

COMPLIANCE CHECKLIST

OP9: Outpatient Surgical Facilities

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 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
OUTPATIENT SURGICAL FACILITIES

Building Systems Requirements

- 3.1-1.2.2 **PATIENT PRIVACY:**
 ___ Each facility design ensures appropriate levels of patient acoustic & visual privacy & dignity throughout care process
- 3.1-1.2.3 **SHARED/PURCHASED SERVICES:**
 check if not included in project
 ___ Details of shared or purchased space and/or services indicated in Project Narrative
 ___ Waiver requests have been submitted for shared or purchased space (except as explicitly allowed below)
- 3.7-1.3.2 **PARKING**
- 3.7-1.3.2.1 ___ At least 4 parking spaces for each room routinely used for surgical procedures
 ___ At least 1 space for each staff member
- 3.7-1.3.2.2 ___ Parking space designated for pickup of patients after recovery
- 140.209 **ACCESS**
 ___ Facility is accessible to handicapped individuals
- 3.1-1.3.3 **ENTRANCE:**
 ___ At grade level
 ___ Clearly marked
 ___ Located so patients need not go through other activity areas (public lobbies may be shared)
- 3.7-1.3.3 **LOCATION & LAYOUT**
- 3.7-1.3.3.1 ___ Surgical suite located & arranged to prevent unrelated traffic through suite
- 3.7-1.3.3.2 ___ Patient care area designed to facilitate movement of patients & personnel into, through & out of defined areas in surgical suite
- 3.7-1.3.3.3 ___ Signs clearly indicate where surgical attire is required at all entrances to semi-restricted areas
- 3.7-1.3.3.4 ___ Outpatient surgical facility divided into three designated areas unrestricted, semi-restricted & restricted

Architectural Requirements**Building Systems Requirements****3.7-3****DIAGNOSTIC & TREATMENT AREAS**

3.7-3.2

- Procedure room
(formerly Class "A" Operating Room)
 check if not included in project

3.7-3.2.1

Application:

3.7-3.2.1.1

- procedures are not defined as an
invasive procedure (see Glossary)
 procedures do not require location
in restricted area but may use
sterile instruments or equipment

3.7-3.2.2

Location:

- located in unrestricted area &
permitted to be accessed from
semi-restricted corridors of surgical
suite or from unrestricted corridor

3.7-3.2.3

Space Requirements:

3.7-3.2.3.1

- min. clear floor area 150 sf
 min clear dimension 12'-0"

3.7-3.2.3.2

- min. clearance 4'-0" on each side
& at head & foot of procedure
table or gurney

Ventilation:

- Min. 15 air changes per hour Table 7.1
 Positive pressure
 No recirculating room units

Power:

- 8 receptacles Table 3.1-1
 4 receptacles convenient to
head of procedure table

Medical Gases:

- 1 OX, 1 VAC (may be portable
equipment) Table 3.1-3

3.7-3.3

- Outpatient operating rooms
(formerly Class "B" & "C" Operating Rooms)
 check if not included in project

3.7-3.3.1

Space Requirements:

3.7-3.3.1.1

- min. clear floor area 250 sf
 min. clear dimension 15'-0" between
fixed cabinets & built-in shelves

Ventilation:

- Min. 20 air changes per hour Table 7.1
 No recirculating room units
 Positive pressure to all 4/7.4.1
adjoining spaces

3.7-3.3.3

- documentation area

3.7-3.3.4

- image viewer access from each
operating room

- Airflow unidirectional,
downwards & average velocity
of diffusers 25-35 cfm/ft²
 Diffusers concentrated to
provide airflow pattern over
patient & surgical team
 Area of primary supply diffuser
array extends min. 12" beyond
footprint of surgical table on
each side
 No more than 30% of primary
supply diffuser array area used
for ceiling mounted equipment
 At least 2 low sidewall return or
exhaust grilles on opposite
corners or as far apart as
possible, with bottom of these
grilles installed approximately
8" above floor

Architectural Requirements

Building Systems Requirements

- Power:
 - 18 receptacles Table 3.1-1
 - 12 receptacles convenient to operating table
 - 2 receptacles on each wall
- Nurse Call System: Table 3.1-2
 - Emergency staff assistance station
- Medical Gases: Table 3.1-3
 - 2 OX, 3 VAC
 - 1 MA (may be portable equipment)

3.7-3.4.2 **PREOPERATIVE PATIENT CARE AREA**
 check if not included in project
 (only if facility has fewer than 3 operating rooms)

