



HEALTH SERVICES

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www.deschutes.org

Opening a Travelers' Accommodation in Deschutes County

When proposing a new Travelers' Accommodation (TA) or hostel, please complete the Travelers Accommodation Plan Review Application form and submit it along with the required fee to our department.

All new TA's must comply with current city, county, and state rules regarding plumbing, electrical, construction, and equipment. Plan review may be required for remodeling or changes to an existing TA.

Please note that the Environmental Health plan review is for public health purposes only. Reviews or approvals by other agencies may be required and are the applicant's responsibility. A list of agencies that may need to be contacted is included.

The following requirements must be met prior to issuance of a TA operating license:

- The license fee(s) must be paid. This includes a pool/spa and/or restaurant license if a motel, hotel, or RV Park will be providing these amenities.
- All permits, (building, mechanical, electrical, plumbing, and other permits as required), must pass final inspection and a Certificate of Occupancy must be issued.
- The TA may not be operated until the license has been issued. TA licenses expire December 31 each year.

The rules that govern operating of a TA are listed under the **Oregon Administrative Rules Chapter 333, Division 029.**

<https://www.deschutes.org/health/page/tourist-facilities>

These rules adopted pursuant to the provisions of Oregon Revised Statutes 446.330, prescribe the requirements for the construction and operation of Travelers' Accommodations and hostels. They are for the purpose of protecting the health and welfare of persons using those facilities.

Some definitions for clarity: (see the complete set of rules for all definitions)

Hostel: any establishment, where beds or rooms are rented to travelers, that is operated by a federally recognized nonprofit organization.

Lodging Unit: means one or more self-contained rooms for travelers' occupancy, including those for sleeping and except where a travelers' accommodation is comprised of a single lodging unit, designated by a number, letter, or other means of identification.

Travelers' Accommodation: includes any establishment, which is not a hostel, having rooms, apartments or sleeping facilities rented or kept for rent on a daily or weekly basis to travelers or transients for a charge or fee paid or to be paid for rental or use of facilities.

Food Sanitation Rules: (restaurant rules) see Oregon Administrative Rules Chapter 333 Division 150:

<https://www.oregon.gov/oha/PH/HEALTHYENVIRONMENTS/FOODSAFETY/Documents/foodsantiationrulesweb.pdf>

Foodservice Plan Review Packet:

https://www.deschutes.org/sites/default/files/fileattachments/health_services/page/12079/new_restaurant_plan_review_packet.pdf

Supervision: the operator of a travelers' accommodation or hostel shall be available on the premises while it is open for use. In lieu thereof, there shall be posted on the premises the name and location of the operator or representative who shall be responsible for the operation of the facility.

General Sanitation: all buildings, other facilities, equipment, fixtures, furnishings and the premises of travelers' accommodations and hostels shall be kept clean, in good repair, and maintained to protect the health, safety, and well-being of persons using those facilities.

Below is a list of general topics defined in OAR 333-029. If you have specific questions, please look up the rule reference from the link provided, or email questions to an Environmental Health staff inspector. (John.Mason@deschutes.org)

A **license** (OAR 333-029-020) is required from the Deschutes County Environmental Health Division to operate a travelers' accommodation within Deschutes County or any of the cities within the County.

A **facility plan review** (333-029-025) is required prior to constructing, enlarging, or altering a TA or hostel. Submitting complete plans for construction, enlargement, or alteration to Deschutes County Environmental Health is required.

All toilet, lavatory and bath facilities (333-029-050) must meet the requirements of this section, and the requirements under the Oregon Building Codes Division and the Oregon Plumbing Specialty Code. All bathrooms, toilet rooms and similar rooms must be provided with ventilation. Provide openable windows with screens, or provide mechanical ventilation connected directly to the outside that can provide a minimum of five air exchanges per hour.

Solid Waste (333-029-060) (1) A minimum of one water-tight, non-absorbent and easily washable waste receptacle shall be provided in each lodging unit. Such receptacle shall be kept clean and in good repair.

(2) Solid waste shall be collected daily from rooms and areas used by guests.

(4) Solid waste shall be stored in either individual garbage containers, bins, or storage vehicles and shall:

(a) Have tight fitting lids or covers that shall be kept closed when not in use;

(b) Be durable, rust resistant, water-tight, rodent proof, readily washable, and kept in good repair.

