



Other Institutions Inspection Procedure

Original Effective Date: August 3, 2017	Review / Revision Date:	Environmental Health Procedure: 2017.08.028
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Maintenance Steward: Environmental Health Supervisor in charge of the Generalist Programs History: New Revised Archived

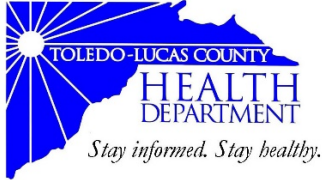
Organizational Scope:
 Full Agency Administration Community Services Environmental Health Health Services

Frequency of Review:
 Annually Biennially 5 Years As Needed Other:

Location:
G-Drive: G: → Users → Common → Policies & Procedures
Website: www.lucascountyhealth.com/employee-login/
Hardcopy: Environmental Health Supervisor's Office
Archived Version(s):

Requisite Signatures

<input checked="" type="checkbox"/>	Health Commissioner	08-03-17 Date
<input checked="" type="checkbox"/>	Director of Environmental Health & Community Services	8/3/2017 Date



Other Institutions Inspection Procedure

I. Scope

This procedure applies to all generalist sanitarians in the Environmental Health Division of the Toledo-Lucas County Health Department (TLCHD).

II. Purpose

The purpose of this procedure is to provide generalist sanitarians with an understanding of the expectations and processes that are required to conduct thorough inspections of other institutions that require TLCHD's inspection as set forth by Toledo Municipal Code (TMC).

III. Background

At the request of the City of Toledo or other Governmental agencies, the Toledo-Lucas County Health Department (TLCHD) will provide assistance in determining the health and safety of an establishment not currently regulated by the Ohio Department of Health (ODH) or TLCHD. Other institutions include Arcades, Dance Halls, Laundry Facilities, and Rooming Houses. Arcades are regulated by Toledo Municipal Code (TMC) section 737. Dance Halls are regulated by TMC section 723. Laundry Facilities are regulated by TMC section 713. Rooming Houses are regulated by TMC Part 17 Appendix B.

IV. Provisions/Procedures

A. Inspections

1. Other institutions require the inspection and approval of the Toledo-Lucas County Health Department (TLCHD) in addition to other agencies (i.e. building department, fire department) prior to opening a business in the City of Toledo. TLCHD shall conduct an inspection based on environmental and sanitary concerns.
 - a. Inspection may include but is not limited to the following items:
 - i. General cleanliness of the facility.
 - ii. Ensure walls and ceilings are clean and in good repair.
 - iii. Ensure lavatory and handwashing facilities are clean and properly functioning with an adequate supply of hot and cold running water.

- iv. If food services are present, ensure proper licensing has been established.
 - v. Inspect for signs or pest activity in and around the facility.
 - vi. Determine if adequate garbage storage is available inside and outside of the facility.
 - vii. Ensure the exterior of the building is free from excess debris and harborage conditions.
2. Inspection report shall be completed on appropriate form and submitted along with any City of Toledo required paperwork to Generalist Supervisor who will obtain any necessary signatures from Environmental Health Director and/or Health Commissioner.
 3. Scan and save copy of all paperwork on G: Drive under appropriate folder.
 4. Place copy of inspection report and additional paperwork in appropriate TLCHD file.

V. Maintenance

A. Review

1. The *Other Institutions Inspection* standard operating procedure is to be reviewed every five (5) years or when updates are made Toledo Municipal Code (TMC) section 713, 723, 737, or Part 17 Appendix B to ensure compliance with both agency and accreditation standards.

B. Revision

1. All changes made to this SOP are to be noted on the **Record of Change**. Substantial changes will require renewed signatures from all applicable parties. This includes changes to the intent, scope, procedures, or policy statement.
2. Changes in style, format, grammar or minor error correction will not require renewed signatures but must be indicated on the Record of Change.

VI. Glossary

- A. **Arcades**: Also known as, amusement centers, are any place of business at which five or more coin amusement devices are located for the use of entertainment of persons patronizing the place of business.
- B. **Dance Halls**: Any room, place or space in which a public dance shall be held or any hall in which instruction in dancing is given for hire.

- C. **Laundry Facilities**: A public establishment or place of business conducted for the purpose of washing, cleaning, drying and laundering clothes and other washable materials and dry cleaning clothing and other materials in customer-operated laundry and cleaning equipment.

- D. **Rooming House**: Any dwelling, or that part of any dwelling containing three (3) or more rooming units, in which space is let by the owner or operator for living or sleeping, but not for cooking or eating purposes.

