

COMPLIANCE CHECKLIST

IP27: Food & Nutrition Services

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:

Nursing Unit Bed Complements:
Current = Proposed =

Satellite Name: (if applicable)

Building/Floor Location:

Satellite Address: (if applicable)

Submission Dates:

Project Description:

Initial Date:
Revision Date:

Architectural Requirements

Building Systems Requirements

2.1-4.3 **FOOD & NUTRITION SERVICES**

2.1-4.3.1.1 Application:
 food & nutrition facilities support food services for staff, visitors & patients

2.1-4.3.1.2 Layout:
 equipment & design layout provide workflow that minimizes potential for cross-contamination of clean food & wares with contaminated trays from patients or retail customers

2.1-4.3.2 **FOOD PREPARATION AREAS**

2.1-4.3.2.1 Space designed so soiled patient & non-patient trays or tray carts do not pass through food preparation areas or areas with open food

Ventilation:
 min. 10 air changes per hour Table 7.1
 no recirculating room units

2.1-4.3.2.2 (1) Two-compartment food preparation sink
 drainboard on each side
 (2) same length as sink compartment

2.1-4.3.2.3 Food preparation surfaces
 combined length equal to or greater than length of all commercial cooking equipment

2.1-4.3.2.4 Equipment:
 (1) commercial-grade cooking equipment
 (2) commercial-grade refrigeration equipment to hold chilled & frozen food
 (3) hot food holding equipment

2.1-4.3.2.5 Handwashing stations within 20'-0" of each food preparation or serving area

2.1-4.3.3 **ASSEMBLY & DISTRIBUTION FACILITIES**

2.1-4.3.3.1 Space for patient food assembly in non-public, protected environment

2.1-4.3.3.2 Dinnerware & serving utensils retained in patient care areas
 remote facility with automatic dishwashing unit
or
 Soiled dinnerware & serving utensils returned to warewashing facilities

2.1-4.3.3.3 (1) Space for storing carts when not in use
 Space for loading carts for distribution
 (2) Space for distributing meals
 (3) Space for receiving soiled carts
 (4) Space for sanitizing carts
 (5) designated area identified with grated or sloped floor with floor drain & source of water & sanitizing agents

Architectural Requirements

2.1-4.3.4 WAREWASHING FACILITIES

- 2.1-4.3.4.1 Dinnerware & serving utensil washing accomplished in automatic dishwashing unit
- 2.1-4.3.4.2 Soak sinks to pre-soak dinnerware & utensils
- 2.1-4.3.4.3 Pot- & pan-washing facilities
 - single 3-compartment sink with integral sloped drainboards on both clean & soiled sides
- 2.1-4.3.4.4 Handwashing station

2.1-4.3.5 RETAIL FOOD SERVICE AREAS

- 2.1-4.3.5.1 Food shields to protect non-covered & unpackaged foods
- 2.1-4.3.5.2 Hot/cold food holding & display equipment
- 2.1-4.3.5.4 Stationary or mobile serving equipment (kiosks)
 - (2) handwashing station

2.1-4.3.6 DINING AREAS

- 2.1-4.3.6.1 Dining space for ambulatory patients, staff & visitors
- 2.1-4.3.6.2 Min. aisle spacing & chair clearance 3'-0"
- 2.1-4.3.6.3 Design of aisles, tables/chairs & casework used for self-service accommodates wheelchair access

2.1-4.3.8 SUPPORT AREAS FOR FOOD & NUTRITION FACILITIES

- 2.1-4.3.8.1 Receiving area
 - (1) receiving area located at receiving entrance to department for breakdown of boxes & vendor storage
 - (2) space for delivery & transport equipment used, such as receiving carts/jacks, transport carts & returnables
 - (3) exterior door into receiving area min. clear width 4'-0" & min. clear height 7'-0"
- 2.1-4.3.8.2 Office space for food service management.