(6) Solid waste shall be collected at least weekly.

Vector Control (333-029-065) Insect and rodent control measures to safeguard public health, prevent vector infestation and to prevent nuisance to the public shall be applied. Developed areas, buildings, and structures shall be maintained free of accumulations of debris.

Spa / swimming pool (333-029-070) located at or operated in connection with a travelers' accommodation must comply with the Oregon Health Authority rules for Public Spa Pools, and Public Swimming Pools. A separate plan review and operating license is required for each vessel. See www.deschutes.org/pools for further information.

Travelers' Accommodations must be connected to **city drinking water** and **city sewer**. Exceptions to this can be found under OAR 333-029; 0075 and: 0080.

Bedding and Linen (333-029-090) (1) Conventional mattress covers or pads shall be used for protection of mattresses and shall be kept clean.

(2) All sheets, pillowcases, towels, and washcloths shall be freshly laundered before they are furnished to new guests or occupants of rental units.

(3) All clean linen shall be stored in a clean, dry place. Clean linens shall be held on a smooth, non-absorbent clean surface, like painted wood or metal shelving. Shelving must have at least 6 inches of clearance above the floor to allow for a broom to clean the floor. Palates are not acceptable for storing cleaning products etc., off the floor.

(4) All soiled laundry shall be handled and stored so as not to contaminate clean laundry. Designate by **color**, basket style, or in writing, "a set of 'baskets' for clean linens and separate 'baskets' for dirty linen storage / transportation." Never store clean and dirty linens in the same container.

(5) Containers for transporting or storing clean laundry shall be of impervious materials and shall be smooth and easily cleanable.

(6) All bedding for guest use shall be kept clean and in good repair.

Fire Safety (333-029-095); (1) Portable fire extinguishers shall be provided in TA's and hostels. Fire extinguishers shall:

(a) Have a minimum rating of 2A:10B:C;

(b) Be located so as to require no more than 75 feet of travel distance to an extinguisher.

Chemical and Physical Hazards (333-029-100); (1) Cleaning equipment and supplies, all insecticides, chemicals, paints, and other toxic substances shall be kept isolated from guests and stored to prevent contamination of clothing, towelings, and bedding materials. All applications of chemicals including, but not limited to, cleaners and disinfectants shall be in accordance with the manufacturers' recommendations.

(2) All toxic substances shall be clearly identified and accurately labeled as toxic. Refillable spray bottles on housekeeping carts must be clearly labeled.

Any **food service** (333-029-105) operated in conjunction with a TA, with the exception of foods offered under the defined Continental Breakfast exemption**, shall be prepared in a licensed and inspected kitchen, operated in compliance with the Oregon Food Sanitation Rules, OAR 333-150-0000. A separate restaurant plan review and operating license will be required. See link above.

All multi-use drinking glasses (105): Mugs, utensils, cooking equipment, plates, bowls and ice buckets provided for guests shall be washed, rinsed and sanitized after each occupancy according to Oregon Food Sanitation Rules OAR 333-150-0000 parts 4-6 and 4-7. *Oregon Food sanitation rules allow dishes to be washed and sanitized in a commercial dishwasher that sanitizes by means of either high temperature (160 F for 5 seconds), or by use of a chemical sanitizer. Dishes may also be washed using a manual three sink method: dishes are washed in soapy water, rinsed under clean running water, then sanitized using an approved sanitizer. Dishes must be allowed to air dry. Store dishes to prevent contamination. This usually means storing dishes upside down or covered.*

Lodging Unit Kitchens (110);

(1) Lodging unit kitchens shall have:

(a) A sink suitable for dishwashing with hot and cold water. Hot water shall be at not less than one hundred forty degrees 140°F; or an automatic dishwashing machine, with detergent provided;

(b) A refrigerator capable of maintaining a temperature of 41°F or less.

(2) Utensil and equipment, if supplied, shall be easily cleanable, kept in good repair, and otherwise comply with the Oregon Food Sanitation Rules to be durable, non-toxic, smooth, and easily cleanable.

