

DEPARTMENT OF HEALTH
STATE OF WEST VIRGINIA
GENERAL SANITATION INSPECTION REPORT



Name of Facility _____ Owner/Operator _____ Date _____

Address _____ City/State/Zip Code _____

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|--|--|--|---|--|
| <input type="checkbox"/> Adult Day Care Center | <input type="checkbox"/> Correctional Facility | <input type="checkbox"/> Hotel, Motel | <input type="checkbox"/> Organized Camp | <input type="checkbox"/> Work Release Center |
| <input type="checkbox"/> Bed & Breakfast Inn | <input type="checkbox"/> Emergency Shelter | <input type="checkbox"/> Institution | <input type="checkbox"/> Park, Playground | <input type="checkbox"/> Other - Specify : |
| <input type="checkbox"/> Campground | <input type="checkbox"/> Fair, Festival | <input type="checkbox"/> Labor Camp | <input type="checkbox"/> Public Restroom | |
| <input type="checkbox"/> College, University | <input type="checkbox"/> Group Home | <input checked="" type="checkbox"/> Mass Gathering | <input type="checkbox"/> School | |

Notice: Based on an inspection this day, the items marked below and on the reverse must be corrected within the period of time specified in writing by the health authority. Failure to comply with this notice may result in official enforcement action. An opportunity for an appeal will be provided if a written request for a hearing is filed with the health authority within the period of time established in this notice for the correction of the violations. Please note that the numbers in parentheses to the right of each heading correspond to the applicable section numbers in the General Sanitation Rule, 64 CSR 18.

REMARKS

VIOLATIONS MUST BE CORRECTED
ON OR BEFORE _____

SANITARIAN _____

1. ANIMALS (Sec. 5)	i) Bed and bedding for each person. j) Napping mats/cots 2 ft. apart. k) Bedding, furniture clean, good repair. l) Fabric mattresses have pads/covers. m) Linens provided where required, clean, changed weekly, between occupants. n) Storage area for luggage, clothing, etc.	f) Storage rooms & outside enclosures easily cleanable, nonabsorbent, washable, clean, vermin proof. g) Containers accessible for use, servicing. h) Frost-proof hose bib & sanitary drain. i) Disposal complies with Solid Waste Act.
a) Housing conditions conducive to proper sanitation and good health. b) No live reptiles without written plan. c) No threat from wild, dangerous, ill animals. d) Domestic animals not running at large. e) Dogs, cats immunized. f) Quarters clean, located, maintained. g) Manure removal, disposal; no odor, insects, or rodents. h) No water supply contamination from disposal of drainage from quarters. i) Animals limited to number that can be adequately housed, fed, maintained. j) Excluded from food prep., storage, serving and in-use dining areas (does not apply to edible fish, crustacea, shellfish, aquariums or service animals).	3. COMMUNICABLE DISEASE (Sec. 7) a) Good hygienic practices, disease control. b) Ill staff members restricted. c) Schools, care, correctional facilities staff: Clean outer garments, personal cleanliness. Good hygienic practices. Wash hands, arms before work, after smoking, eating, drinking, using toilet, & as needed. Tobacco use restricted. d) Register of occupants maintained for 12 mos. with name, address & dates of use. Excludes mass gatherings, parks, playgrounds, public restrooms.	5. HEATING & VENTILATION (Sec. 9) a) Indoor occupied spaces ventilated. 5 cu.ft./minute outdoor air per person. b) No excessive heat, steam, condensation, vapors, obnoxious odors, smoke, fumes. c) No nuisance when venting to outside. d) HVAC systems comply w. State Bldg. Code. e) Ducts located, maintained to prevent entry of dust, dirt, contaminants. f) Indoor design temperature 68°F heating, 78°F cooling. g) Provide, maintain 68°F if occupied in normal heating season, unless designed for low-temperature operation. h) Oil, gas fired heating devices vented to outside air per State Building Code. i) Clothes dryer vent systems independent and vented to outside.
2. BEDDING AND SLEEPING AREAS (Sec. 6)	4. GARBAGE & REFUSE (Sec. 8)	6. HOUSEKEEPING & MAINTENANCE (Sec. 10)
Primitive, outpost camping exempt. a) Clean, sanitary, safe, good repair. b) Floors easily cleanable, good repair, located to prevent water entry. c) Tents for permanent sleeping quarters on platforms, floors or concrete pads min. 1 foot above ground. d) 70 sq.ft/person for single occupancy. e) 50 sq.ft/person for multiple occupancy & combination eating/sleeping/cooking areas. f) Ceiling height 7 ft. from floor excluding tents. g) 3 ft. between beds on all sides; heads 6 ft. apart. Excludes hotels/motels/ b&b inns. h) Double-decker beds min. 27" between and above. No triple-decker beds.	a) No odor, insects, rodents, nuisance. b) Stored in approved watertight, vermin proof easily cleanable containers; sufficient number provided; kept clean. c) Covered when not in use unless used only for nonputrescible, noninfectious wastes. d) Outside containers, enclosures elevated, metal rack, concrete/asphalt pad; clean, good repair. e) Outside areas/enclosures adequately sized, kept clean.	a) Premises, contents maintained in good repair, clean, sanitary. Adequate maintenance/cleaning facilities, equip. b) Written housekeeping schedule for institutions, schools, care & lodging facilities, and organized camps.
SEE REVERSE SIDE		

