

Check List for Plan Approval of Hotel Establishments

(Complete the plan approval checklist for food establishments if hotel is also providing food service)

Plans for:

Name of Establishment: _____

Address: _____

Owner: _____

Architect: _____ Contractor: _____

Date received: _____ Date(s) Reviewed: _____

***** NOTE: If applicable, see addendum letter dated _____ *****

FLOORS, WALLS, & CEILINGS

Room Name	Room Number	Floor Finish	Sanitary Coved Base	Wall Finish	Ceiling Finish	Approved	Not Approved

* = Not Approved

** = Submit Samples

NS = Need Statement

	<u>Approved</u>	<u>Not Approved</u>
I. <u>Miscellaneous</u>		
(a) Carpeting in common areas shall be of closely woven construction	()	()
(b) All tile grout in work areas, toilet rooms and vestibules are to be smooth and acid resistant	()	()
(c) All paints used in kitchenettes must be washable (i.e., gloss or semi-gloss)	()	()
II. <u>Effective Vermin Control</u>		
(a) All openable windows screened	()	()
(b) All exterior doors self closing and tight fitting	()	()
III. <u>Facilities for Employees</u>		
(a) Adequate hand washing lavatories and conveniently located	()	()
(b) Soap & sanitary towels or electric hand drying devices installed at all hand sinks	()	()
(c) Hot & cold water supplied to all hand sinks with a mixing type faucet	()	()
(d) Employee item storage areas provided	()	()
IV. <u>Sewage Disposal</u>		
(a) Site approved by county health dept., if private sewage disposal system used	()	()
(b) Adequate plans approved, if a private or community type system is proposed	()	()
V. <u>Plumbing System</u>		
(a) Water from an approved source	()	()
(b) All equipment properly drained	()	()
VI. <u>Hot Water Supply</u>		
(a) Adequate size water heater (___gallons)	()	()
(b) At utility sink or curbed cleaning facility	()	()
VII. <u>Guest Rooms</u>		
(a) Adequate size (60 ft ² /bed minimum)	()	()
(b) Door locks provided (minimum 2/room)	()	()
(c) Safety depository provided on property	()	()
(d) Smoke detectors provided	()	()
(e) Heat & ventilation (including bathrooms)	()	()
(f) Suitable window coverings	()	()
(g) Adequate lighting provided	()	()
(k) Placards provided for kitchenettes	()	()

VIII.	<u>Laundry Facilities</u>	<u>Approved</u>	<u>Not Approved</u>
	(a) Adequate washers & dryers provided	()	()
	(b) Separate laundry facilities for guests (if provided)	()	()
	(c) Separate laundry carts for clean and dirty linens	()	()
IX.	<u>Floor Drains</u>		
	(a) Floor drains are 3" in diameter or larger	()	()
	(b) Surrounding floors sloped to drains	()	()
X.	<u>Storage</u>		
	(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.	<u>Garbage</u>		
	(a) Located so as not to create a nuisance	()	()
XII.	<u>Ice</u>		
	(a) Automatic self-service ice dispensing	()	()
	(b) Protected from contamination	()	()
	(c) Properly drained	()	()
	(d) Bucket liners provided in rooms	()	()

The plumbing system must conform to the local plumbing code or if outside local jurisdiction, the latest issue of the Southern Standard Plumbing Code. Requirements for public toilet facilities, handicap requirements, and number of fixtures (water closets, urinals, lavatories, etc...) are to be determined by the local Plumbing Department or the above mentioned Southern Standard Plumbing Code (latest issue).

XIII.	<u>Restroom Facilities</u>	<u>Approved</u>	<u>Not Approved</u>
	(a) Adequate lighting provided	()	()
	(b) Adequate toilet facilities	()	()
	(c) Proper ventilation	()	()
	(d) Self closing doors (where required)	()	()
	(e) Adequate size and arrangement	()	()

Hotel premises are to be maintained in a manner which shall be kept clean and free from excess growth of vegetation, discarded materials and insanitary nuisances.

The Health Department requires plans (including site plan, equipment layout, plumbing plan, electrical plan, ventilation plan, finish schedules, interior elevations, floor plan, and equipment schedules – including equipment specifications, brochures, and/or cut sheets).

It is the responsibility of the owner to ensure that the plans are followed and if any changes are made, they must be approved by the County Health Department.

Fire prevention system is to conform to the local Fire Department – Division of Codes and Standards.

The plans for all hotels within the State of Alabama **MUST** be reviewed and approved by the Alabama Building Commission.

Further information can be obtained by contacting the local County Health Department.

Plans Reviewed By: _____

Approval Date: _____

Copy of Completed Check List Received By: _____

Date: _____

Copy of Approved Plans Received By: _____

Date: _____