toilet room.
- 7.5 Toilet facilities, including toilet fixtures and any related vestibules, shall be kept clean and in good repair. A supply of toilet tissue shall be provided at each toilet at all times. Easily cleanable waste receptacles shall be provided for waste materials. Toilet rooms used by women shall have at least one covered waste receptacle.

SECTION VIII

Lavatory Facilities

- 8.1 Lavatories shall be installed according to law and shall be accessible to employees at all times.
- 8.2 Each lavatory shall be provided with sufficient running potable water a supply of hand soap

or detergent, sanitary towels or heated~ air hand drying device. If disposable towels are used, easily cleanable waste receptacles shall be conveniently located near the handwashing facility. Common towels are prohibited.

SECTION IX General Sanitary Requirements

- 9.1 All laundry and/or dry cleaning establishments shall be located in a room or rooms separated from any other business or dwelling by solid partitions from the floor to the ceiling and between such walls as will provide complete separation.
- 9.2 The laundry and/or dry cleaning establishment shall not be used for cooking, living, food storage or sale, or sleeping activities.
- 9.3 All equipment, furniture, cabinets, floors, walls, windows, toilet rooms, adjoining rooms and all articles within the establishment, shall be kept clean and orderly at all times.
- 9.4 Clean clothes and linens shall be stored in clean containers or cabinets protected from contamination.
- 9.5 Soiled or dirty clothes and linens shall be stored in non-absorbent containers or washable laundry bags until removed for laundering.
- 9.6 The spraying of wearing apparel or other items of laundry with liquid projected from the mouth as part of laundry procedure is prohibited.
- 9.7 Laundry items shall not be dried on the ground or hung for drying within the establishment or within the immediate surrounding of establishment.

SECTION X Waste Disposal

- 10.1 Garbage and refuse shall be kept in durable, easily cleanable, insect proof and rodent-proof container. Plastic bags and wet-strength paper bags may be used to line these containers.

- 10.2 Containers stored outside the establishment, shall be easily cleanable, shall be provided with tight-fitting lids, doors or covers, and shall be kept covered when not in actual use.
- 10.3 There shall be a sufficient number of containers to hold the garbage and refuse that accumulates.
- 10.4 Garbage and refuse shall be disposed of often enough to prevent the development of odor and the attraction of insects and rodents.
- 10.5 The exterior areas of laundry and dry cleaning establishments and all parts of property used in connection with its operation shall be kept free of litter and overgrown vegetation.

**SECTION XI
Premises**

- 11.1 The walking and driving areas of the establishment shall be surfaced - with concrete or asphalt or similar materials to facilitate maintenance and minimize dust.
- 11.2 Only articles necessary for the operation and maintenance of the laundry and dry cleaning establishment shall be stored on the premises.

**SECTION XII
Animals**

- 12.1 No dogs, cats, or other pets of any kind shall be allowed in laundry and dry cleaning establishment, except patrol dogs or guide dogs accompanying their handlers.

**SECTION XIII
Disease Control and Employee Hygiene**

13.1 EMPLOYEE PRACTICES

- (a) All employees of laundry and/or dry cleaning establishments who handle soiled or cleaned laundry shall wear clean outer garments, maintain a high degree of personal cleanliness, and conform to good hygienic practices while on duty.

- (b) Employees' hands and arms that come in contact with cleaned laundry shall be kept clean, and shall be washed as often as necessary to keep them clean. Hand shall be washed after touching soiled laundry or unclean objects; after using the toilet; and after smoking, eating and drinking.

13.2 CONTROL OF CONTAGIOUS DISEASE

- (a) The sanitary permit-holder shall maintain, and operate the establishment under permit in such a manner that the health of customers , employees, and the general public are not endangered in any way.
- (b) Employees afflicted with a contagious or infectious disease in a communicable form shall not be allowed to work until the owner receives a written statement from the employees physician indicating that the employee is free of any communicable disease in an infectious or a contagious form. Copies of such statements shall be kept on file for two years by the establishment. In the event the establishment closes, such documents shall be turned over to the Department to be kept on file for the remaining portion of the two year period.

SECTION XIV Inspections

14.1 INSPECTION FREQUENCY

As often as may be deemed necessary for the enforcement of these regulations, and at least once every three (3) months, inspections shall be made by the Director.

14.2 ACCESS

An employee or representative of the Department shall, after proper presentation of credentials, have access to make inspections of any laundry or dry cleaning establishment to determine compliance with these regulations.

14.3 REPORT OF INSPECTIONS

Whenever an inspection of a laundry or dry cleaning establishment is made, the findings shall be recorded on a report form authorized by the Director, and shall summarize the

requirements of these regulations, the demerit value for each requirement violation, and the corrective action to be taken. One copy of the report shall be given to the owner after it has been read and signed by him/her and the inspecting officer.

14.4 GRADING

Grades of laundry and/or dry cleaning establishments shall be as follows:

- | | |
|---------|---|
| Grade A | An establishment having a demerit score of not more than 10, |
| Grade B | An establishment having a demerit score of more than 10 but not more than 20, |
| Grade C | An establishment having a demerit score of more than 20 but not more than 40, |
| Grade D | An establishment having a demerit score of more than 40. |

Notwithstanding the grade criteria established above, whenever a consecutively repeated violation of 2, 4, or 6 demerit points occurs during the current inspection, the letter grade assigned for the current inspection shall be one grade lower than the grade given in the most recent inspection. If, however, the total demerits given during the current inspection would result in a lower grade being given that is two letter grades lower than the previous grade, then the lower grade shall be given when a repeated violation occurs.

