

COMPLIANCE CHECKLIST**IP13: Observation Unit**

The following checklist is intended to be used in the plan review applications for health care facilities submitted to the Massachusetts Department of Public Health. This checklist summarizes and references the applicable requirements from the Licensure Regulations and the 2014 Edition of the FGI Guidelines for Design and Construction of Hospitals and Outpatient Facilities. Applicants must verify compliance of the plans submitted to the Department with all referenced requirements from the Licensure Regulations and FGI Guidelines when completing this Checklist. A separate Checklist must be completed for each nursing unit, hospital or clinic department, or clinical suite.

Other jurisdictions, regulations and codes may have additional requirements which are not included in this checklist, such as:

- NFPA 101 Life Safety Code (2000) and applicable related standards contained in the appendices of the Code
- State Building Code (780 CMR)
- Joint Commission on the Accreditation of Health Care Organizations
- CDC Guidelines for Preventing the Transmission of Mycobacterium Tuberculosis in Health Care Facilities
- USP 797
- Accessibility Guidelines of the Americans with Disabilities Act (ADA)
- Architectural Access Board Regulations (521 CMR)
- Local Authorities having jurisdiction.

Instructions:

1. All requirement lines must be completed according to the following instructions and included in the plan submissions for Self-Certification Process or Part II of the Abbreviated Review Process.
2. This checklist must be completed by the project architect or engineer based on the design actually reflected in the plans at the time of completion of the checklist.
3. Each requirement line (___) of this Checklist must be completed exclusively with one of the following symbols, unless otherwise directed in the checklist. If a functional space is not affected by a renovation project, the symbol "E" may be indicated on the requirement line (___) before the name of the functional space (associated requirements on indented lines below that name, or associated MEP requirements do not have to be completed in this case). If more than one functional space serves a given required function (e.g. patient room or exam room), that clarification should be provided in the Project Narrative, and the requirement lines are understood to only address the functional spaces that are involved in the project.

X = Requirement is met, for new space, for renovated space, or for existing direct support space for an expanded service.

= Check box under section titles or individual requirements lines for optional services or functions that are not included in the project area.

E = Requirement relative to an existing suite or area that has been *licensed* for its designated function, is *not affected* by the construction project and *does not pertain to a required direct support space* for the specific service affected by the project.

W = Waiver requested for specific section of the Regulations or FGI Guidelines, where hardship in meeting requirement can be demonstrated (a Physical Plant Waiver Form must be completed for each waiver request).

4. All room functions marked with "X" must be shown on the plans with the same name labels as in this checklist.
5. Mechanical, electrical & plumbing requirements are only partially mentioned in this checklist. The relevant section of the FGI Guidelines must be used for project compliance with all MEP requirements and for waiver references.
6. Oxygen, vacuum, medical air, and waste anesthesia gas disposal outlets (if required) are identified respectively by the abbreviations "OX", "VAC", "MA", & "WAGD".
7. Requirements referenced with "FI" result from formal interpretations from the FGI Interpretations Task Group.
8. The location requirements including asterisks (*) refer to the definitions of the Glossary in the beginning section of the FGI Guidelines.

Facility Name:

DoN Project Number: (if applicable)

Facility Address:

Satellite Name: (if applicable)

Building/Floor Location:

Satellite Address: (if applicable)

Submission Dates:

Project Description:

Initial Date:

Revision Date:

Architectural Requirements

Building Systems Requirements

2.2-3.2 **OBSERVATION UNIT**

- 2.2-3.2.1.1 Application:
 - care of patients requiring observation up to 24 hours (e.g., clinical decision unit or chest pain center)
- 2.2-3.2.1.2 Location:
 - located in ED or elsewhere in hospital

