

# New Personal Service Setting Check List

*NOTE: This is a guideline only. It is neither the Personal Service Setting Regulation, nor is it an interpretation of the Regulation. It is a list of suggested items to consider if you are planning to build / lease / rent / own / operate a personal service setting. For detailed requirements, refer to [Ontario Regulation 136/18](#), Personal Service Settings.*

## **FIRST YOU MUST CONSIDER**

### **Use of Property**

- Contact local municipality regarding zoning and by laws.
- Contact fire regarding building capacity and fire code to ensure compliance.

**YOU MUST CONTACT YOUR LOCAL MUNICIPALITY AND FIRE DEPARTMENT PRIOR TO CONTACTING SOUTHWESTERN PUBLIC HEALTH.**

## **HOME BASED PERSONAL SERVICE SETTINGS (if applicable)**

- Home based personal service settings must follow requirements under Personal Service Setting Regulation. See requirements in section below.
- Cannot be a room or part of a room used as a dwelling.  
*\*Note that it is not permitted to use screens, curtains, etc. to partition part of a room used as a dwelling.*

## **SECOND YOU MEET THESE REGULATION REQUIREMENTS**

### **Water Supply, Source of water:**

- Municipal** or
- Well**
  - If using well water:
    - Ensure water is potable (monthly tests required to show potability).
    - Develop Maintenance schedules.
    - Retain documentation of inspection / servicing for well.
    - Treatment type (if applicable / required): \_\_\_\_\_
- Sufficient supply of hot and cold water under pressure.

### **Sewage Disposal (Type of disposal):**

- Municipal Sewers** or
- Septic System**
  - If using septic system: How old? \_\_\_\_\_ Size: \_\_\_\_\_
    - Proof of municipality approved installation.
    - Documentation of inspection.

### **Building Exterior,**

- Ensure doors and windows are:
  - Tight fitting.
  - Have no holes/gaps to outside.
  - Screens are tight fitting and in good repair, where applicable.
- Ensure adequate space available for garbage storage facilities.
- Ensure adequate frequency of garbage pickup.

## Building Interior

- Ensure floors, walls, and ceilings are:
  - Smooth.
  - Non-absorbent.
  - Easily Cleanable.*\*\*acceptable surfaces include painted wood, tiles, steel/stainless steel, puck board, drywall.*

## Sanitary Facilities

- Washrooms comply with requirements of Ontario Building Code (Contact municipality for more information).
- Ensure kept sanitary, properly equipped and in good repair at all times. Equip with:
  - constant supply of hot and cold running water.
  - supply of toilet paper.
  - durable, easy-to-clean receptacle for used towels and other waste material.
  - supply of soap or detergent; and
  - a method of hand drying that uses single-service towels or a hot air dryer.

## Sink Requirements

**Handwashing Sink** – a separate hand wash basin is required and must be easily accessible at all times and meet all requirements including:

- Available for use at all times (sink may be located in washroom).
- Constant supply of potable hot & cold running water under pressure.
- Liquid soap & single-service products or a hot air dryer in close proximity to the sink.

**Reprocessing sink** – separate from the handwashing sink and meets requirements including:

- Capable of immersing the largest piece of reusable equipment.
- Constant supply of potable hot & cold running water under pressure.
- Adequate counter space to prepare the reusable equipment.
- Sufficiently separated from where personal services are provided.
- Cannot be located in a room with a toilet.
- The reprocessing area must allow for one-way flow of equipment to ensure proper reprocessing steps are followed.

## Storage

- Storage used to hold products and equipment must prevent contamination.
  - Consider labelling containers with lids as “clean” / “dirty” to achieve this.
- If applicable, biomedical waste shall be placed in an approved impervious bag or receptacle (e.g., sharps container).

## Animals

- Animals are not permitted in the room(s) that is serving as the PSS, unless an applicable exemption applies in the case of a service animal.

### **Vermin and Pest Control**

- Ensure there is no infestation of rodents or insects.
- Remove all unnecessary clutter in premises to avoid creating a nesting / breeding ground area for pests.
- Have contract with Pest Control Company for continue surveillance.

### **Landlord Tenant Responsibilities**

- If leasing / renting property, make sure lease agreement is very clear on who is responsible for maintenance and upkeep of premise structure and equipment.
- Have lawyer review agreement for you.
- Ensure the maintenance / upkeep is sufficient to meet the regulation and building code requirements.

### **Ongoing Management**

- Review Personal Service Setting Regulation** for operational requirements.
- Understand IPAC principles.
- Implement all required protocols.

### **Consultation**

Consult the below agencies **prior to opening**:

- \*Municipal Building Inspector/Bylaw Enforcement Officer.
- \*Fire Chief.
- Public Health Inspector.
- Utilities Inspector (electric, gas, water, sewers).
- \*\*Lawyer.

\*Ensure that municipality and fire are contacted prior to contacting Southwestern Public Health.

\*\*Recommend contacting a lawyer prior to opening.

### **IMPORTANT**

Once you have satisfied all the requirements in this checklist you can now submit the **Notice of Intent to Operate Personal Services Setting**.

Once the notice of intent has been received, a Public Health Inspector will review and will contact you within 10 business days.