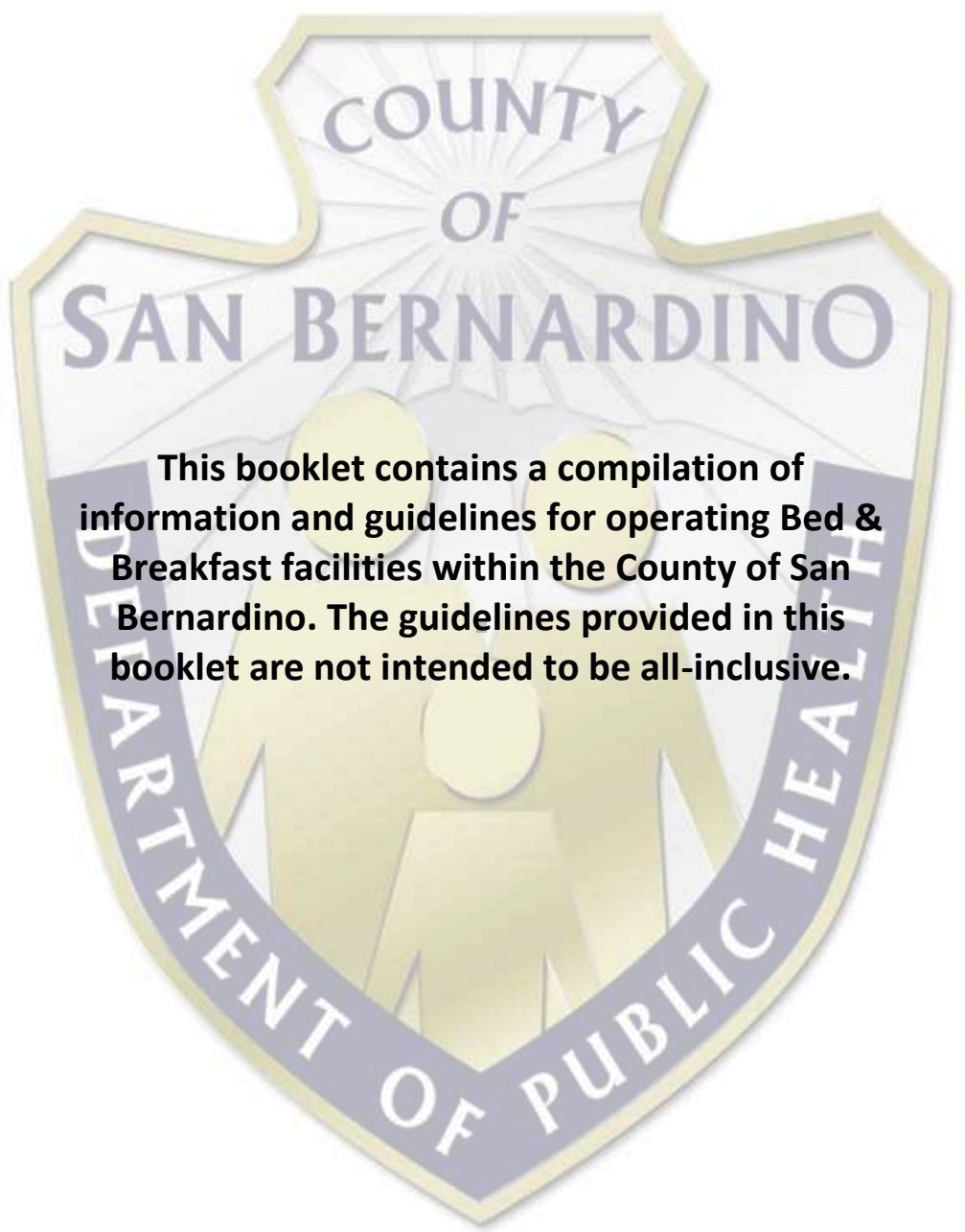


# Bed and Breakfast Operator's Guide



COUNTY OF SAN BERNARDINO  
**Environmental Health Services**  
DEPARTMENT OF PUBLIC HEALTH

December 2013



**This booklet contains a compilation of information and guidelines for operating Bed & Breakfast facilities within the County of San Bernardino. The guidelines provided in this booklet are not intended to be all-inclusive.**

