Check List for Plan Approval of Hotels/Motels

(Complete the plan approval check list for food establishments if hotel is also providing food)

Plans for:

Name of Establishment _____

Address _____

Contact Person _____

Phone_____Fax _____Email_____

Date Received _____Date(s) Reviewed _____

Plans Approved? Yes ( ) No ( ) Date Approved _____

*****NOTE: See addendum letter dated _____*****

FINISH SCHEDULE

***** Not Approved/Need Statement ******Submit Samples

Areas	Floor Finishes	Sanitary coved base	Wall Finishes	Ceiling Finishes	Approved	Not Approved

Revised on: 08/22/2023

		Approved	Not Approved
I.	**Miscellaneous**		
a.	Carpeting in public areas of closely woven construction.		
b.	Tile grout in work areas, toilet rooms and vestibules smooth & acid resistant		
c.	All paints in kitchenettes must be washable (i.e. gloss or semi-gloss)		
d.	Storage for utensils and single-service articles provided		
II.	**Effective Vermin Control**		
a.	All openable windows screened		
b.	All exterior doors self-closing & tight-fitting		
III.	**Facilities for Employees**		
a.	Employee restroom provided with toilet and handwashing facilities		
b.	Soap and sanitary towels or electric hand drying devices installed at all hand sinks		
c.	Hot and cold water supplied to all hand sinks with a mixing-type faucet		
d.	Employees' storage area/lockers provided		
IV.	**Sewage Disposal**		
a.	Site approval by local county health department, if private sewage disposal system proposed		
b.	Adequate plans approved, if private or community type system is proposed		
V.	**Plumbing System**		
a.	Water from an approved source		
b.	All equipment properly drained (indirect drains/air-gapped)		
VI.	**Hot Water Supply**		
a.	Adequate size water heater		
b.	Mop sink or curbed cleaning facility provided		
VII.	**Guest Rooms**		
a.	Adequate size (at least 60 square ft./bed)		
b.	Door locks provided (at least 2)		
c.	Safe depository provided for guest valuables		
d.	Smoke detectors provided in each hotel sleeping room		
e.	Adequate heating and ventilation provided in each guest room		
f.	Suitable window coverings		
g.	Adequate lighting		
h.	Placards provided for kitchenettes (indicates if dishware is sanitized between each guest)		

VIII.	**Laundry Facilities**		
a.	Commercial washer (minimum 25 lb. load) and dryers provided		
b.	Separate laundry facilities for guests		
c.	Separate laundry carts for clean and dirty linens		
d.	At least one hand sink with hot and cold water supplied in or adjacent to laundry room		

IX.	Garbage		
a.	Located so as not to create a nuisance		
b.	All outside garbage containers are leak-proof and have tight fitting lids or covers		

X.	Storage		
a.	Adequate storage provided for poisonous or toxic materials		
b.	Adequate storage for clean linens and toiletries		
c.	Adequate storage for single service articles		
XI.	**Ice**		
a.	Automatic self-service ice dispensing		
b.	Protected from contamination (overhead protection if located outdoors)		
c.	Indirectly drained		
XII.	**Restroom Facilities**		
Note: Requirement for public toilet facilities, handicap requirements, and number of fixtures (water closets, urinals, lavatories, etc.) is to be determined by the City Plumbing Dept., when in their jurisdiction.			
a.	Employee facilities provided		
b.	Proper ventilation		
c.	Self-closing doors		
XIII.	**Swimming Pools**		
	*This section applies to those counties without local Pool Rules		
a.	Constructed of inert, non-toxic material (concrete, tile, etc.)		
b.	Water chemistry will be checked daily and logs maintained		
c.	Fresh water inlet at elevation above deck level of pool		
d.	Adequate recirculation and filtration equipment provided and installed		
e.	Shepard's crook and approved life buoy with rope attached to reach at least one-half the width of the swimming pool		
f.	Approved test kit provided for water chemistry testing		

ADDITIONAL INFORMATION

Further inquiries may be directed to:

Alabama Department of Public Health
Bureau of Environmental Services
201 Monroe Street – Suite 1250
Montgomery, AL 36104
(334) 206-5375
https://www.alabamapublichealth.gov/environmental/