



TULALIP TAX & LICENSING DIVISION  
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OFFICIAL USE ONLY

LIQUOR LIC No	BUSINESS LIC No	APPLICABLE YEAR
CHECK / MONEY ORDER #		RECEIPT NUMBER

## Transient Accommodation Self-Inspection form

Items of Inspection	Yes	No	N/A	How will you correct?	Date
<b>RESPONSIBILITIES – LICENSEE</b>					
1. Do you have local approval for new construction?					
2. Is your license posted where the public can view it?					
3. Have you adequately supervised employees to ensure the TA is clean, safe, sanitary, and in good repair?					
4. Have you established policies and procedures requiring employees to maintain good personal hygiene?					
5. Do you have a written basic emergency preparedness plan?					
6. Have you conducted any other self-inspections this year?					
<b>WATER SUPPLY AND TEMPERATURE CONTROL</b>					
7. Are you on an approved water system? If not, please explain.					
8. Is the water supply free of cross connections? (Submerged inlets on ice machine drain pipes, water faucets, hose attachments, toilet tank filler, etc.)					
9. Is the hot and cold water under adequate pressure?					
10. Is the hot water at sinks/bathing fixtures 100-120° F?					
11. Have you labeled any water unsafe for domestic use “ <b>Do Not Drink</b> ” at the outlet?					
<b>SEWAGE AND LIQUID WASTE DISPOSAL</b>					
12. Are you on an approved sewer system? If not, please explain.					
13. Is the property free of surface wastewater?					
<b>REFUSE AND VECTORS</b>					
14. Is a washable leak-proof trash container provided in each unit complete with a leak-proof disposable liner?					
15. Is facility maintained in a clean and sanitary manner?					
16. Is the trash removed from each unit after each occupancy and handled in a clean, safe, and sanitary manner?					
17. Is the trash removed at least every three days in each guest room?					
18. Is the outside trash stored in a washable, leak proof, and closed covered containers and removed from premises no less than every two weeks?					
19. Are the buildings free from insects, rodents, and pests?					
<b>CONSTRUCTION AND MAINTENANCE</b>					
20. Is TA, including construction, TA buildings and facilities, fixtures, furnishing and general surroundings structurally sound and in good repair and, meeting the requirements of:					
a. This Ordinance					
b. International Building Code					
c. International Mechanical Code					
d. Uniform Plumbing Code					
e. Washington State Energy Code					
f. International Fuel Gas Code					
g. Other applicable laws					

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<b>LODGING UNITS</b>					
21. Is there an adequate clear path of egress from each bed in case of a fire?					
22. Are the carpets and floors, especially under beds, cleaned/vacuumed between guests?					
23. Wall, floor, and ceiling surfaces and mounted fixtures are in good repair and easily cleanable?					
<b>BATHROOMS, WATER CLOSETS, AND HANDWASHING SINKS</b>					
24. Provide private and common-use bathrooms, water closets, and hand washing areas with cleanable floors, walls, ceilings, fixtures and furnishings					
25. Provide adequate private or common-use bathrooms, water closets, and hand washing sinks to meet the needs of guests;					
a. Provide an uncarpeted, easily cleanable area around each water closet and adjacent to each bathing fixture					
b. Are fixtures and drains safe and working properly and sink drain stems cleaned frequently?					
c. Are the bathing facilities caulked and free of mold and mildew?					
d. Are the bath fixtures and the floors in bathrooms sanitized between guests?					
26. Are slip-resistant surfaces or devices provided for in bathtubs and showers?					
27. Upon arrival, are guests supplied w/ an adequate supply of clean towels, washcloths, and floor mats?					
28. Are single use towels or drying devices provided near common-use sinks?					
29. Is toilet tissue provided by each toilet?					
30. Is there soap by hand washing and bath fixtures?					
<b>LODGING UNIT KITCHENS</b>					
31. Do the kitchens/food preparation areas have? Clean floors and walls in good repair					
32. Is the kitchen ventilation compliant w/ FDA Food Code as incorporated under Tribal Ordinance 74?					
33. Is there a sink other than the hand washing sink large enough to handle the largest utensil in the lodging unit?					
34. Does sink provide hot and cold water?					
35. Do you provide leak-proof waste containers in sanitary condition or a container with a disposable leak-proof liner?					
36. Do the refrigerator(s):					
a. Maintain temperature(s) at ° or lower?					
b. Get cleaned and sanitized between guests?					
c. Stay in good repair and in sanitary condition?					
37. Are the food preparation areas cleaned and sanitized between guests?					
38. Is the cooking equipment permanently installed, and does it meet nationally recognized testing?					
39. Between guests, are utensils, dishes, and glasses washed, rinsed, and sanitized?					
40. Are the table and chairs cleanable and in good repair?					
<b>HEATING AND COOLING</b>					
41. Is there a safe means of maintaining an ambient air temperature in each unit to 65°F?					
42. If provided, is the heating and cooling system safe, and are vents and filters cleaned regularly?					

