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:

- 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: ____________________________

Building/Floor Location: ____________________________

Satellite Name: (if applicable)

Submission Dates:
Initial Date: ____________________________
Revision Date: ____________________________

Satellite Address: (if applicable)

Project Description: ____________________________

MDPH/DHCFLC 05/15 IP13
Architectural 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:
- patient care stations (bays, cubicles, or rooms) for observation beds min. clear floor area 120 sf
- min. clearance 5’-0” between beds in bays in an open observation area
  - check if not included in project

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:
- handwashing station in each room

2.1-2.6.5.3 Multiple Patient Care Stations:
- check if not included in project:
  - at least one handwashing station for every 4 patient care stations or fewer & for each major fraction thereof
  - 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

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)

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 per stretcher Table 2.1-4

Exhaust

Table 7.1
### Architectural Requirements

#### SUPPORT AREAS FOR OBSERVATION UNIT

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.2-3.2.6.1</td>
<td>Nurse station</td>
</tr>
<tr>
<td>(1)</td>
<td>positioned to allow staff to observe each patient care station or room</td>
</tr>
<tr>
<td>(2)</td>
<td>Nourishment area (may be shared with another unit)</td>
</tr>
<tr>
<td>2.1-2.6.7.2</td>
<td>Handwashing station</td>
</tr>
<tr>
<td>(1)</td>
<td>Work counter</td>
</tr>
<tr>
<td>(2)</td>
<td>Refrigerator</td>
</tr>
<tr>
<td>(3)</td>
<td>Microwave</td>
</tr>
<tr>
<td>(4)</td>
<td>Storage cabinets</td>
</tr>
<tr>
<td>(5)</td>
<td>Space for temporary storage of unused &amp; soiled food service implements</td>
</tr>
<tr>
<td>2.1-2.6.7.3</td>
<td>Provisions &amp; space for separate temporary storage of unused &amp; soiled meal trays not picked up at mealtime</td>
</tr>
<tr>
<td>2.2-3.2.6.1</td>
<td>Storage space for stretchers</td>
</tr>
<tr>
<td>(3)</td>
<td>Storage space for supplies &amp; equipment</td>
</tr>
<tr>
<td>2.2-3.2.6.2</td>
<td>Other Support Areas:</td>
</tr>
<tr>
<td>(1)</td>
<td>Nurse or supervisor work space</td>
</tr>
<tr>
<td>2.1-2.6.6</td>
<td>Medication safety zones</td>
</tr>
<tr>
<td>2.1-2.6.6.1</td>
<td>Medication preparation room</td>
</tr>
<tr>
<td>(2)</td>
<td>Self-contained medication dispensing unit</td>
</tr>
<tr>
<td>(a)</td>
<td>Located out of circulation paths to minimize distraction &amp; interruption</td>
</tr>
<tr>
<td>(c)</td>
<td>Work counters</td>
</tr>
<tr>
<td>(d)</td>
<td>Task lighting</td>
</tr>
<tr>
<td>(e)</td>
<td>Meet acoustic design criteria per 1.2-5.1</td>
</tr>
<tr>
<td>2.1-2.6.6.2</td>
<td>Medication preparation room</td>
</tr>
<tr>
<td>(1)</td>
<td>Check if not included in project</td>
</tr>
<tr>
<td>(a)</td>
<td>Under visual control of nursing staff</td>
</tr>
<tr>
<td>(b)</td>
<td>Handwashing station</td>
</tr>
<tr>
<td>(c)</td>
<td>Lockable refrigerator</td>
</tr>
<tr>
<td>(d)</td>
<td>Locked storage for controlled drugs</td>
</tr>
<tr>
<td>(c)</td>
<td>Check if not included in project</td>
</tr>
<tr>
<td>(d)</td>
<td>Sharps containers placed at height that allows users to see top of container</td>
</tr>
<tr>
<td>(d)</td>
<td>Space to prepare medicines in addition to any self-contained medicine-dispensing unit</td>
</tr>
</tbody>
</table>

### Building Systems Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ventilation</td>
<td>2 air changes per hour</td>
</tr>
<tr>
<td>Nurse Call System</td>
<td>Min. 4 air changes per hour</td>
</tr>
<tr>
<td>Duty station</td>
<td>Table 7.1</td>
</tr>
<tr>
<td>Table 2.1-2</td>
<td>Table 7.1</td>
</tr>
</tbody>
</table>
Architectural 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