SECTION XV Posting of Documents

15.1 GENERAL

- (a) The Sanitary Permit and one copy of the most recent inspection report shall be posted in a conspicuous place designated by the Director, and clearly visible to the public. No person other than the Director shall remove, deface, conceal, or destroy such a permit or report.
- (b) The Health Certificates of all persons currently employed by laundry or dry cleaning establishments shall be posted in a conspicuous place designated by the Director.

SECTION XVI
Health Certificate Required

- 16.1 Employees of laundry and dry cleaning establishments who are engaged in sorting, folding, washing, starching, ironing, dyeing or dry cleaning wearing apparel, household linens and other fabric articles are required to obtain a Health Certificate from the Department of Public Health and Social Services which shall be renewed every twelve (12) months**
- 16.2 To acquire a Health Certificate the applicant shall provide a physical examination from a licensed physician indicating that the individual is free from any communicable disease and is in good health. The applicant shall also show evidence that he/she has the basic knowledge and skills in regards to the sanitation requirements for the operation of laundry and dry cleaning establishment.**

Adopted this 31st day of May, 1984.

VIOLATION, DEMERIT, ASSIGNMENT LIST

| ITEM | DEMERIT | |
|----------------------------|--|---|
| FLOORS | | |
| 01 | Durable, smooth, tight, cleanable, good repair. | 2 |
| 02 | Walls and floor junctures covered and sealed, seams not more than 1/32 inch. | 2 |
| WALLS AND CEILINGS | | |
| 03 | Walls, ceilings, doors, windows, partitions, and similar surface: Smooth, non-absorbent, cleanable, good repair. Walls and ceiling light colored | 2 |
| 04 | Covering materials sealed, durable, cleanable, good repair. | 2 |
| LIGHTING | | |
| 05 | Adequate, 30 ft. candles and 20 ft. candles provided as required. | 2 |
| 06 | Light fixtures, vent covers, wall mounted fans, and other attached fixtures: Cleanable, good repair, kept clean. | 2 |
| VENTILATION | | |
| 07 | Adequate, mechanical ventilation provided as required, make up air provided. | 4 |
| PLUMBING | | |
| 08 | Water supply adequate; source and construction approved; operated, maintained. | 6 |
| 09 | Piping materials approved, sized | 4 |
| 10 | Cross-connection, back-siphonage, backflow | 6 |
| 11 | Cross-connection prevention device and method approved, installed and maintained. | 6 |
| 12 | Hot and cold running water adequate; water temperature; 120°F to 140°F self-service laundromat and minimum of 140°F for laundry and dry cleaning. | 4 |
| 13 | Approved distance for exposed pipings: 1" from walls and 4" from floor; horizontal piping on floor prohibited. | 2 |
| SEWAGE DISPOSAL | | |
| 14 | Sewage and liquid waste disposed of in an approved facility. | 6 |
| TOILET FACILITIES | | |
| 15 | Construction approved; located, accessible | 4 |
| 16 | Separate toilet for both sexes provided as required. | 2 |
| 17 | Completely enclosed; tight-fitting and self-closing door provided, window coverings approved. | 2 |
| 18 | Toilet rooms, fixtures, vestibules clean, good repair; toilet tissue and approved waste receptacle provided; handwashing sign posted. | 2 |
| LAVATORY FACILITIES | | |
| 19 | Installation approved, accessible | 4 |
| 20 | Adequate potable water supply, soap, sanitary towel or hand drying devices and approved waste receptacle provided as required; common towels prohibited. | 4 |

| ITEM | DEMERIT | |
|-------------------------------------|---|---|
| GENERAL SANITARY REQUIREMENT | | |
| 21 | Establishment completely separated from other business. | 4 |
| 22 | Cooking, food storage and sale, living or sleeping restricted. | 2 |
| 23 | Equipment, furniture and appliances, facilities clean and orderly | 2 |
| 24 | Clean cloths and linen protected from contamination; storage clean; non-absorbent container for dirty cloths and linens provided. | 4 |
| 25 | Spraying laundry with liquid projected from the mouth prohibited. | 6 |
| 26 | Drying laundry on the ground or by hanging prohibited. | 2 |
| WASTE DISPOSAL | | |
| 27 | Waste receptacles: Durable, insect and rodent proof, cleanable; lining material approved. | 4 |
| 28 | Outside waste receptacles covered as required; tight-fitting lid provided; cleanable. | 2 |
| 29 | Waste receptacles adequate; garbage and refuse disposal: Proper, frequency. | 2 |
| PREMISES | | |
| 30 | Premises free of litter and overgrown vegetation. | 2 |
| 31 | Free of dust and unnecessary articles; walkways and driving areas surfaced with concrete and asphalt as necessary. | 2 |
| ANIMALS | | |
| 32 | No dogs, cats, and other animals, except patrol and guide dogs allowed. | 4 |
| EMPLOYEE HYGIENE | | |
| 33 | Hands and arms washed, outer garments clean, good hygienic practices. | 4 |
| DISEASE CONTROL | | |
| 34 | No employee with disease in communicable form allowed to work. | 6 |
| DOCUMENTS, REPORTS, RECORDS | | |
| 35 | Sanitary permit, health certificates valid. | 6 |
| 36 | Sanitary permit, health certificates, establishment record posted as required. | 2 |
| 37 | Construction permit (Extension, reconstruction, remodeling) approved, permit obtained. | 6 |
| TOTAL DEMERITS | | |