2.2-3.2.2 **PATIENT CARE STATIONS**

- 2.2-3.2.2.2 Space Requirements:
 - (1) patient care stations (bays, cubicles, or rooms) for observation beds min. clear floor area 120 sf
 - (a) min. clearance 5'-0" between beds in bays in an open observation area
 - check if not included in project
 - (b) min. clearance 3'-0" between partitions & sides of beds in cubicles in an open observation room
 - check if not included in project
 - min. clearance 3'-0" between walls & sides of beds in patient rooms
 - check if not included in project

- Ventilation:
 - Min. 6 air changes per hour Table 7.1
- Power:
 - Min. 8 receptacles in room Table 2.1-1
 - Min. 4 receptacles convenient to head of stretcher
- Nurse Call System:
 - Emergency staff assistance station Table 2.1-2
- Medical Gases:
 - 1 OX, 1 VAC per stretcher Table 2.1-4

- 2.2-3.2.2.3 provision for visual privacy in each patient bed area from observation by other patients & visitors

- 2.2-3.2.2.5 Handwashing Stations:
 - (2) handwashing station in each room

- 2.1-2.6.5.3 Multiple Patient Care Stations:
 - check if not included in project:
 - (1) at least one handwashing station for every 4 patient care stations or fewer & for each major fraction thereof
 - (2) evenly distributed
 - provide uniform distance from two patient care stations farthest from handwashing station

- 2.2-3.2.2.6 Patient Toilet Rooms:
 - at least 1 toilet room for each 6 patient positions or fewer & for each major fraction thereof

- Ventilation:
 - Min. 10 air changes per hour Table 7.1
 - Exhaust

- 2.2-3.2.2.7 Shower Rooms:
 - 1 shower room for each 12 treatment cubicles or major fraction thereof (may be combined with toilet room)

- Ventilation:
 - Min. 10 air changes per hour Table 7.1
 - Exhaust

Architectural Requirements

Building Systems Requirements

2.2-3.2.6 SUPPORT AREAS FOR OBSERVATION UNIT

- 2.2-3.2.6.1 (1) Nurse station
 positioned to allow staff to observe each patient care station or room
- (2) Nourishment area (may be shared with another unit)

- 2.1-2.6.7.2 (1) handwashing station
- (2) work counter
- (3) refrigerator
- (4) microwave
- (5) storage cabinets
- (6) space for temporary storage of unused & soiled food service implements
- 2.1-2.6.7.3 provisions & space for separate temporary storage of unused & soiled meal trays not picked up at mealtime

- 2.2-3.2.6.1 (3) Storage space for stretchers
- Storage space for supplies & equipment

- 2.2-3.2.6.2 Other Support Areas:
(may be shared with adjacent unit)
- (1) nurse or supervisor work space

- 2.1-2.6.6 Medication safety zones
- 2.1-2.6.6.1 (2) medication preparation room
 or
 self-contained medication dispensing unit

- (a) located out of circulation paths to minimize distraction & interruption
- (c) work counters
- (d) task lighting
- (e) meet acoustic design criteria per 1.2-5.1

- 2.1-2.6.6.2 (1) medication preparation room
 check if not included in project
- (a) under visual control of nursing staff
- (b) work counter
- handwashing station
- lockable refrigerator
- locked storage for controlled drugs
- (c) Sharps Containers:
 check if not included in project
 sharps containers placed at height that allows users to see top of container
- (d) space to prepare medicines in addition to any self-contained medicine-dispensing unit

Ventilation:
 2 air changes per hour Table 7.1

Ventilation:
 Min. 4 air changes per hour Table 7.1
 Nurse Call System:
 Duty station Table 2.1-2

Architectural Requirements

Building Systems Requirements

- (2) self-contained medication dispensing units
 check if not included in project
- (a) located at nurse station, in clean workroom or in an alcove
 lockable unit to secure controlled drugs
- (b) handwashing station located next to stationary medication-dispensing units

- 2.1-2.6.9 Clean workroom or clean supply room
- 2.1-2.6.9.1 clean workroom used for preparing patient care items
 work counter
 handwashing station
 storage facilities for clean & sterile supplies