- 3.7-3.4.2.1 Application:
- (1) accommodates patients on stretchers
 - accommodates seating space for patients & visitors
- (2) Location:
- (a)(c) unrestricted area (may be part of Phase II recovery area)
 - (b) under direct visual control of nursing staff
 - (3) min. one patient care station per operating room

- 3.7-3.4.2.2 Space Requirements:
- patient bays*
 - check if not included in project
 - min. clear floor area 60 sf
 - min. 5'-0" between sides of patient beds/stretchers
 - min. 4'-0" between sides of patient beds/stretchers & adjacent walls or partitions
 - min. 3'-0" between foot of beds/stretchers & cubicle curtain
 - patient cubicles*
 - check if not included in project
 - min. clear floor area 80 sf
 - min. clearance 3'-0" between sides & foot of lounge chairs/stretchers & adjacent walls or partitions
 - single-bed rooms
 - check if not included in project
 - min. clear floor area 100 sf
 - min. clearance 3'-0" between sides & foot of lounge chairs/stretchers & adjacent walls or partitions

- 3.7-3.4.2.4 Provisions for patient privacy such as cubicle curtains

Architectural Requirements

Building Systems Requirements

- 3.7-3.4.2.5 Handwashing stations:
- 3.1-3.6.5.1 located in each room where hands-on patient care is provided
- 3.1-3.6.5.3 Handwashing Stations Serving Multiple Patient Care Stations:
 - check if not included in project
 - (1) min. 1 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

POSTOPERATIVE RECOVERY AREAS

- 3.7-3.4.3
- 3.7-3.4.3.1 Phase I post-anesthesia recovery room
 - (1)
 - (a) Location:
 - unrestricted area
 - at least one door to the recovery room provides access directly from the semi-restricted area the surgical suite without crossing a public corridor
 - (b) Size:
 - min. ratio 1.5 recovery patient care stations per operating room
 - (c) Pediatric Surgery:
 - check if not included in project
 - pediatric recovery stations separate from adult stations
 - pediatric recovery stations provide space for parents
 - pediatric recovery stations visible from nurse station
 - (2)
 - (a) Space Requirements:
 - min. clear floor area 80 sf for each patient bay or cubicle
 - min. clearance 5'-0" between patient stretchers or beds
 - min. clearance 4'-0" between patient stretchers or beds & adjacent walls or other fixed elements (at sides & foot)
 - min. clearance 3'-0" from the foot of the stretcher or bed to curtain
 - (b)
 - provisions for patient privacy such as cubicle curtains

- Ventilation:
 - Min. 6 air changes per hour Table 7.1
 - No recirculating room units
- Power: Table 3.1-1
 - 8 receptacles convenient to head of stretcher
- Nurse Call System:
 - Emergency staff assistance station Table 3.1-2
 - Code call station
- Medical Gases:
 - 1 OX, 1 VAC Table 3.1-3

Architectural Requirements

Building Systems Requirements

- (5) handwashing stations
- 3.1-3.6.5.1 located in each room where hands-on patient care is provided
- 3.1-3.6.5.3 Handwashing Stations Serving Multiple Patient Care Stations:
 - check if not included in project
 - (1) min. 1 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
- 3.7-3.4.3.2 Phase II recovery area
 - check if not included in project
 - (1) Location:
 - unrestricted area
 - separate area
 - or**
 - distinct part of post-anesthesia recovery area
 - (2) Space Requirements:
 - patient bays*
 - check if not included in project
 - min. clear floor area 60 sf
 - min. 4'-0" between the sides of lounge chairs or stretchers
 - min. 3'-0" between walls or partitions & the sides & foot of lounge chairs or stretchers
 - patient cubicles*
 - check if not included in project
 - min. clear floor area 80 sf
 - min. 3'-0" between walls or partitions & the sides & foot of lounge chairs or stretchers
 - single-bed rooms
 - check if not included in project
 - min. clear floor area 100 sf
 - min. 3'-0" between walls or partitions & the sides & foot of lounge chairs or stretchers
 - (4) provisions for patient privacy such as cubicle curtains
 - 3.7-3.5.4.2 space for at least one seat for visitor within boundaries of each patient station

Ventilation:	
<input type="checkbox"/> Min. 6 air changes per hour	Table 7.1
<input type="checkbox"/> No recirculating room units	
Power:	
<input type="checkbox"/> 4 receptacles convenient to head of stretcher or chair	Table 3.1-1
Nurse Call System:	
<input type="checkbox"/> Patient station	Table 3.1-2
<input type="checkbox"/> Emergency staff assistance station	
Medical Gases:	
<input type="checkbox"/> 1 OX, 1 VAC (portable equipment immediately accessible*)	Table 3.1-3