2.1-4.3.8.11 Food & Supply Storage:

- (1) dry storage & refrigerator/ freezer space to support both patient & non-patient food
- (a) aisles min. width 36 inches between storage units
 - (b) refrigerators & freezers
 - (2) thermostatically controlled
 - (3) chemical storage
 - (4) emergency storage
 - (a) storage for emergency or disaster food & water
 - (b) emergency utility support for refrigerated storage & food preparation & serving areas

Building Systems Requirements

- Ventilation:
- Min. 10 air changes per hour
 - Negative pressure
 - Exhaust
 - No recirculating room units

Table 7.1

Ventilation:

- Min. 2 air changes per hour
- No recirculating room units

Table 7.1

Architectural Requirements

- 2.1-4.3.8.12 Environmental services room
 - located in food & nutrition services department
- (1) not shared with nursing units or clinical departments
- (2) Space Requirements:
 - (a) sized for utility sink with check valves on hot & cold water supply lines
 - sized for storage for general cleaning & warewashing chemicals
 - sized for rack for air drying mops
 - sized for mobile carts with water containers & related janitorial equipt
 - (b) general cleaning with hot water or steam
 - check if not included in project
 - additional space in ES room for storage of hoses & nozzles
 - not combined with locations for trash storage
 - (3)
- 2.1-2.6.12.2
 - (1) service sink or floor-mounted mop sink
 - handwashing station or hand sanitation station
 - (3)

Building Systems Requirements

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

SUPPORT AREAS FOR FOOD & NUTRITION SERVICES STAFF

- 2.1-4.3.9
 - 2.1-4.3.9.1 Toilet rooms
 - located in, next to, or directly accessible to food & nutrition services department
 - (2) do not open directly into food preparation or food storage areas
 - 2.1-4.3.9.2 Storage for staff
 - (1) lockers for food & nutrition services staff
 - (2) readily accessible to department
 - or**
 - not readily accessible to department
 - space for lockable storage for staff personal items located in department

- 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 CORRIDOR WIDTH:
 - 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:
 - Min. ceiling height 7'-10"

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

- (3) Min. clear width 34.5"
 Doors do not swing into corridors (except doors to non-occupiable spaces & doors with emergency breakaway hardware)
- (4)
(b) Lever hardware
- 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:**
- (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

2.1-7.2.3 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
- (4) Floors & wall bases of kitchens, toilet rooms & other wet cleaned areas are not physically affected by cleaning solutions
- (5) Food & nutrition areas surfaces in preparation, sanitation/warewashing & serving areas non-absorbent, smooth & easily cleaned

- 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
- (3) **Food & Nutrition Areas:**
- (a) walls in food preparation, sanitation/ warewashing & serving areas are non-absorbent, smooth, easily cleaned & light in color
- (b) walls adjacent* to cooking equipment have sealed surfaces that are cleanable & non-combustible

 wall surface behind cooking equipment fire-rated, non-combustible materials
 surface facilitates cleaning
 match width of exhaust hood
- (5) No sharp, protruding corners
- (6) Wall protection devices & corner guards durable & scrubbable
- 2.1-7.2.3.3 **CEILINGS:**
- (5) **Food Service Areas:**
- (a) sealed monolithic & scrubbable gypsum board ceiling

or
 lay-in ceiling
 non-corrosive grid
 each ceiling tile weighs at least one pound per square foot
 smooth, scrubbable, non absorbptive, non perforated
- (b)

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
- 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 #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
- 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
- (5) Acoustic Considerations:
 - 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) Natural ventilation only allowed for non sensitive areas
 - Mechanical ventilation provided for all rooms & areas in facility in accordance with Table 7.1 of Part 4
- 2.1-8.3 **ELECTRICAL SYSTEMS**
- 2.1-8.3.3.1 **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
- (6) Kitchen & serving area lighting have shatterproof or protective covers

- 2.1-8.3.5 **ELECTRICAL EQUIPMENT**
- 2.1-8.3.5.2 Required handwashing station tied to building electrical service
 - check if not included in project
 - connected to essential electrical system
- 2.1-8.4.2 **PLUMBING & OTHER PIPING SYSTEMS**
- 2.1-8.4.2.6 (2) Floor Drains & Floor Sinks In Food Services Areas:
 - Easily cleaned by removing cover
 - Removable stainless steel mesh
 - Provided at all "wet" equipt
- (3) Kitchen Grease Traps:
 - (b) Located & arranged for easy access without need to enter food preparation or storage areas
 - (c) Accessible from outside building without need to interrupt any services
- 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 (2) Handwashing Station Sinks:
 - basin min. 144 square inches
 - min. dimension 9 inches
 - made of porcelain, stainless steel, or solid-surface materials
 - water discharge point of faucets at least 10 inches above bottom of basin
 - anchoring for sinks withstands min. vertical or horizontal force of 250 lbs
 - (8) fittings operated without using hands for sinks used by 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