- Ventilation:
 4 air changes per hour Table 7.1
 Positive pressure
- Nurse Call System:
 Duty station

or

- 2.1-2.6.9.2 clean supply room used only for storage & holding as part of system for distribution of clean & sterile supplies

- Ventilation:
 4 air changes per hour Table 7.1
 Positive pressure

- 2.1-2.6.10 Soiled workroom or soiled holding room

- 2.1-2.6.10.1 soiled workroom room
 handwashing station
 flushing-rim clinical service sink with bedpan washer
 work counter
 space for separate covered containers

- Ventilation:
 10 air changes per hour Table 7.1
 Exhaust
 Negative pressure
- Nurse Call System:
 Duty station

or

- 2.1-2.6.10.2 soiled holding room
 handwashing station or hand sanitation station
 space for separate covered containers

- Ventilation:
 10 air changes per hour Table 7.1
 Exhaust
 Negative pressure

- 2.1-2.6.12 Environmental services room

- 2.1-2.6.12.1 (1) serves one or more than one nursing unit on a floor
(2) readily accessible* to unit it serves

- 2.1-2.6.12.2 (1) service sink or floor-mounted mop sink
(2) provisions for storage of supplies & housekeeping equipment
(3) handwashing station or hand sanitation station

- Ventilation:
 10 air changes per hour Table 7.1
 Exhaust

Architectural Requirements

- (6) PACS or X-ray illuminators
 immediately accessible* to observation unit
- (7) Examination room
 check if not included in project
 (only if all patient positions are private rooms)
- 2.1-3.2.2.1 Space Requirements:
 - (1) min. clear floor area of 120 sf with min. clear dimension of 10'-0"
 - (2) room size permits min. clearance of 3'-0" at each side & at foot of exam table
 - (a) room arrangement permits placement of exam table, recliner, or chair at an angle, closer to one wall than another, or against wall to accommodate type of patient being served
- 2.1-3.2.2.2 Room Features:
 - (1) examination light
 - (2) storage for supplies
 - (3) accommodations for written or electronic documentation
 - (4) space for visitor's chair
 - (5) handwashing station

Building Systems Requirements

- Ventilation:
 - Min. 6 air changes per hour Table 7.1
- Power:
 - Min. 8 receptacles in room Table 2.1-1
 - Min. 4 receptacles convenient to head of stretcher
- Nurse Call System:
 - Emergency staff assistance station Table 2.1-2
- Medical Gases:
 - 1 OX, 1 VAC Table 2.1-4

2.2-3.2.7 STAFF SUPPORT AREAS

- 2.2-3.2.7.1 Staff toilet
 located in observation unit
- 2.1-2.7.2.2 toilet & handwashing station

- Ventilation:
 - Min. 10 air changes per hour Table 7.1
 - Exhaust

Architectural Details & MEP Requirements

2.1-7.2.2 ARCHITECTURAL DETAILS

- 2.1-7.2.2.1 NFPA 101 Aisles, corridors & ramps required for exit access in a hospital not less than 8'-0" in clear & unobstructed width
or
 Code Review Sheet establishing compliance with NFPA 101 has been submitted
- Aisles, corridors & ramps in adjunct areas not intended for the housing, treatment, or use of inpatients not less than 44" in clear width
- 2.1-7.2.2.2 CEILING HEIGHT:
 - (1) Min. ceiling height 7'-6" in corridors & normally unoccupied spaces

- (4) Min. height 7'-6" above floor of suspended tracks, rails & pipes located in traffic path for patients in beds and/or on stretchers
- Min. ceiling height 7'-10" in other areas
- 2.1-7.2.2.3 DOORS & DOOR HARDWARE:
 - (1) Doors between corridors, rooms, or spaces subject to occupancy swing type or sliding doors
 - (a) Sliding doors
 check if not included in project
 manual or automatic sliding doors comply with NFPA 101
 code review sheet attached
 no floor tracks
 - (b) Min. 45.5" clear door width for diagnostic/treatment areas
- (2) Min. 45.5" clear door width for diagnostic/treatment areas