Items of Inspection	Yes	No	N/A	How will you correct?	Date
<b>LIGHTING &amp; VENTILATION</b>					
43. Is there adequate lighting in all areas, including exterior? a. Is additional lighting available upon guest request?					
44. Is there sufficient emergency lighting for guests to exit safely in event of a power outage?					
45. Are the gas or oil space and water heaters vented outdoors?					
46. All areas of the building are ventilated to minimize odors and moisture and are compliant with the WA Ventilation and Indoor Air Quality Code?					
<b>BEDS AND BEDDING</b>					
47. Are the beds, mattresses, pads, pillows, mattress pads, bedding, and linens clean, sanitary, and in good repair?					
48. Is the bedding changed between guest occupancies and at least weekly or when requested for continuing guests?					
49. Are the blankets, spreads, etc. kept off the floor while beds are changed?					
50. All other furnishings are clean, safe, and in good repair?					
<b>FOOD AND BEVERAGE SERVICES</b>					
51. A licensee providing food service to guests must meet the following requirements: a. Tribal Ordinance 74 and the FDA Food Code provisions as incorporated under Tribal Ordinance 74; and					
b. Have all food worker permits as required under Tribal Ordinance 74.10.1; and					
c. All other applicable Tribal and Quil Ceda Village Ordinances					
52. Is the food stored off the floor and away from toxic material?					
53. Does all staff that prepares or serves food have current food service worker permits?					
54. Are the single use ice buckets, plastic glasses, etc., disposed of, and replaced between occupancies?					
55. Are the multiple-use ice buckets washed, rinsed, and sanitized between guest occupancies?					
56. Are the ice machines: a. Cleaned on the outside, including coils?					
b. Cleaned and sanitized on the inside at least twice a year?					
c. Self-dispensing, with no common bins accessible to guests?					
57. Are reusable cooking utensils and ice buckets in good conditions?					
58. Are the multiple-use utensils washed, rinsed, sanitized, and stored in a safe and sanitary manner?					
59. Are the drinking fountains kept clean with adequate water pressure?					
<b>LAUNDRY</b>					
60. Is the laundry done on site or by a commercial laundry service?					
61. Is laundry room flooring is uncarpeted and covered with a cleanable floor covering?					
62. Is the clean laundry in a designated area, off the floor, protected from contamination and moisture, and inaccessible to guests, pets, and other animals?					
63. Is the soiled laundry kept separate from clean laundry during storage and transport?					
64. Is a hand washing facility readily accessible to employees?					

