

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](#).

STEP ONE: CONSIDER THE FOLLOWING

Infection Prevention and Control

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

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.**

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.
- ☐ Consider having a lawyer review agreement for you.
- ☐ Ensure the maintenance / upkeep is sufficient to meet the regulation and building code requirements.

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.

STEP 2: MEET THE REGULATORY 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 Interior

- ☐ Ensure floors, walls, and ceilings are:
 - ☐ Smooth.
 - ☐ Non-absorbent.
 - ☐ Easily Cleanable.

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.

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.

STEP 3: INSPECTION

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.

You must be inspected and receive approval prior to commencing operation.