# Table of Contents

- DEFINITIONS..... 4
- DIVISION OF ENVIRONMENTAL HEALTH SERVICES (DEHS) PERMIT REQUIREMENTS ..... 5
  - Health Permit ..... 5
- FOOD CERTIFICATIONS..... 5
- COUNTY LAND USE AND PLANNING DIVISION ..... 7
- CITY REQUIREMENTS ..... 8
- UNDERSTANDING THE INSPECTION PROCESS ..... 9
- KITCHEN OPERATIONS ..... 10
  - Person In Charge (PIC)..... 10
  - Premises / Personal / Clean ..... 10
  - Food Temperatures..... 10
    - Reheating for hot holding ..... 10
    - Cooking ..... 11
    - Cooling ..... 11
    - Cold / Hot Holding..... 12
    - Thawing..... 12
  - Home Canned Food, Meats, Dairy ..... 12
  - Storage ..... 12
  - Labeled / Honestly Presented ..... 13
  - Vermin and Insects..... 13
  - Food Handling Staff..... 13
    - Handwashing..... 13
    - Handwashing Facilities..... 14

Clothing / Hair .....	14
Communicable Disease .....	14
Food Contact Surfaces and Equipment.....	14
Wet Wiping Cloths .....	14
Warewashing .....	15
Thermometers .....	15
Ventilation.....	15
Disposal .....	15
Report Available.....	16
Signs Posted .....	16
HOUSING OPERATIONS.....	16
Facility Maintenance.....	16
Plumbing .....	18
Restroom.....	18
Safety & Hazards.....	18
Linens .....	19
RECREATIONAL HEALTH .....	19
CONTACT INFORMATION .....	20
ADDITIONAL RESOURCES .....	21

## DEFINITIONS

**Bed and Breakfast (B&B).** A restricted food service facility of 20 guestrooms or less that provides overnight transient occupancy accommodations, serves only a breakfast or similar early morning meal and no other meals only to its registered guests, and includes the price of food in the price of the overnight transient occupancy accommodation. (CRFC Section 113893 a).

**Food.** Any raw, cooked, or processed edible substance, ice, beverage, an ingredient used or intended for use or sale in whole or in part of human consumption, and chewing gum (CRFC Section 113781).

**Light food or snack.** Food eaten between meals requiring limited food preparation such as beverages, cheese, crackers, candy, fruits, nuts and appetizers. A light food or snack does not include food items that would normally constitute a meal. The light food or snack may be presented to the guest for self-service (CRFC Section 113893).

**Potable Water.** Water that is safe enough for human consumption and complies with the standard for transient noncommunity water systems pursuant to the California Safe Drinking Water Act [Chapter 4 (commencing with Section 116275) of Part 12], to the extent permitted by federal law (CRFC Section 113869).

**Potentially Hazardous Food (PHF).** Food that is capable of supporting the rapid and progressive growth of infectious or toxigenic microorganisms, the growth and toxin production of *Clostridium botulinum*, or, in raw shell eggs, the growth of *Salmonella enteritidis* (CRFC Section 113871).

Note: CFRC – California Retail Food Code.

REQUIREMENTS FOR BED AND BREAKFAST (B&B) FACILITIES ARE DERIVED FROM A VARIETY OF FEDERAL, STATE, AND COUNTY REGULATIONS.

## **DIVISION OF ENVIRONMENTAL HEALTH SERVICES (DEHS) PERMIT REQUIREMENTS**

### **Health Permit**

A B&B facility shall not be open for business without a valid health permit.

Permits are non-transferable. Therefore, new owners must obtain a valid permit before opening.

The permit shall be posted in a conspicuous location.

### **Permit – Scope**

The B&B permit encompasses housing and food service activities. Food service is limited to breakfast, and light food or snacks. The sale of food or other materials is limited to guests who are currently residing on the premises. Additional permits may be required for pools, spas, wells, and more extensive food preparation or additional meals. Contact your local Planning / Land Use department and the County of San Bernardino Division of Environmental Health Services (DEHS) for additional permit information.

Records of all patrons must be preserved for a minimum period of three (3) years before such records are discarded.

## **FOOD CERTIFICATIONS**

Individuals that handle food shall have adequate knowledge of and be trained in food safety as it relates to their assigned duties. This is accomplished by obtaining a Food Manager Certificate and San Bernardino County Food Worker cards as required. A list of approved

courses for the Managers Food Safety Certificate along with a link to the Food Worker Card online class and exam is located on our website at [www.sbcounty.gov/dph/DEHS](http://www.sbcounty.gov/dph/DEHS).