7. LAUNDRY (Sec. 11) a) Separate area, room. b) Soiled laundry stored in nonabsorbent, easily cleanable, covered containers or covered laundry bags. c) Clean laundry protected from contamination. d) Handled, stored, processed, transported to prevent spread of infection. e) Rooms, equip. clean, sanitary. f) Chemicals labeled, stored, handled, used for max. efficiency, safety. g) Wash temp., time, agitation, chemical action adequate, per manufacturer. h) Articles rinsed. Mechanically dried; or chemically sanitized & air dried. i) Individuals laundering own belongings exempt from g) & h) if they do not contaminate other laundry or areas. j) Laundry facilities available on regular basis to occupants of labor camps.	d) Adequate access for cleaning vehicles & operations for self-contained privies and portable disposal units. 13. SIZE, SPACE (Sec. 17) a) <u>Campgrounds</u> : 1200 sq.ft./campsite. Max. average density 25 campsites/acre. b) <u>Campgrounds</u> : 10 ft. separation from camping units, buildings, street, common use or parking area. Excludes backpack type camping. c) <u>Mass gatherings</u> : 20 sq.ft./person for day time assemblage. 40 sq.ft./person for overnight assemblage, exclusive of parking areas. Parking space for every 4 persons. Max. density 100 cars or 30 buses/acre. d) <u>School classrooms</u> 28 sq.ft./student. 14. STORAGE (Sec. 18) a) Appropriate facilities of cleanable construction provided (for food, utensils, toys, work materials, cleaning supplies, clothing, linens, medicines, toxic materials, etc.) b) Neat, orderly, clean condition. c) Only necessary articles on premises. d) Protected from contamination. e) Poisons, potentially hazardous items labeled, separated, locked, keys restricted to staff. 15. STRUCTURE, MATERIALS CONSTRUCTION, REPAIR (Sec. 19) a) Foundations, roofs, exterior walls, doors, skylights, windows weathertight, watertight, damp-free, in sound condition, good repair. b) Floors, interior walls, ceilings sound, in good repair. c) No offensive, hazardous emissions from materials, adhesives, coverings. d) Exterior wood surfaces decay resistant or painted, covered; non-toxic if accessible to children. e) Interior finish materials suitable for intended use & for type and frequency of cleaning methods. f) In food prep., bathing, & all wet cleaned areas, floors, walls, ceilings easily cleanable, nonabsorbent. g) Accessory structures sound, good repair or removed. Exterior weather-resistant. h) Foundations, roofs, floors, walls, ceilings, stairs, porches, etc., safe, capable of supporting normal loads. 16. SURROUNDINGS (Sec. 20) a) Neat, clean, adequately drained, free of litter & vermin harborage. b) Does not endanger public health or create nuisance or safety hazard. 17. TOILET, HANDWASHING, BATHING FACILITIES (Sec. 21) a) Numbers meet State Building Code. b) <u>Labor & Organized Camps</u> : 1 lavatory, 1 w.closet/10; 1 bathtub, shower/8. c) <u>Parks, Playgrounds</u> 1 lavatory, 1 w.closet for each sex. d) <u>Campground comfort stations</u> : For each 20 campsites: 1 w. closet for males, 2 w.closets for females, 1 lav. and 1 bathtub/shower for each sex. e) <u>Mass gatherings</u> : 1 w.closet/100 for 1st 1000, then 2/1000. If water under pressure provided, 1 lav./2 w.closets. f) Urinal sub. max. 50% of w.closets. g) Designed, constructed, installed, maintained, operated sanitary manner.	h) Toilet rooms vented to outside. Adequate ventilation in showers, high humidity areas. i) Toilet tissue provided, adequate. j) Soap, sanitary towels, drying device at each sink. Waste container for towels. k) Unless occupant-provided, soap, clean washcloths, towels minimum once/week. l) No common use towels. m) Handwash facilities in or adjacent to toilet. n) Self-closing, metered faucets 15 seconds. o) Privacy barrier, or toilet room enclosed, tightfitting doors, doors kept closed. p) Covered waste container for women. q) For children, fixtures sized or safe, easily cleanable stepstools. <u>Institutions, schools, care facilities:</u> <u>Changing area for diapers, underwear:</u> 1) Established area, approved location. 