- ___ Min. 83.5" clear door height for diagnostic/treatment areas
- (b) ___ Swinging doors for personnel use in addition to sliding doors
 check if not included in project
- (3) ___ min. clear width 34.5"
 ___ Doors do not swing into corridors (except doors to non-occupiable spaces & doors with emergency breakaway hardware)
- (4) ___ Lever hardware
- (b) ___
- (5) ___ Doors for patient toilet facilities
- (a) ___ 2 doors separated by horizontal distance equal to one-half length of max. diagonal room dimension
or
 ___ door that swings outward
or
 ___ door equipped with emergency rescue hardware
or
 (b) ___ sliding door
- ___ toilet room door opening in public area or corridor maintains visual privacy
- ___ bathing room door opening in corridor maintains visual privacy
- 2.1-7.2.2.7 **GLAZING MATERIALS:**
- (4) ___ Glazing within 18" of floor
 check if not included in project
 ___ safety glass, wire glass or plastic break-resistant material
- 2.1-7.2.2.8 **HANDWASHING STATIONS:**
- (1) ___ Handw. stations in patient care areas located to be visible & unobstructed
- (3) ___ Anchoring suitable for vertical or horizontal force of 250 lbs.
- (4) Handwashing Station Countertops:
 check if not included in project
- (a) ___ porcelain, stainless steel or solid surface materials
- (b) ___ plastic laminate countertops
 check if not included in project
 ___ substrate marine-grade plywood (or equivalent) with impervious seal
- (5) ___ Designed to prevent storage beneath sink

- (6) ___ provisions for drying hands
- (a) ___ hand-drying device does not require hands to contact dispenser
 ___ directly accessible* to sinks
- (d) ___
- (7) ___ Liquid or foam soap dispensers
- 2.1-7.2.2.9 **GRAB BARS:**
- (2) ___ Grab bars anchored to sustain concentrated load of 250 lbs.
- 2.1-7.2.2.10 **HANDRAILS:**
- (1) ___ Handrails installed on both sides of patient use corridors
- (3) ___ Rail ends return to wall or floor
- (4) ___ Smooth non-textured surface free of rough edges
 ___ Eased edges & corners
 ___ Finishes cleanable
- 2.1-7.2.2.12 **NOISE CONTROL:**
- (1) ___ Recreation rooms, exercise rooms, equipment rooms & similar spaces with potential impact noises are not located directly over operating suites
- (2) ___ Partitions, floors & ceiling construction in patient areas conform to Table 1.2-6

2.1-7.2.3 SURFACES

- 2.1-7.2.3.1 **FLOORING & WALL BASES:**
- (1) ___ Selected flooring surfaces cleanable & wear-resistant for location
- (2) ___ Smooth transitions between different flooring materials
- (3) ___ Flooring surfaces, including those on stairways, stable, firm & slip-resistant
 ___ Carpet
 check if not included in project
 ___ provides stable & firm surface
- (4) ___ Floors & wall bases of soiled workrooms, toilet rooms & other wet cleaned areas are not physically affected by cleaning solutions
- 2.1-7.2.3.2 **WALLS & WALL PROTECTION:**
- (1) ___ Washable wall finishes
- (a) ___ Wall finishes near plumbing fixtures smooth, scrubbable & water-resistant
- (b) ___
- (2) ___ Monolithic wall surfaces in areas routinely subjected to wet spray or splatter
- (5) ___ No sharp, protruding corners
- (6) ___ Wall protection devices & corner guards durable & scrubbable

- 2.1-7.2.3.3 **CEILINGS:**
 (1) Ceilings in areas occupied by patients, in clean rooms & soiled rooms:
 (a) cleanable with routine housekeeping equipment
 (b) acoustic & lay-in ceilings
 check if not included in project
 do not create ledges or crevices

