
***Bed and Breakfast
Health Standards
and Guidelines***

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I. Introduction

Purpose

The Bed and Breakfast Health Standards and Guidelines have been developed to establish minimum health requirements for the operation of Bed and Breakfasts in Alberta. This standard has been developed in consultation with the Alberta Bed and Breakfast Association, Alberta Economic Development and Tourism, the Alberta Hotel Association and the Regional Health Authorities to provide operators with a basic understanding of health concerns in their operations. The standards and guidelines focus on general sanitation and food handling practices in the home.

Other standards exist for Bed and Breakfasts in Alberta such as the Alberta Hotel Association Accommodation Guide and Canada Select Guidelines and the Alberta Bed and Breakfast Association health standards for their members.

Approval of Operation

All Bed and Breakfast facilities are required to obtain written approval to operate and a Swimming Pool Permit for the operation of a hot tub/swimming pool from the local Regional Health Authority (RHA).

This document will be used as the standard when reviewing any Bed and Breakfast application.

Contact the Regional Health Authority in your area for more information.
(A list of Regional Health Authorities is attached)

II. Definitions

Bed & Breakfast	a private dwelling occupied by the owner or operator offering hospitality to 8 or less registered guests at a time and providing a breakfast meal.
Potable water	water that is safe and suitable to drink.
Potentially Hazardous Food	any food that consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish or other ingredients, including synthetic ingredients and which is in a form capable of supporting the growth of disease-causing organisms.
Residential Kitchen	the primary kitchen in a private home.
Sanitization	the application of cumulative heat or chemicals on cleaned food contact surfaces that, when evaluated for efficacy, yield a reduction of 5 logs, which is equal to a 99.999% reduction, of representative disease microorganisms of public health importance. (FDA Food Code 1993)

NOTE: Establishments with more than 8 guest occupants at a time or serving more meals than breakfast must comply with the Alberta Food Regulation pursuant to the Alberta Public Health Act.

III. Operational Requirements

General Premises

1. A Bed and Breakfast establishment must comply to building standards set out by the Alberta Building Code. (refer to Appendix B)
2. The premises must be maintained in good repair and sound condition.
3. The premises must be maintained in a condition that prevents, where ever possible, the entry, presence or harbourage of rodents, flies and other pests.
4. The premises must be equipped with smoke alarms and fire extinguishers as prescribed by the Alberta Building Code. (refer to Appendix B)
5. The building shall be maintained in a clean and sanitary condition.
6. Plumbing and drainage systems or private sewage disposal systems shall be maintained in proper operating condition and free from defects.
7. Heating facilities supplied must be capable of maintaining an indoor temperature of not less than 22°C(72°F).

Bedrooms

1. Bedrooms shall be of sufficient size (3.5m²(38ft²) of floor space per person) to prevent overcrowding.
2. Beds provided for guests shall be maintained in a clean and sanitary condition and equipped with a mattress cover.
3. All other furnishings provided shall be maintained in good condition and easily cleanable.
4. An adequate supply of mattress covers, pillows and other bedding must be provided and maintained in a clean and sanitary condition.

5. Sheets and pillow cases that are provided for guests must be laundered prior to each new guest or at least once per week for long term guests.

Washrooms

1. Washroom floors must be smooth, impervious to moisture and easily cleanable.
2. In a washroom provided for guests, a supply of soap and single service or individual hand towels must be provided. Paper towels are recommended.
3. Individual guest towels shall be laundered as needed and prior to each new guest.
4. Washrooms shall be cleaned and disinfected on a daily basis.

Swimming Pools/Hot Tubs

1. Hot tubs and/or swimming pool facilities made available to registered guests must comply with the Public Health Act - Swimming Pool Regulation.
2. If hot tub/swimming pool facilities are made available to guests, application for a Swimming Pool Permit must be made to the Regional Health Authority to operate such a facility.

Waste Disposal

1. Garbage containers shall be provided in each guest room and emptied daily.
2. Garbage and refuse must be disposed of in an approved manner to prevent objectionable odours and the attraction of pests.
3. All waste sharps - such as needles, syringes and razor blades - shall be placed in a puncture resistant container with a tight fitting lid and disposed of in accordance with the Regional Health Authority's requirements.
4. All other waste materials shall be collected in appropriate containers.
5. Indoor waste receptacles shall be lined with disposable plastic bags.

- (2) An approved commercial dishwasher, or
- (3) A domestic or home style dishwasher, provided the following criteria are met and has been approved by the local Health Inspector.
 - a) The dishwasher must effectively remove physical soil from all surfaces of dishes,
 - b) The dishwasher must sanitize the dishes. ie. by the application of sufficient accumulative heat (sani cycle) or by the addition of chemical sanitiser and
 - c) The dishwasher must be installed and operated according to the manufacturer's instructions for the highest level of sanitization possible.
10. Pets may be present on the premises, but must be kept out of preparation and dining areas during food preparation and serving for the guests.
11. Where laundry facilities are not physically separated from the kitchen, soiled laundry shall not be stored or processed during food preparation and service.
12. A food handler while engaged in food handling shall
 - (a) be clean in his person,
 - (b) be free from infected sores or wounds,
 - (c) wear only clean clothing,
 - (d) refrain from smoking or chewing tobacco, and
 - (e) keep his hair effectively under control.
13. A food handler should take the FOOD SANITATION AND HYGIENE training course available from your Regional Health Authority.
14. A food handler must follow good personal hygiene habits and wash hands prior to and during the handling food.
15. Soap and Paper towels shall be provided at the kitchen sink.
16. The residential kitchen should be restricted to cooking staff only during food preparation and service.