2) Accessible to handwashing facilities. 3) Surface, clean, safe, impervious, non-absorbent, used for no other purpose. 4) Perineal area cleaned. 5) Staff hands wiped on moist towelette or paper towel after removing soiled diaper, before putting on fresh diaper. 6) Staff & individual's hands washed. 7) Surface cleaned & disinfected after each use. Disposable paper discarded after each changing. 8) Soiled disposable diapers stored in approved container; covered, labeled; kept clean, odor, buildup free. 9) Soiled cloth diapers stored in approved container; emptied, cleaned, disinfected daily. 10) Toilet training chairs easily cleanable. Emptied into toilet, cleaned, sanitized in utility sink after each use. 11) Handwash sinks not used for rinsing soiled items or for cleaning equip.
8. LIGHTING (Sec. 12) Primitive, outpost camping areas exempt a) Commensurate with type of activity. b) <u>20 ft. candles in critical cleaning areas</u> (food prep. utensil wash, bathing, toilets, laundry; excludes dining areas) c) <u>10 ft.candles in normal cleaning areas</u> (corridors, lobbies, janitors closets, storage areas, lodging quarters). d) <u>100 ft.candles in hazardous work areas</u> (workshops, laboratories). e) <u>40 ft.candles in reading & activity areas</u> (classrooms, day/play/meeting rooms) f) Shields, shatterproof bulbs in food prep. areas, showers, gyms, classrooms in primary, secondary schools & where safety is a concern. g) Tamper-proof fixtures where needed.		
9. NOISE (Sec. 13) a) Acoustic planning in design, site selection. Consider physical, mental health, comfort.		18. VECTOR CONTROL (Sec. 22) a) Effective measures used to minimize rodents, insects, vermin. b) No harborage, feeding of vermin. c) Openings protected. d) Screening material \geq 16 mesh/inch. e) Approved pesticides. f) Poison, toxic use per manufacturer. Non-hazardous use, storage, disposal.
10. PLUMBING (Sec. 14) a) Comply with State Building Code. b) Good repair, sanitary, serviceable. c) Fixtures easily accessible for cleaning; no interference with use, operation of doors, windows, exit openings. d) Exposed lines, pipes do not obstruct, prevent cleaning floors/walls/ceilings. e) Lines, pipes not unnecessarily exposed on floors/walls/ceilings. f) Vents extend to outer air; clogging and return of foul air minimized. g) Water-seal traps as needed. h) Service/utility sink for wet cleaning. i) No cross connection, backflow, backsiphonage.		
11. SAFETY (Sec. 15) a) Designed, maintained, operated to minimize safety hazards. b) Protection against electrical hazards. c) Comply with State Fire Marshal's rules. d) Fence/barrier for outdoor playground or activity area as needed or if used by children or those not capable of self-preservation. e) First aid kit (not required for parks, playgrounds, public restrooms).		19. WATER SUPPLY (Sec. 23) a) Provided, potable, approved, adequate, easily accessible. May be waived for remote campgrounds, campsites, mass gatherings, etc. b) Comply with Div. of Health rules on public water supplies, water wells, and cross connection/backflow. c) Hot & cold provided thru mixing valve, comb. faucet where food prepared, & at handwash & bathing facs. Hot water means \geq 110°F. No steam-mixing valves. Temp. controlled for safety. d) Drinking fountains, if provided: Number per State Building Code. Approved construction, maintained, sanitary. e) No common use cups/vessels. f) Dispenser for single service cups. g) Portable containers/coolers approved construction, good repair, clean, sanitized between uses, properly stored, handled. h) Ice from approved source, stored, transported, handled sanitarly. Automatic dispenser for self-service. i) Potable water tanks approved source, min. 1mg/liter free chlorine residual or other approved disinfectant. Approved equip., procedures.
12. SEWAGE (Sec. 16) a) Comply with sewage rules. b) Good repair, maintained, operated. c) No nuisance from liq. waste deposited on ground.		