2.1-8.2 **HEATING, VENTILATION, & AIR-CONDITIONING (HVAC) SYSTEMS**

- 4/6.3.1 Outdoor Air Intakes:
 4/6.3.1.1 Located min. 25 feet from cooling towers & all exhaust & vent discharges
 Bottom of air intake is at least 6'-0" above grade
 4/6.3.1.2 Roof Mounted Air Intakes:
 check if not included in project
 bottom min. 3'-0" above roof level
 4/6.3.2 Exhaust Discharges for Contaminated Exhaust Air:
 check if not included in project
 Ductwork under negative pressure (except in mechanical room)
 Discharge in vertical direction at least 10'-0" above roof level
 Located not less than 10'-0" horizontally from air intakes & operable windows/doors
 4/6.4 Filtration:
 4/6.4.1 Filter banks conform to Table 6.4
 Filter Bank #1 placed upstream of heating & cooling coils
 4/6.4.2 Filter Bank No. 2 installed downstream of cooling coils & supply fan
 4/6.7 Air Distribution Systems:
 4/6.7.1 Ducted return or exhaust systems in spaces listed in Table 7.1 with required pressure relationships
 Ducted return or exhaust systems in inpatient care areas
 4/6.7.3 Smoke & Fire barriers:
 HVAC zones coordinated with compartmentation to minimize ductwork penetrations of fire & smoke barriers
 4/6.9 Duct Lining:
 No duct lining in ductwork located downstream of Filter Bank #2

- 4/7. Space Ventilation:
 4/7.1 Spaces ventilated per Table 7.1
 Air movement from clean areas to less clean areas
 Min. number of total air changes indicated either supplied for positive pressure rooms or exhausted for negative pressure rooms
 Recirculating room HVAC units
 check if not included in project
 each unit serves only single space
 min. MERV 6 filter for airflow downstream of cooling coils
 2.1-8.2.1.1 Acoustic Considerations:
 (5) Equipment location or acoustic provisions limit noise associated with outdoor mechanical equipment to 65 dBA at building façade
 2.1-8.2.1.2 Ventilation & Space-Conditioning:
 (1) All rooms & areas used for patient care have provisions for ventilation
 (2) Mechanical ventilation provided for all rooms & areas in facility in accordance with Table 7.1 of Part 4

2.1-8.3 **ELECTRICAL SYSTEMS**

- 2.1-8.3.2 **ELECTRICAL DISTRIBUTION & TRANSMISSION**
 2.1-8.3.2.1 Switchboards Locations:
 (1)
 (a) Located in areas separate from piping & plumbing equipment
 (b) Not located in rooms they support
 Accessible to authorized persons only
 (c) Located in dry, ventilated space free of corrosive gases or flammable material
 2.1-8.3.2.2 Panelboards:
 (1) Panelboards serving life safety branch emergency circuits only serve same floor, floor above & floor below
 (2) Panelboards serving critical branch emergency circuits only serve same floor
 (3) New panelboards not located in exit enclosures
 2.1-8.3.3.1 **EMERGENCY ELECTRICAL SERVICE**
 (1) Emergency power per NFPA 99, NFPA 101 & NFPA 110