**Food Manager Safety Certificate**

Food facilities that prepare, handle or serve “open food”, shall have at least one staff member who has passed an approved Food Manager Safety certification examination.

**Food Worker Cards**

Food handlers shall obtain a valid County of San Bernardino food worker certification within 14 days of employment. Food handlers in possession of a Food Manager Safety certification do not need to acquire a separate food worker card.

# For Unincorporated Areas:

## COUNTY LAND USE AND PLANNING DIVISION

The County of San Bernardino Division of Code Enforcement is responsible for land use approvals on B&B's with 2 rooms or less. This approval is obtained through a Special Use Permit. Any B&B with 3 or more guestrooms needs to obtain a Conditional Use Permit with the Planning Division. They can be contacted at (909) 387-8311.

The following information relates to B&B's with 2 or less rooms:

- B&B uses are permitted in land use districts that allow residential uses. The B&B is an accessory use to a single-family dwelling.
- The owner of the B&B must reside on the property as their primary residence.
- Minimum lot/parcel size for a 1 bedroom B&B is 5000 sq. ft. and the minimum size for a 2 bedroom B&B is 7200 sq. ft.
- A minimum of 2 bathrooms is required.
- A B&B cannot be opened if 2 already exist within 1000 ft. of the proposed site.
- A B&B cannot be approved without adequate and acceptable parking.
- B&B's are required to hold permits with Environmental Health Services & the County Fire Department in conjunction with the Special Use Permit.

For more information, a complete list of required standards, or an application, visit our website at [www.sbcounty.gov/landuseservices](http://www.sbcounty.gov/landuseservices)

County of San Bernardino  
Land Use Services Department  
Division of Code Enforcement  
385 N. Arrowhead Ave.  
San Bernardino CA 92415-0185



# **For Incorporated Areas:**

## **CITY REQUIREMENTS**

Requirements may vary depending on the city location. Contact your city for specific requirements that may be completed alongside those required by DEHS. City agencies may include, but not limited to the fire department, planning, building and safety, code enforcement, etc.

## UNDERSTANDING THE INSPECTION PROCESS

**Routine Inspections** for B&B facilities are generally conducted annually by DEHS and are unannounced. The inspector conducts an in-depth evaluation of the B&B's operation and then documents violations/recommendations on an inspection report. No score or letter grade placard is currently distributed to the facility upon completion of the routine inspection.

Note: Some routine inspections for additional permits, such as pools and spas, are conducted biannually.

**Reinspections** are follow-up inspections initiated by the inspector when the routine inspection reveals serious or repeat violations at the facility.

**Re-reinspections** are inspections conducted by the inspector to address serious or repeat violations not corrected at the first re-inspection. These inspections may result in an additional charge.

**Complaints/Reports of Foodborne Illness** are investigated by the inspector as they are received. These investigations may require follow-up inspections if violations are found.

**Closures (Permit Suspensions)** are actions taken when a facility is closed for not having a valid health permit or has been suspended due to an imminent health hazard, such as lack of hot water, vermin infestation, or sewage system failure.

## **KITCHEN OPERATIONS**

There shall be no cooking facilities permitted in the guest rooms.

### **Person In Charge (PIC)**

A person in charge must be present at the facility during all hours of operation.

### **Premises / Personal / Clean**

The premises of each B&B facility must be kept clean and free of litter and rubbish. All clean and soiled linen shall be properly stored. Non-food items must be stored and displayed separate from food and food-contact surfaces.

### **Food Temperatures**

#### **Reheating for hot holding**

Any potentially hazardous food (PHF) cooked, cooled and subsequently reheated for hot holding must be brought to an internal temperature of 165°F for 15 seconds within 2 hours. PHF can also be reheated in a microwave, or on a stovetop, to 165°F for 15 seconds. Commercially processed ready-to-eat PHF can be reheated for hot holding to sustain a minimum internal temperature of 135°F for 15 seconds within 2 hours.

Note: Previously cooked and refrigerated food may be served at any temperature when prepared for immediate service.