Architectural Requirements

Building Systems Requirements

- (5) Handwashing stations
- 3.1-3.6.5.1 located in each room where hands-on patient care is provided
- 3.1-3.6.5.3 Handwashing Stations Serving Multiple Patient Care Stations:
 check if not included in project
- (1) min. 1 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
- (7) patient toilet room
- (a) direct access to Phase II recovery area
- (b) 1 patient toilet for each 8 patient care stations or fewer & for each major fraction thereof

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

3.7-3.5.2 SUPPORT AREAS FOR PREOPERATIVE & POSTOPERATIVE PATIENT CARE AREAS

- 3.7-3.5.2.1 Directly accessible to patient care areas served
- 3.7-3.5.2.3
- (1) Nurse station with documentation space
- (2) Clinical sink (may be located in soiled workroom if directly accessible to recovery areas)
- (3) Nourishment facilities
 check if not included in project
- 3.1-3.6.7
- (1) handwashing station located in or directly accessible
- (2) food preparation sink
 check if not included in project (only when meals are not prepared in nourishment area)
- (3) work counter
- (4) storage
- (5) fixtures & appliances for beverages and/or nourishment
- 3.7-3.5.2.3(4) Provisions for soiled linen & waste holding (may be located in soiled workroom if directly accessible to recovery areas)

- Ventilation:
- Min. 2 air changes per hour Table 7.1

3.7-3.5.3 SUPPORT AREAS FOR STAFF

- Staff toilet located within recovery areas
 check if not included in project (only if facility has fewer than 3 operating rms)

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

Architectural Requirements

Building Systems Requirements

3.7-3.5.4 **SUPPORT AREAS FOR PATIENTS**

- 3.7-3.5.4.1 Dedicated patient toilet room accessible from preoperative & recovery areas without entering public spaces
 - check if not included in project (only if facility has one or two operating rooms)

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

3.7-3.6 **SUPPORT AREAS FOR SURGICAL SUITE**

- 3.7-3.6.1 Nurse or control Station
 - 3.7-3.6.1.1 located at point of primary ingress (in unrestricted or semi-restricted area)
 - 3.7-3.6.1.2 direct visual observation of all traffic into suite
 - Controlled access through all other entries
- 3.7-3.6.5 Hand scrub facilities
 - 3.1-3.3.1 at least one hand scrub position located next to entrance to each operating or procedure room
 - 3.1-3.3.2 one hand scrub station consisting of 2 scrub positions permitted to serve 2 procedure or operating rooms if located next to entrance of each procedure or operating room
 - 3.1-3.3.3 placement of scrub station does not restrict minimum required corridor width

3.7-3.6.6 Medication safety zones

- 3.1-3.6.6.1 medication preparation room/area
 - or**
 - self-contained medication dispensing unit
- (2)
- (a) located out of circulation paths to minimize distraction & interruption
- (c) work counters
- (d) task lighting

3.1-3.6.6.2 (1) medication preparation room/area

- check if not included in project
- (a) work counter
 - handwashing station
 - lockable refrigerator
 - locked storage for controlled drugs
- (b) Sharps Containers:
 - check if not included in project
 - placed at height that allows users to see top of container
- (c) space to prepare medicines in addition to any self-contained medicine-dispensing unit

- Ventilation:
- Min. 4 air changes per hour Table 7.1

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 or hand sanitation located next to stationary medication-dispensing units

- 3.7-3.6.8 Ice-making equipment
 check if not included in project
 located in unrestricted area

- 3.7-3.6.9 Clean supply room
- 3.7-3.6.9.1 storage space for sterile & clean supplies

- 3.7-3.6.9.2 (1) separate from soiled storage rooms
- (2) entrance from semi-restricted area

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

- 3.7-3.6.10 Soiled workroom or soiled holding room

- 3.7-3.6.10.1 (3) directly accessible to semi-restricted area surgical suite (may also be accessible from unrestricted area)
- (4) no direct connection with operating rooms or other sterile activity rooms
- (5) no direct connection with operating rooms or other sterile activity rooms

- 3.7-3.6.10.2 soiled workroom
- (1) flushing-rim clinical sink or equivalent flushing-rim fixture
- (2) handwashing station
- (3) work counter
- (4) space for waste receptacles
- (5) space for soiled linen receptacles
- (5) storage for supplies

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

or

- 3.7-3.6.10.3 soiled holding room
- handwashing station
- space for waste receptacles
- space for soiled linen receptacles
- storage for supplies
- provisions for disposal of liquid waste
- described in Project Narrative

