

**CHECKLIST**

**IP19: Rehabilitation Therapy**

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**  
**REHABILITATION THERAPY**

**Building Systems Requirements**

2.2-3.8

2.2-3.8.2

**PHYSICAL THERAPY AREAS**

check if not included in project

2.2-3.8.2.2

\_\_\_ Individual treatment areas

(1)

Space Requirements:

\_\_\_ space allows access to equipment when in use by patient & therapist patient bays

\_\_\_  check if not included in project

\_\_\_ min. clear floor area 60 sf

\_\_\_ min. clearance 2'-8" on at least three sides of treatment furniture (e.g., chairs, recliners, tables, beds, or mats)

\_\_\_ patient cubicles or rooms

\_\_\_  check if not included in project

\_\_\_ min. clear floor area 80 sf

\_\_\_ min. clearance 2'-8" on at least three sides of treatment furniture (e.g., chairs, recliners, tables, beds, or mats)

(2)

(a)

\_\_\_ privacy screens or curtains at each individual patient care station

(b)

\_\_\_ windows in therapy areas have features, curtains, or shades to provide patient privacy

(3)

\_\_\_ handwashing stations

(b)

\_\_\_ each treatment room at least one handwashing station

(a)

Open Treatment Area:

2.1-2.6.5.3

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

Ventilation:

\_\_\_ Min. 6 air changes per hour Table 7.1

\_\_\_ Negative pressure

Ventilation:

\_\_\_ Min. 6 air changes per hour Table 7.1

\_\_\_ Negative pressure

2.2-3.8.2.3

\_\_\_ Exercise area & facilities

2.2-3.8.2.6

Support Areas for Physical Therapy:

(1)

\_\_\_ separate storage for soiled linen, towels & supplies

(2)

\_\_\_ equipment & supply storage

(a)

\_\_\_ clean linen & towel storage

(b)

\_\_\_ storage for equipment & supplies

Ventilation:

\_\_\_ Min. 6 air changes per hour Table 7.1

\_\_\_ Negative pressure

**Architectural Requirements**

**Building Systems Requirements**

2.2-3.8.3 **OCCUPATIONAL THERAPY AREAS**

check if not included in project

2.2-3.8.3.2 (1)  OT classroom  
 30 sf per person plus space for instructor & instructional resources

(2)  min. floor area 150 sf

2.2-3.8.3.3  Work areas & counters  
 suitable for wheelchair access

2.2-3.8.3.4  Area for teaching activities of daily living

2.2-3.8.3.5  Handwashing station in each room where therapy or teaching is conducted

2.2-3.8.3.6 (1)  Equipment & supply storage

2.2-3.8.4 **OTHER REHABILITATION THERAPY AREAS**

2.2-3.8.4.1  Prosthetic & orthotic work areas  
 check if not included in project

(1)  space for evaluation & fitting  
 provision for privacy

(2)(a)  staff work involves use of wet material or chemicals  
 eyewash  
 handwashing station  
 clinical sink

(3) **or**  
 (2)(b)  staff work does not involves use of wet material or chemicals  
 hand sanitation dispenser or handwashing station

2.2-3.8.4.2  Speech & hearing service facilities  
 check if not included in project

(2)  acoustic privacy design minimizes external sound from high-traffic, public & similar noisy areas

2.2-3.8.4.3  Portable hydrotherapy facilities  
 check if not included in project  
 dedicated waste line

2.2-3.8.6 **SUPPORT AREAS FOR REHABILITATION THERAPY DEPARTMENT**

2.2-3.8.6.1  Reception & control station  
 visual control of waiting area

2.2-3.8.6.2  Documentation area

2.2-3.8.6.3  Office & clerical space

2.2-3.8.6.4  Multipurpose room

2.2-3.8.6.9  Clean supply room

Ventilation:

Min. 4 air changes per hour

Positive pressure

**Architectural Requirements**

- 2.2-3.8.6.10  Soiled holding room
- 2.1-2.6.10.2  
(1)(a)  handwashing station or hand sanitation station
- (1)(b)  space for separate covered containers
- 2.2-3.8.6.11  
(1)  Wheelchair & stretcher storage  
(a)  space for storing wheelchairs & stretchers out of traffic while patients are using services
- (b)  immediately accessible\*
- (2)  secured storage for potentially harmful supplies & equipment
- 2.2-3.8.6.12  Environmental services room  
 readily accessible\*
- 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

**Building Systems Requirements**

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

- Ventilation:  
 10 air changes per hour Table 7.1  
 Exhaust

**SUPPORT AREAS FOR STAFF**

- 2.2-3.8.7  
2.2-3.8.7.2  Staff toilet
- 2.2-3.8.7.3  Staff storage  
 locking closets or cabinets in vicinity of each work area for securing staff personal effects

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

**SUPPORT AREAS FOR PATIENTS**

- 2.2-3.8.8  
2.2-3.8.8.1  Patient waiting area  
 located out of traffic  
 provision for wheelchairs
- 2.2-3.8.8.2  Patient toilet room  
 toilets & handwashing stations  
 accessible to wheelchair patients

- 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) (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  
     \_\_\_ 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) \_\_\_ Doors for patient toilet facilities  
 (5) \_\_\_

(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**  
 \_\_\_ sliding door

(b) \_\_\_ toilet room door opening in public area or 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  
 (d) \_\_\_ directly accessible\* to sinks  
 (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  
 (5) \_\_\_ Eased edges & corners  
 (6) \_\_\_ Finishes cleanable

- 2.1-7.2.2.12 **NOISE CONTROL:**  
 (1) \_\_\_ Exercise rooms 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  
 (b) \_\_\_ Carpet  
      check if not included in project  
     \_\_\_ provides stable & firm surface  
 (4) \_\_\_ Floors & wall bases of soiled holding rooms, toilet rooms & other wet cleaned areas are not physically affected by cleaning solutions

- 2.1-7.2.3.2 **WALLS & WALL PROTECTION:**  
 (1)  
 (a) \_\_\_ Washable wall finishes  
 (b) \_\_\_ Wall finishes near plumbing fixtures smooth, scrubbable & water-resistant  
 (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:  
     \_\_\_ cleanable with routine housekeeping equipment  
     \_\_\_ acoustic & lay-in ceilings  
 (b) \_\_\_  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  
 4/6.4 **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:**  
 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  
 4/6.8 **Energy Recovery Systems:**  
 4/6.8.2 \_\_\_ Exhaust systems serving potentially contaminated rooms are not used for energy recovery  
 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
- 2.1-8.3.5 **ELECTRICAL EQUIPMENT**
- 2.1-8.3.5.2  Required handwashing 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 Heated Potable Water Distribution Systems:  
(2)  
 systems serving patient care areas are under constant recirculation  
 non-recirculated fixture branch piping does not exceed 25'-0" in length  
 no dead-end piping  
(3)  water-heating system has supply capacity at minimum temperatures & amounts indicated in Table 2.1-3  
(4)  
(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
- (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

- (b)  **or** 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

2.1-8.6.2 **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