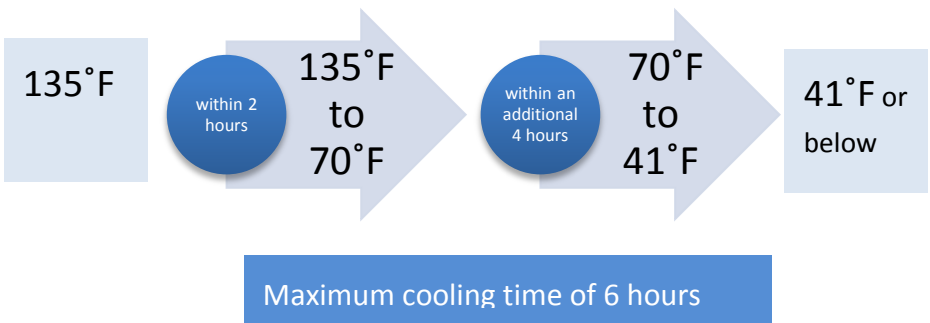
## Cooking

Minimum Internal Temperature (must be held for at least 15 seconds)	Types of food
165°F	Poultry, ground poultry, stuffed fish/meat/poultry
155°F	Ground meat, raw eggs, sausages, or food containing ground beef or raw eggs
145°F	Single pieces of meats (i.e. beef, lamb, pork, and veal), fish or eggs for immediate service.

Other temperature requirements may apply per consumer request. If consumer requests raw or undercooked food, an advisory (oral or written) must be provided stating that the food item is being served less than thoroughly cooked.

## Cooling

All PHF must be **RAPIDLY** cooled from: 135°F to 70°F, within 2 hours, then from 70°F to 41°F within 4 hours.



PHF is to be cooled within 4 hours to 41°F if prepared from ingredients at ambient temperature. Deliveries of PHF are to be cooled to below 41°F within 4 hours if received between 41°F to 45°F.

Approved cooling methods include one or more of the following:

1. In shallow containers.
2. By separating food into smaller portions.
3. By adding ice as an ingredient; using an ice bath; and stirring frequently.
4. By using rapid cooling equipment, such as ice paddles.
5. By using containers that facilitate heat transfer, such as metal pans.

### **Cold / Hot Holding**

When holding cold PHF at safe temperatures, an internal temperature of 41°F or below must be maintained. For hot holding PHF at safe temperatures, an internal temperature of 135°F or above must be maintained.

### **Thawing**

Food shall be thawed using either of the following:

1. In the refrigerator.
2. Completely submerged under cold running water (less than 70°F) of sufficient velocity to flush loose particles for less than 2 hours.
3. In a microwave oven.
4. As part of the cooking process.

### **Home Canned Food, Meats, Dairy**

The use of home canned food, meat, and dairy products are prohibited.

Exception: Non-PHF as approved under the Cottage Food Bill by permitted facilities.

### **Storage**

Adequate and suitable space should be provided for the storage of food and utensils. Store all food and utensils at least 6" above the floor on approved shelving. Maintain storage in a clean and sanitary manner in order to prevent contamination.

Cleaning supplies and chemicals must be stored in a designated area away from food storage and preparation.

## **Labeled / Honestly Presented**

Bulk food available for consumer self-service must have an information label, sign, and/or other method of notification that includes the label information. Prepackaged food must be labeled with the common name, net weight, the ingredients, the manufacturer name, and the manufacturer address. All food must be from an approved source.

## **Vermin and Insects**

A food facility must be kept free of rodents (rats, mice), cockroaches, flies, and other insects. Insect electrocution devices are not allowed in food or utensil handling locations.

Pets must be kept away from food preparation and service areas. Some exceptions are listed in CRFC section 114259.5.

## **Food Handling Staff**

### **Handwashing**

Food employees are prohibited from contacting exposed, ready-to-eat food with bare hands. Food handlers are not to wrap or package leftover food using bare hands or unclean utensils.

Staff members are required to wash their hands: before beginning work; before handling food / equipment / utensils; as often as necessary, during food preparation, to remove soil and contamination; when switching from working with raw to ready-to-eat food, after touching body parts; after using restroom; or any time when contamination may occur. Hand sanitizers and gloves may be used after proper handwashing.

Staff handling food must have fingernails that are trimmed, cleanable, and smooth. Gloves shall be worn if the food handler has cuts, wounds, fake nails, nail polish, and/or rashes. Food handlers are required to wash hands before donning gloves for working with food and when

changing tasks. Gloves are to be used for no more than one task. Handwashing is not required between glove changes when no contamination of the gloves or hands has occurred (CRFC Section 113961).