Building Systems Requirements

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

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:

2.1-2.6.9 ______ 4 air changes per hour
____ Positive pressure

Table 7.1

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

or

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

Ventilation:

2.1-2.6.10 ______ 10 air changes per hour
____ Exhaust
____ Negative pressure

Table 7.1

2.1-2.6.12 ______ Environmental services room
2.1-2.6.12.1 ______ serves one or more than one nursing unit on a floor
____ readily accessible* to unit it serves

2.1-2.6.12.2 ______ service sink or floor-mounted mop sink
____ provisions for storage of supplies & housekeeping equipment
____ handwashing station or hand sanitation station

Ventilation:

2.1-2.6.12 ______ 10 air changes per hour
____ Exhaust

Table 7.1

MDPH/DHCFLC 05/15 IP13
(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

2.1-2.7.2.2 toilet & handwashing station

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 4'4" 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)
   (a) Doors between corridors, rooms, or spaces subject to occupancy swing type or sliding doors
   (b) □ Sliding doors
       □ check if not included in project
       □ manual or automatic sliding doors comply with NFPA 101 code review sheet attached
       □ no floor tracks

(2)
   (a) Min. 45.5" clear door width for diagnostic/treatment areas

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

Architectural Details & MEP Requirements

Ventilation:
   □ Min. 6 air changes per hour Table 7.1
   □ Min. 10 air changes per hour Table 7.1
   □ Min. 4 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

Medical Gases:
   □ 1 OX, 1 VAC Table 2.1-4
Min. 83.5" clear door height for diagnostic/treatment areas

Swinging doors for personnel use in addition to sliding doors

Doors do not swing into corridors (except doors to non-occupiable spaces & doors with emergency breakaway hardware)

Min. clear width 34.5"

Lever hardware

Doors for patient toilet facilities

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

sliding door

toilet room door opening in public area or corridor maintains visual privacy

bathing room door opening in corridor maintains visual privacy

Glazing within 18" of floor

safety glass, wire glass or plastic break-resistant material

Handwashing stations in patient care areas located to be visible & unobstructed

Anchoring suitable for vertical or horizontal force of 250 lbs.

Handwashing Station Countertops:

porcelain, stainless steel or solid surface materials

plastic laminate countertops

substrate marine-grade plywood (or equivalent) with impervious seal

Designed to prevent storage beneath sink

Handrails installed on both sides of patient use corridors

Rail ends return to wall or floor

Smooth non-textured surface free of rough edges

Eased edges & corners

Finishes cleanable

Recreation rooms, exercise rooms, equipment rooms & similar spaces with potential impact noises are not located directly over operating suites

Partitions, floors & ceiling construction in patient areas conform to Table 1.2-6

Selected flooring surfaces cleanable & wear-resistant for location

Smooth transitions between different flooring materials

Flooring surfaces, including those on stairways, stable, firm & slip-resistant

Carpet

Provide stable & firm surface

Floors & wall bases of soiled workrooms, toilet rooms & other wet cleaned areas are not physically affected by cleaning solutions

Washable wall finishes

Wall finishes near plumbing fixtures smooth, scrubbable & water-resistant

Monolithic wall surfaces in areas routinely subjected to wet spray or splatter

No sharp, protruding corners

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 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:
   ___ Filter banks conform to Table 6.4

4/6.4.1 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:
   ___ 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

2.1-8.3 ELECTRICAL SYSTEMS
2.1-8.3.2 ELECTRICAL DISTRIBUTION & TRANSMISSION
2.1-8.3.2.1 Switchboards Locations:
   (1) Located in areas separate from piping & plumbing equipment
   (b) Not located in rooms they support
   (c) Accessible to authorized persons only
   (d) 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) 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 Heated Potable Water Distribution Systems:
   (2) Systems serving patient care areas are under constant recirculation
   (3) Non-recirculated fixture branch piping does not exceed 25'-0” in length
   (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 Drainage Systems:
   (1) 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 Handwashing Station Sinks:
   (1) 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
   (3) Min. dimension 9 inches
   (5) Made of porcelain, stainless steel, or solid-surface materials
   (6) 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
   __ trimmed with valves that can be operated without hands
   __ 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