(3) Utensils supplied in lodging units shall be washed, rinsed, and sanitized after each occupancy according to OAR 333-150-0000 parts 4-6 and 4-7, or have a notice stating “For your convenience, dishes and utensils have been washed. If you would like to further sanitize these items, please contact the manager.” The approved sanitizing agent shall be available in the office.

NOTE Please provide staff with training on how to identify and locate bed bugs. Make a written plan for how to deal with bed bugs if found on site.

**Other agencies you may need to contact
for building permits, etc.**

DESCHUTES COUNTY

Community Development (Building and Planning Division).....541-388-6575

CITY OF BEND

Building and Planning (including Fats, Oils and Grease or FOG Interceptors).....541-388-5580

Public Works (Sewer and Water).....541-317-3000

Fire Marshal.....541-322-6300

CITY OF REDMOND

Planning & Building Division (including Fats, Oils, Grease or FOG Interceptor)....541-923-7721

Fire Marshal.....541-504-5006

Business licenses541-923-7726

CITY OF SISTERS

Deschutes County Building Safety Division for building related permits in Sisters,
(including Fats, Oils and Grease or FOG Interceptors).....541-388-6575

Public Works (Sewer and Water).....541-323-5220

Fire Marshal.....541-549-0771

Business Office.....541-549-6022

LA PINE PUBLIC WORKS (sewer, FOG interceptors, water).....541-536-1432

SUNRIVER UTILITIES (sewer, FOG interceptors, water).....541-593-4197

**** Continental Breakfast license exemption requirements**

The tourist industry offers a wide variety of foods under the 'continental breakfast' heading. The State of Oregon Food Code strictly defines what foods may be offered under the restaurant license exemption for a continental breakfast. To meet the continental breakfast license exclusion all the following must be met:

1. No dishwashing is required: Food service operation uses only disposable, one time use flatware, silverware, serving plates and platters. This includes any kitchen utensils or service ware. Coffee, tea and hot water containers are exempt from this requirement.

2. No food is held or served that requires cold or hot holding to prevent or limit bacterial growth. This includes any food of animal origin (e.g., milk, eggs, meat, butter) and any cooked vegetables. Cannot serve foods that require refrigeration, including any animal foods or cooked vegetables.

3. Only individual containers of juice are provided OR containers of commercially prepared juice that are bulk dispensed, have no power moving mechanical parts and are not connected to a water source. Mixing juice concentrate with water in the facility is not allowed. Juices may be chilled for service but must meet #1 & #2 above.

4. Food service is limited to only commercially prepared non-potentially hazardous pastries. Pastries include donuts, danishes, cinnamon rolls, and other sweetened breads. The pastries definition does NOT include bagels, waffles, toast, English muffins or other bread products. See OAR 333-150-0000, Section 1-201.10 (31) (c)(x)

5. Whole uncut fresh fruit with the peel intact is allowed.

6. Coffee, tea and hot water with non-potentially hazardous ingredients (hot chocolate, non-dairy creamer or ultra-pasteurized creamers that do not require refrigeration) are allowed. Steamed milk for espresso etc. - milk, half & half, and cream are not allowed.

Travelers' Accommodation Plan Review Application

Name of establishment: _____

Address of establishment: _____

Mailing address: _____

Contact information regarding this application:

Person In Charge: _____

E-Mail: _____ Phone: _____

Signature _____ Date _____

Type of TA: ___ Hotel/Motel ___ Bed & Breakfast ___ Hostel

Number of rooms: _____ On city sewer & water: Yes / No

1) How will ventilation be provided in the guest bathrooms?

2) Will facility have commercial garbage pick-up? If not explain how garbage will be collected and stored.

3) Laundry; Will facility have on-site laundry? Yes / No

4) How will housekeepers collect and transport dirty linens to the laundry room?

Describe: _____

5) Where will staff fold and store clean linens? Describe:

6) How will you transport clean linens out to the rooms? Describe:

7) Do you provide your guests with in-room reusable food contact items (coffee mugs, drink glass, bowls, coffee pot, ice bucket and/or cutting boards)? Yes / No

8) Do you provide in-room dishwashing supplies or a dishwasher?

9) How/where will staff wash, rinse and sanitize these food contact items?

Describe:

For Office Use Only

Fee received _____

Date _____

Cash Check Money Order

Receipt # _____

Tech Initials _____