Note: An employee with an open or draining wound shall be prohibited from handling food.

### **Handwashing Facilities**

Adequate facilities shall be provided for handwashing. Handwashing sinks shall be accessible, used exclusively for handwashing, and maintained clean. Handwashing soap and single-use towels, disposable cloths, or hand drying devices shall be provided in dispensers; dispensers shall be maintained in good repair.

### **Clothing / Hair**

All staff preparing, serving, or handling food or utensils shall wear clean, washable outer garments or uniforms. Food handlers shall also wear a hairnet, cap, or other suitable covering to confine hair.

### **Communicable Disease**

Food handling staff experiencing sneezing, coughing, or runny nose shall not work with exposed food, clean equipment, utensils or linens.

Food handlers who have symptoms associated with an Acute Gastrointestinal Illness must be excluded from handling food.

### **Food Contact Surfaces and Equipment**

All food contact surfaces and equipment shall be maintained in a clean and sanitary manner. Utensil and equipment surfaces shall be free from excessive accumulated grease and grit. All utensils and equipment shall be fully operative and in good repair.

### **Wet Wiping Cloths**

Wiping cloths used to wipe service counters, scales or other surfaces that may come into contact with food shall be used only once unless kept in clean water with an approved sanitizer as listed in CRFC Section 114099.6. The sanitizer concentration of 100 ppm available chlorine, 25

ppm available iodine, or 200 ppm available quaternary ammonium must be maintained during manual sanitization. Use appropriate test strips to ensure that sanitizer concentrations are reached.

## **Warewashing**

Food facilities that prepare food shall provide approved manual methods to effectively clean and sanitize utensils. Utensils must be properly washed in warm water, rinsed, sanitized, and air-dried. If a domestic or commercial dishwasher is used it must be capable of heating the surface of the utensils to 160°F unless an approved level of sanitizer is used to disinfect the utensils (CRFC Section 114101). Test strips shall be provided to measure the applicable sanitizer concentration.

A thermometer must be readily available to monitor the temperature of the water at the warewashing sink. The temperature must be at least 100°F during manual warewashing. A warewashing sink used to wash wiping cloths, wash produce, or thaw food must be cleaned and sanitized before and after each use.

## **Thermometers**

An accurate easily readable metal probe thermometer suitable for measuring temperature of food shall be available to the food handler. A thermometer (with an accuracy of +/- 2°F) shall be provided in an easily visible location for each hot and cold holding unit containing PHF and high temperature warewashing machines.

## **Ventilation**

All areas shall have sufficient ventilation to facilitate proper food storage. Restrooms shall be vented to the outside air by a screened openable window, an air shaft, or a light switch activated exhaust fan, consistent with local building codes.

## **Disposal**

Provide adequate garbage containers for facility. All food waste and refuse shall be kept in leak-proof and rodent-proof containers with close-fitting lids or contained sealed disposable bags. The exterior premises of each food facility shall be kept clean and free of litter and



rubbish. All waste must be removed and disposed of as frequently as necessary to prevent a nuisance.

## **Report Available**

A copy of the most recent routine inspection report conducted shall be maintained at the B&B facility and made available upon request. A sign shall be posted, notifying consumers that a copy of the inspection report is available for review by any interested party.

## **Signs Posted**

Handwashing signs shall be posted in common and/or public restrooms, directing attention to the need to thoroughly wash hands after using the restroom. However, handwashing signs are not required for restrooms located within guestrooms.

"No Smoking" signs shall be posted in areas of food preparation, food storage, warewashing, and other areas where applicable.

# **HOUSING OPERATIONS**

## **Facility Maintenance**

### **Cleanliness**

The facility and equipment shall be maintained in a clean and sanitary manner.

### **Deck / Porch**

The porch and/or deck shall be maintained in good repair.

### **Electrical switch, receptacles**

Electrical switches, receptacles, plug plates, and/or junction boxes and covers must be maintained.

### **Exterior Surfaces**

Exterior surfaces should be maintained in good condition.

**Grout Tile**

Grout and/or tile should be maintained in good repair.

**Heat**

A permanent source of heat shall be provided to all units capable of maintaining a temperature of 70°F at 3 feet above the floor.