Items of Inspection	Yes	No	N/A	How will you correct?	Date
<b>SAFETY, CHEMICAL AND PHYSICAL HAZARDS</b>					
65. Do you have policies and procedures for safely storing, labeling, and using any hazardous chemical agents?					
66. Are the containers with chemicals labeled with exact contents?					
67. Are the chemicals stored and used correctly?					
68. Is a secure handrail present where needed?					
69. Are the gas or oil space and water heaters vented outdoors?					
70. Are the pressure relief valve(s) on hot water tank(s) pointed toward wall(s) and/or the floor?					
71. Is the facility free of physical hazards such as uneven surfaces, damaged equipment, or furnishings?					
72. Is there adequate exterior lighting?					
73. Are the doors provided with suitable locking security devices?					
74. Have there been unusual circumstances in any TA units during the past year for example fire or floods?					
75. Have the units contaminated by methamphetamine been reported to the local health officer and cleaned by contractors approved by the Department of Health?					
<b>AQUATIC RECREATION AMENITIES</b>					
76. Do you have a written plan for pool and spa operations addressing the protection of public health, safety, and water quality that establishes standard practices for maintenance and ensuring compliance with WAC 246-260?					
77. All pools and spas are compliant with the requirements of the International Building Code, Section 3109?					
78. Signage posted specifying user rules and safety information					
79. Pools and spas are routinely drained, cleaned, and refilled as required?					
80. Is a First Aid kit readily available and stored in a conspicuous location?					
<b>SPAS – THERAPUETIC &amp; COSMETIC</b>					
81. Do you have proof of valid licensure for all massage practitioners, cosmetologists, and other employees providing regulated personal services to customers?					
<b>FIRE SAFETY</b>					
82. The licensee must ensure that gas, oil-fired, or other fuel-burning appliances including fireplaces, dryers, stoves and water heaters, are vented to the out-of-doors as specified in the manufacturer's instructions and current code(s).					
83. Have all the extension cords been approved by the local fire authority?					
84. Is there a clear and marked path to fire exits?					
85. Have all the portable space heaters been approved by the local fire authority?					
86. If candle holders and other open flame candles, lanterns or other open flame light sources and decorations are present a. Candle holders and other open flame devices must be designed to return to the upright position after being tilted to an angle of forty-five degrees from vertical.					
87. Establish and implement a written plan to ensure the provisions in Section 135.1.23 Fire Safety of Ordinance 135:					
1. In addition to the fire and safety inspection regulations required by local fire, the licensee must establish and implement a written plan to ensure:					

- a. Smoke detectors are installed and maintained in all sleeping rooms or sleeping areas. Non-rechargeable batteries in smoke detectors must be replaced each year or per manufacturer's instructions. Rechargeable batteries must be charged and maintained or replaced per the manufacturer's instructions; OR
- b. Centralized smoke-fire detection alarm system;
- c. Fire extinguishers are inspected when initially placed in service and at approximately thirty-day intervals or at more frequent intervals when circumstances require. Fire extinguishers must be inspected manually or by electronic monitoring. Periodic inspection of fire extinguishers must include a check of at least the following items:
  - i. Location in designated place;
  - ii. No obstruction to access or visibility;
  - iii. Operating instructions on nameplate, legible and facing outward;
  - iv. Safety seals and tamper indicators not broken or missing;
  - v. Fullness determined by weighing or "hefting";
  - vi. Examination for obvious physical damage, corrosion, leakage, or clogged nozzle;
  - vii. Pressure gauge reading or indicator in the operable range or position;
  - viii. Condition of tires, wheels, carriage, hose, and nozzle checked (for wheeled units); and
  - ix. Hazardous material identification system label in place.
- d. If a fire alarm system is installed:
  - i. The system, including initiating devices and notification appliances, is regularly inspected, tested, and maintained by the owner or the owner's designated representative in accordance with the requirements of the International Fire Code.
  - ii. Unless otherwise recommended by the manufacturer, single and multiple station smoke alarms installed in one- and two-family dwellings must:
    - (A) Be replaced when they fail to respond to operability tests; and
    - (B) Must not remain in service longer than ten years from the date of manufacture.
- e. If an automatic fire suppression system is installed:
  - i. The system must be inspected, tested and maintained in accordance with requirements of the International Fire Code.
  - ii. Valves designed to be open under normal system operation must be kept in open position and only closed with approval of the authority having jurisdiction.

\*Obstructions, including storage, are not placed in the required means of egress, except projections allowed by the building code. Means of egress must not be obstructed in any manner and must remain free of any material or matter where its presence would obstruct or render the means of egress hazardous. Exit doors must not be locked in the direction of egress unless a special egress control device is installed per the building code.

**DEFICIENCIES:** In the event deficiencies are found, applicant/ licensee shall refer to section 1.9 (c) of Ordinance 135. For your convenience, instructions under section 1.9 (c) are paraphrased below.

Submit a response to a statement of deficiencies (written notice of any violation of this ordinance, or other applicable tribal law or regulation, or the rules adopted hereunder) to the department by the date specified above, describing the reasons for noncompliance.

Responses shall also include a plan of correction via written proposal of specific actions to be performed by the applicant/ license correction for each deficiency stated in the report. The plan of correction must meet the approval of the department.

Comments: \_\_\_\_\_  
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Name of TA Representative

\_\_\_\_\_  
Date of Self-Inspection

\_\_\_\_\_  
Total # of Areas Inspected

\_\_\_\_\_  
Total # of Defects Found

\_\_\_\_\_  
Date Deficiencies To Be Corrected