

Personal Service Setting Pre-opening Checklist

Use this guideline if you are planning to own or operate a personal service setting (PSS)

For detailed requirements, see [O. Reg. 136/18: Personal Service Settings](#)

Consider the following

- 1**
- Infection prevention and control
 - Review the PSS Regulation.
 - Understand infection prevention and control principles.
 - Implement all requirements of the regulation.

 - Use of property
 - Contact local municipality about zoning and bylaws.
 - Contact fire department about building capacity/fire code.
 - !** You must contact local municipality and fire department before contacting HPPH.

 - Landlord and tenant responsibilities (if applicable)
 - Lease/rental agreement states who is responsible for maintenance of premise structure and equipment. (Consider having a lawyer review the agreement).
 - Maintenance is sufficient to meet the regulation and building code requirements.

 - Home-based PSS (if applicable)
 - You must comply with the regulation.
 - Cannot be a room or part of a room used as a dwelling (use of screens, curtains etc. to partition room not permitted).

Meet the regulatory requirements

- 2**
- Source of water supply (*check 1*): Municipal Well
 - If using well water:
 - Water is potable (monthly tests required to show potability).
 - Develop maintenance schedules.
 - Retain documentation of well inspection/service.
 - Treatment type (if applicable/required).
 - Sufficient supply of hot and cold water under pressure.

 - Sewage disposal (*check 1*): Municipal Septic
 - If using septic system:
 - Proof of municipality approved installation.
 - Documentation of inspection.
 - Age of system _____ Size of system _____

<ul style="list-style-type: none"> Building interior Floors, walls, and ceilings are: <ul style="list-style-type: none"> Smooth. Non-absorbent. Easily cleanable. 	<ul style="list-style-type: none"> Building exterior Tight fitting doors and windows with no holes/gaps to outside. Tight fitting screens in good repair, where applicable. Space available for garbage storage. Regular garbage pickup.
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Meet the regulatory requirements

Washrooms

- Comply with requirements of Ontario Building Code.
 - Are kept sanitary and in good repair at all times and have:
 - Constant supply of hot and cold running water.
 - Supply of toilet paper.
 - Supply of soap or detergent.
 - A method of hand drying that uses single-service towels or a hot air dryer.
 - Durable, easy-to-clean receptacle for used towels and other waste material.
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Handwashing sink

- Separate hand wash basin.
 - Easily accessible.
 - Available for use at all times (may be located in washroom).
 - Constant supply of potable hot and cold running water under pressure.
 - Liquid soap and single-service towels or a hot air dryer in close proximity.
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Reprocessing sink*

- Separate from the handwashing sink.
- Capable of immersing the largest piece of reusable equipment.
- Constant supply of potable hot and 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.
- Reprocessing area allows for one-way flow of equipment.

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*Exemptions apply where the PSS operator only provides hairdressing or barbering services and reprocesses reusable equipment before the beginning and after the end of each business day.

See section 8 (6) of [O. Reg. 136/18: Personal Service Settings](#).

Storage

- Products and equipment stored in a way that prevents contamination. (Consider labelling containers with lids as "clean" and "dirty").
 - If applicable, biomedical waste shall be placed in an approved impervious bag or receptacle (e.g., sharps container).
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Animals

- Animals are not permitted in the space that is serving as the PSS, unless an applicable exemption applies in the case of a service animal.
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Vermin and pest control

- Ensure there is no infestation of rodents or insects.
 - Remove all unnecessary clutter to avoid creating a nesting/breeding ground.
 - Have contract with pest control company for continued surveillance.
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Food safety

- Where serving food as a complementary service, review [O. Reg. 493/17: Food Premises](#).

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Inspection

You must be inspected and receive approval before operating.

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When you have satisfied all the requirements in this checklist you may complete and submit the [Notice of Personal Service Setting Operation form](#). You do not need to submit this checklist.

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

For more information, contact Huron Perth Public Health at 1-888-221-2133 ext 3284 or email idteam@hpph.ca.