**Heating, Ventilating, and Air Conditioning (HVAC)**

Heating, Ventilating, and Air Conditioning (HVAC) units shall be maintained in an operable state.

**Junk and Trash**

The premises shall be kept clean and maintained free of junk, debris, trash, and/or inoperable vehicles.

**Roof**

The roof shall be maintained to prevent damage or leaks.

**Walls, Ceiling, Floor**

The facility walls, ceiling, and/or flooring must all be maintained in good condition.

**Termite Damage, Rot**

Structural damage by termites and/or wood rot must be repaired and maintained.

**Water Heater**

Water heaters must be anchored or strapped to prevent them from tipping over due to an earthquake.

## Plumbing

### Plumbing – Ventilation

A vent pipe shall be provided at each plumbing fixture, excluding the faucet. The vent pipe is used to ventilate the plumbing system, protect against trap siphonage and back pressure, or equalize the air pressure within a drainage system.

### Water - Hot / Cold Water

Hot running water (at a minimum temperature of 100°F) and cold running water under pressure should be available at all plumbing fixtures.

## Restroom

The B&B must have an acceptable toilet, lavatory, and bathtub or shower and all must be properly maintained in good working order.

Toilet facilities shall be maintained clean, sanitary and in good repair. Restrooms shall be separated by a well-fitting self-closing door. Toilet tissue shall be provided in a permanently installed dispenser at each toilet. Restrooms shall not be used for the storage of food, equipment, or supplies.

## Safety & Hazards

### Smoke detectors, fire sprinklers, fire extinguisher

Each guest room shall be provided with functional smoke detectors, fire sprinklers, and fire extinguishers to comply with local requirements. Test or certify all smoke detectors, fire sprinklers, and fire extinguishers.

### Evacuation map

An exit/egress and an emergency evacuation map must be displayed in a prominent location in each guest room.

## **Hazards**

Facilities shall remain free of hazards. Violations may include, but are not limited to, the following:

1. Storage of all poisons shall be in an approved area separate from all food.
2. Insecticides shall not be used around opened and unprotected food.
3. Slipping or tripping hazards shall be eliminated.

## **Linens**

### **Laundry**

Laundry facilities shall be designed and used in a manner to prevent contamination of clean linen. The facility shall provide waterproof mattress covers to maintain bedding in a sanitary state; free of hair, urine, filth or other foul matter. Missing and/or damaged waterproof mattress covers shall be replaced as often as needed.

### **Segregate**

Use separate laundry baskets to segregate clean laundry from dirty laundry.

### **New guests**

The bed linen shall be changed before a new guest occupies the bed. In every dwelling unit where linen is furnished, the linen shall be changed before a new guest occupies the dwelling unit.

## **RECREATIONAL HEALTH**

Swimming pools and spas available for guest use shall conform to the standards and requirements found in "The Design, Construction, Operation and Maintenance of Public Swimming Pools," consisting of the California Health and Safety Code Sections 24100 – 24109, Title 22, Section 65501-65551, and the California Code of Regulations, Title 24, Section 2-9001 through 2-9045.

Swimming pools and spas not in conformance with the standards and requirements shall not be made available for use by guests.

## **CONTACT INFORMATION**

Division of Environmental Health Services

Phone: (800) 442-2283

Fax: (909) 387-4323

[www.sbcounty.gov/dph/DEHS](http://www.sbcounty.gov/dph/DEHS)

Emergency After Hours Communication Center:

(800) 472-2376

Government Center

385 N. Arrowhead Avenue

San Bernardino, CA 92415-0160

Rancho Cucamonga Office

8575 Haven Avenue, Suite 130

Rancho Cucamonga, CA 91730-9105

Jerry Lewis High Desert Government Center

15900 Smoke Tree Street, Suite 131

Hesperia, CA 92345

## **ADDITIONAL RESOURCES**

CRFC, Excerpt from the California Health and Safety Code, revised December 2012

California Conference of Directors of Environmental Health Bed and Breakfast Guidelines, revised July 2008

San Bernardino County, CA Code of Ordinances Title 8: Development Code Section 84.05 [http://www.amlegal.com/sanbernardinocounty\\_ca/](http://www.amlegal.com/sanbernardinocounty_ca/)

DEHS website: <http://www.sbcounty.gov/dph/DEHS/>

California Housing Law and Regulations Healthy Homes Provisions