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Department of Public Health
Division of Health Care Quality
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Circular Letter: DHCQ: 01–09-416

To: Administrators, Licensed Hospitals
Administrators, Licensed Clinics
Administrators, Licensed Out-of-Hospital Dialysis Units
Administrators, Licensed Ambulatory Surgical Centers
Interested Parties

From: Paul I. Dreyer, Ph.D. Director

Date: September 17, 2001

Subject: Update of Architectural Plan Review Checklists and Related Applications and Forms Used in the Department's Self-Certification and Abbreviated Architectural Plan Review Processes

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The purpose of this memorandum is to announce that the Department of Public Health, Division of Health Care Quality (the Department) has updated the Architectural Plan Review Compliance Checklists and related applications and forms that are completed by facilities when applying for architectural plan approval under the Department's Self-Certification and Abbreviated Plan Review processes. The forms previously in use have been updated to reflect the 2001 Edition of the AIA "Guidelines for Design and Construction of Health Care Facilities" (Guidelines) because the licensure regulations require that the Department's review standards include the most recent edition of the AIA Guidelines. A list of the checklists and forms is attached for your information.

The Department expects there will be a period of transition where both the 1996-97 and 2001 Editions of the Guidelines are in use for reviewing projects. Projects designed after October 1, 2001 must meet applicable licensure regulations and the requirements contained in the 2001 Edition of the Guidelines. Projects already under design or under review by the Department before October 1, 2001 will be evaluated using applicable

licensure regulations and the requirements contained in the 1996-97 Edition of the Guidelines.

The updated forms will be forwarded upon request for individual projects. To obtain the necessary forms please contact Emile Guy at (617) 753-8117 or Daniel Gent at (617) 753-8116.

Attachment

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List of Health Care Facility Architectural Plan Review Checklists and Forms

Hospital Inpatient Facilities Checklists

IP1. Medical/Surgical Nursing Unit
IP2. Critical Care Units
IP3. Newborn Nurseries
IP4. Pediatric/Adolescent Unit
IP5. Psychiatric Nursing Unit
IP6. Surgical Suites
IP7. Obstetrical Facilities
IP8. Emergency Service
IP9. Imaging Suite
IP10. Nuclear Medicine
IP11. Laboratory Suite
IP12. Rehabilitation Therapy Department
IP13. Respiratory Therapy
IP14. Dietary Facilities
IP15. Non Patient Care Support Areas
IP16. Rehabilitation Facilities - Nursing Unit
IP17. Rehabilitation Facilities - Support Services

Outpatient Facilities Checklists

OP1. Outpatient Support Areas
OP2*. Hospital Outpatient Departments/ Medical Clinics
OP3*. Outpatient Diagnostic Facilities
OP4*. Outpatient Rehabilitation Facilities
OP5*. Mental Health Clinics
OP6*. Endoscopy Suite
OP7*. Dental Suites
OP8*. Outpatient Oncology
OP9. Chronic Dialysis Facilities/ Acute Dialysis Facilities
OP10. Outpatient Surgical Facilities
OP11. Satellite Laboratory
OP12. Mobile Diagnostic/Treatment Units *(In Progress)*

**Checklist OP1 to be submitted concurrently.*

Long-Term Care Facilities Checklists

LTC1. LTCF - Nursing Unit
LTC2. LTCF - Common Areas
LTC3. LTCF - Hospital Based

General Plan Review Forms

Plan Review Application & Project Information Form
Affidavit (All Facilities)
Capital Cost Estimate Form
Physical Plant Waiver Request Form
Square Footage Chart (DoN Projects)