IV. Food Protection and Preparation

1. An adequate supply of hot and cold potable water shall be provided. A private source of drinking water shall be subject to the approval of the Regional Health Authority and tested annually.
2. All food preparation surfaces shall be smooth, impervious to moisture and easily cleanable.
3. All food must come from an approved/inspected source. The use of home-canned food, with the exception of fruit jams, jellies, pickles, is prohibited.
4. All foods are to be protected from contamination.
5. Perishable foods or potentially hazardous foods must be kept refrigerated at a temperature of less than 4°C(40°F) or held at greater than 60°C(140°F). A food grade thermometer shall be kept in the refrigerator(s) to monitor the temperature by the Bed and Breakfast operator.
6. All frozen food items must be stored at a temperature of not warmer than -18°C(0°F).
7. Once served to a guest, open portions of left-over food must not be re-used.
8. All utensils (dishes, silverware, etc.) must be stored in a clean and sanitary condition.
9. All reusable utensils are to be effectively cleaned and sanitized by using one of the following methods:

- (1) An approved manual three compartment sink procedure, or

For example:

If your kitchen has only a two-compartment sink, the three-compartment method can be incorporated by either refilling the second sink with a sanitizing solution after rinsing or using a tub or basin with a sanitizing solution. This can be discussed with your Health Inspector.

(Refer to Appendix A for approved sanitizing solutions)

V. Bibliography

Alberta Food Regulation (A.R. 240/85 and amendments)

Alberta Swimming Pool Regulation (A.R. 247/85)

Guidelines for Bed and Breakfast Establishments. Association of Food and Drug Officials. 1991.

Sanitizing Solutions

BLEACH A chlorine solution of not less than 100 p.p.m. available chlorine is required at a temperature of not less than 45°C.

Dilution of household bleach (chlorine) for disinfecting purposes:

- a) one Tablespoon per gallon of water
- b) 1/2 ounce per gallon of water
- c) 1/2 teaspoon per litre of water
- d) 2 ml per litre of water

(These examples are approximations based on 5% available chlorine or household bleach)

If used for disinfecting surfaces the diluted bleach (chlorine) should be prepared fresh on a daily basis. Store in a spray bottle labelled accordingly, and keep the solution, as all other chemicals away from children. The use of bleach is inexpensive and effective, however, bleach is corrosive.

QUATS A Quaternary ammonium compound (QUATS) having a strength of at least 200 p.p.m. is required at a temperature of not less than 45°C.

QUATS are mild to the skin, heat stable (strength stays the same from the day dilution is made), do not dull finishes on floors nor corrode metals, however, are more expensive.

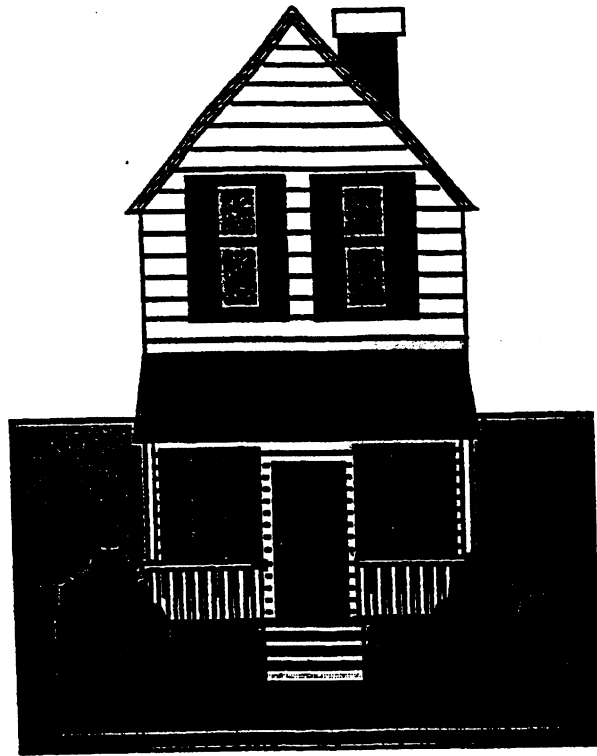
Examples include:

- a) Deosan
- b) Air X-78
- c) Enzall
- d) Germicidal multi purpose cleaner
- e) Micro Quat
- f) Proclean 130
- g) Quavo Plus
- h) Pursue
- i) Lemon Tree

IODINE An iodine solution containing at least 25 p.p.m. available iodine is required at a temperature of not less than 45°C.

Commonly formulated as an iodophor, it has quick microbial action, is relatively nontoxic, non-irritating and stable. Iodine may stain porous and plastic surfaces and is relatively expensive.