- 2.1-8.3.4 **LIGHTING**
- 2.1-8.3.4.2 ___ Light fixtures in wet areas smooth, cleanable, shatter-resistant lenses & no exposed lamps
- 2.1-8.3.5 **ELECTRICAL EQUIPMENT**
- 2.1-8.3.5.2 ___ Required handw. station or scrub sink tied to building electrical service
 - check if not included in project
 - ___ connected to essential electrical system
- 2.1-8.3.6 **ELECTRICAL RECEPTACLES**
- 2.1-8.3.6.2 Receptacles in Patient Care Areas:
 - ___ receptacles provided according to Table 2.1-1
- 2.1-8.3.7 **CALL SYSTEMS**
- ___ Nurse call equipment legend includes patient stations, bath stations, staff emergency stations & code call stations
- 2.1-8.3.7.1 (1) ___ Nurse call system locations provided as required in Table 2.1-2
- (2) ___ Nurse call systems report to attended location with electronically supervised visual & audible signals
- (4) ___ Call systems meet requirements of UL 1069 *Standard for Hospital Signaling & Nurse Call Equipment*
- (5) ___ Wireless system
 - check if not included in project
 - ___ meet requirements of UL 1069
- 2.1-8.3.7.3 Bath Stations:
 - (1) ___ provided at each patient toilet
 - ___ alarm turned off only at bath station where it was initiated
 - (3) ___ located to side of toilets within 12" of front of toilet bowl & 3'-0" to 4'-0" above floor
- 2.1-8.3.7.4 ___ Staff emergency stations for summoning local staff assistance for non-life-threatening situations at each patient care location
- 2.1-8.3.7.5 ___ Code call station equipped with continuous audible or visual signal at point of origin

- 2.1-8.4.2 **PLUMBING & OTHER PIPING SYSTEMS**
- 2.1-8.4.2.5 (2) Heated Potable Water Distribution Systems:
 - ___ systems serving patient care areas are under constant recirculation
 - ___ non-recirculated fixture branch piping does not exceed 25'-0" in length
 - (3) ___ no dead-end piping
 - (4) ___ water-heating system has supply capacity at minimum temperatures & amounts indicated in Table 2.1-3
 - (5) ___ handwashing stations supplied as required above
- or**
- ___ handwashing stations supplied at constant temperature between 70°F & 80°F using single-pipe supply
- 2.1-8.4.2.6 (1) Drainage Systems:
 - ___ drainage piping above ceiling of, or exposed in electric closets
 - check if not included in project
 - ___ special provisions to protect space below from leakage & condensation
- 2.1-8.4.3 **PLUMBING FIXTURES**
- 2.1-8.4.3.1(1) ___ Materials material used for plumbing fixtures non-absorptive & acid resistant
- 2.1-8.4.3.2 (1) Handwashing Station Sinks:
 - ___ basins reduce risk of splashing to areas where direct patient care is provided, sterile procedures are performed & medications are prepared
 - (2) ___ basin min. 144 square inches
 - ___ min. dimension 9 inches
 - (3) ___ made of porcelain, stainless steel, or solid-surface materials
 - (5) ___ water discharge point of faucets at least 10 inches above bottom of basin
 - (7) ___ anchoring for sinks withstands min. vertical or horizontal force of 250 lbs.
 - (8) ___ fittings operated without using hands for sinks used by medical & nursing staff, patients, public & food handlers

- (a) blade handles or single lever
 - min. 4 inches long
 - provide clearance required for operation
- or**
- (b) sensor-regulated water fixtures
 - meet user need for temperature & length of time water flows
 - designed to function at all times & during loss of normal power

2.1-8.4.3.4 Ice-Making Equipment:
 copper tubing provided for supply connections

2.1-8.4.3.5 Clinical Sinks:
 check if not included in project
 (1) trimmed with valves that can be operated without hands
 (2) handles min. 6 inches long
 integral trap wherein upper portion of water trap provides visible seal

- 2.1-8.4.4 **MEDICAL GAS & VACUUM SYSTEMS**
 - Station outlets provided as indicated in Table 2.1-4
- 2.1-8.4.4.2 (2) Vacuum discharge at least 25'-0" from all outside air intakes, doors & operable windows
- 2.1-8.6.2 **ELECTRONIC SURVEILLANCE SYSTEMS**
 - check if not included in project
- 2.1-8.6.2.1 Devices in patient areas mounted in unobtrusive & tamper-resistant enclosures
- 2.1-8.6.2.2 Monitoring devices not readily observable by general public or patients
- 2.1-8.6.2.3 Receive power from emergency electrical system