Appendix B ***Alberta Building Code
Requirements***



**BED & BREAKFAST ACCOMMODATION
and the
ALBERTA BUILDING CODE**

January 1996

Alberta
LABOUR

INTRODUCTION

This document is for individuals wishing to convert their single family dwelling into Bed and Breakfast accommodations.

These guidelines assume there will be a maximum of eight (8) guests plus the permanent residents of the dwelling. If this is exceeded, then the bed and breakfast establishment is to be treated as a motel or hotel, and other more stringent requirements of the Alberta Building Code will apply.

GENERAL

It is recommended that a general overview of the dwelling be conducted by a Building Safety Codes Officer to review the safety of the dwelling in such areas as structural, stability, stairs, guards & handrails, heating system, etc.

If any renovation or construction is needed to operate a Bed and Breakfast, safety permits for building, electrical, plumbing and gas may be required. Contact your local building authority or the nearest Alberta Labour Office. (See last page for Alberta Labour Offices)

REGIONAL HEALTH AUTHORITY

No person is to operate a Bed and Breakfast establishment unless the owner has received written approval from the Regional Health Authority.

BEDROOMS

No cooking facilities are allowed in sleeping rooms or suites.

WINDOWS

Each bedroom is to have at least one exterior window, (unless an exterior door is provided), openable from the inside without the use of tools or special knowledge. It is to have an unobstructed opening of not less than 380 mm (15") in any direction and 0.35 m² (3.76 ft²) in area.

Where a window opens into a window well, a clearance of at least 550 mm (22") is to be provided in front of the window. Where the sash swings toward the window well, the operation of the sash will not reduce the clearance in a manner that would restrict escape in an emergency.

The window glass area for each bedroom is to be a minimum 5% of the floor area.

SMOKE ALARMS

At least one permanently wired smoke alarm is required on each floor level, including basements, and between each sleeping room and the rest of the dwelling.

It is also recommended that smoke alarms, either battery or hardwired, be located in each bedroom.

Where two or more alarms are required, they are to be interconnected so that the activation of one alarm will cause all alarms to sound.

FIRE ALARMS

If sleeping accommodation is provided for more than 10 persons (including the guests and family) a fire alarm system is to be provided throughout the dwelling.

Fire alarm systems are to be installed in conformance with CAN/ULC-S524-M, "Standard for Installation of Fire Alarm Systems" and tested to ensure satisfactory operation in conformance with CAN/ULC-S537-M, "Standard for the Verification of Fire Alarm Systems."

A certificate of verification is to be obtained from a Certified Fire Alarm technician, who does not work for the installation company, to ensure satisfactory operation of the system.

EXTINGUISHERS

At least one Class 2A-10 BC portable extinguisher is to be installed on each floor level of the dwelling and an additional one is to be installed in the kitchen area.

EMERGENCY PLAN

An emergency escape plan for the occupants of the dwelling unit is to be prepared by the owner and be acceptable by the local fire department. The guests are to be kept informed of the plan. For further information contact your local fire department or refer to the emergency plan section of the Alberta Fire Code.

HEATING AND VENTILATION

The heating system is to be capable of maintaining an indoor air temperature of 22°C at the outside winter design temperature.

The mechanical ventilation system is to have a capacity to exhaust inside air and to introduce outside air at the rate of not less than 0.5 air changes per hour.

COOKING EQUIPMENT

A domestic stove and oven complete with a range hood is acceptable for food preparation. If a commercial grill and/or fryer is proposed, the kitchen ventilation system is to be designed, constructed and installed to conform to NFPA 96, "Installation of Equipment for the removal of Smoke and Grease-Laden Vapours from Commercial Cooking Equipment."

PLUMBING FACILITIES

An accessible adequate supply of potable water, suitable sanitary facilities and plumbing fixtures are to be provided for the occupants in the dwelling.

SWIMMING POOLS & HOT TUBS

Swimming pool and/or hot tub facilities made available to guests are to comply with Section 7.3 of the Alberta Building Code and they must also meet the requirements of the Swimming Pool Regulations under the Public Health Act.

For further information, please contact your Local Building Authority or the nearest Alberta Labour Building Safety Office.

Edmonton

11th Floor, Sterling Place
9940 - 106 Street
Edmonton, Alberta T5K 2N2
Phone (403) 427-6461 Fax (403) 427-6693

Technical Services

#705, Labour Building
10808 - 99 Avenue
Edmonton, Alberta T5K 0G5
(403) 427-8265 Fax (403) 422-7205

Calgary

7th Floor, Elveden House
727 - 7 Avenue S.W.
Calgary Alberta T2P 0Z5
Phone (403) 297-5759 Fax (403) 297-4174

Red Deer

2nd Floor, Provincial Building
4920 - 51 Street
Red Deer, Alberta T4N 6K8
Phone (403) 340 5157 Fax (403) 340-5210

Peace River

Bag 900, P.O. Box 24
Peace River, Alberta T0H 2X0
Phone (403) 624-6163 Fax (403) 624-6552