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

- 3.7-3.6.11.2 Surgical equipment & supply storage
- (1) combined area equipment & clean clinical supply storage rooms min. floor area 50 sf for each OR up to two OR's + 25 sf per additional OR
- (2) located in semi-restricted area (may be part of clean assembly/workroom)
- (a) located in semi-restricted area (may be part of clean assembly/workroom)
- (b) located in semi-restricted area (may be part of clean assembly/workroom)

Architectural Requirements

Building Systems Requirements

- 3.7-3.6.11.3(1) Stretcher storage area for at least one stretcher
- 3.7-3.6.11.3(2) Wheelchair storage space
 - immediately accessible* to areas of high use
- 3.1-3.6.11.3(1) located out of required corridor width
- 3.1-3.6.11.3(2) Designated area for wheelchair parking
 - located in non-public area
 - located out of any required egress width or other required clearance

- 3.7-3.6.11.4 Emergency equipment storage in surgical suite (may be a portion of surgical equipment & supply storage)
- Emergency equipt storage in recovery areas
- 3.1-3.6.11.4(2) readily accessible
 - under staff control
- 3.7-3.6.11.5 Medical gas storage (including space for reserve cylinders)
- 3.7-3.6.12 Environmental services room
- 3.7-3.6.12.1 located in surgery suite & not shared with other areas
- 3.7-3.6.12.2 accessed from semi-restricted corridor
- 3.1-5.5.1.2 (1) service sink or floor-mounted mop sink
- (2) provisions for storage of supplies & housekeeping equipment
- (3) handwashing station or hand sanitation dispenser

- 3.7-3.6.14 Fluid waste disposal facilities
- 3.7-3.6.14.1 clinical sink or equivalent equipment in soiled workroom serving operating rooms
- 3.7-3.6.14.2 toilet equipped with bedpan-cleaning device or separate clinical sink in recovery area
- 3.7-3.6.15 Storage for blood, organs & pathological specimens
 - check if not included in project
- 3.7-3.6.15.1 refrigerator

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

SUPPORT AREAS FOR STAFF

- 3.7-3.7 Staff lounge
- 3.7-3.7.1 check if not included in project (only if facility has fewer than 3 operating rms)

- 3.7-3.7.2 Staff changing area & toilet facilities
- 3.7-3.7.2.1 (1) lockers
- (2) toilets

Architectural Requirements

- (3) handwashing stations
- (4) space for donning surgical attire
- (5) provision for separate storage for clean & soiled surgical attire
- 3.7-3.7.2.2 located in/unrestricted area

- 3.7-3.7.3 Staff shower
 - readily accessible to surgical suite & recovery areas

Building Systems Requirements

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

3.7-3.8 SUPPORT AREAS FOR PATIENTS

- 3.7-3.8.1 Patient changing & preparation area (may be combined with preop. patient care area)
- 3.7-3.8.1.1 Space for patients to change from street clothing into hospital gowns & to prepare for surgery

- (3)
 - (a) place or method of storage for patient clothing
 - (b) access to toilet room without passing through public space
 - (c) clothing change or gowning area
 - (d) space for administering medications

- 3.7-3.8.1.2 Provisions made for securing patients' personal effects

- 3.7-3.8.2 Patient toilet room

- 3.7-3.8.2.1 separate from public use toilet
 - located for access from pre-operative & post-operative patient care areas
- Ventilation:
- Min. 10 air changes per hour Table 7.1
 - Exhaust

3.7-5 GENERAL SUPPORT FACILITIES

- 3.7-5.1 Sterilization facilities
 - off-site sterilization
 - or**
 - on-site sterile processing room

Off-Site Sterilization:
 check if not included in project

- 3.7-5.1.1.1 room for breakdown (receiving/unpacking) of clean/sterile supplies
- 3.7-5.1.1.2 room for on-site storage of clean & sterile supplies
- 3.7-5.1.1.3 room for gross decontamination & holding of instruments (soiled workroom may be used)

Architectural Requirements

Building Systems Requirements

- 3.7-3.6.13 On-Site Sterile Processing Room:
 check if not included in project
- 3.7-3.6.13.1 (1) ___ consists of decontamination area & clean work area
- (2) ___ Location:
 ___ designed to provide one-way traffic pattern of contaminated materials/instruments to clean materials/instruments to sterilizer equipment
- (a) ___ entrance to contaminated side of sterile processing room from semi-restricted area
- (b) ___ exit from clean side of sterile processing room to semi-restricted area or to operating room (may be shared between two or more OR's)
- (3) ___
- 3.7-3.6.13.2 ___ decontamination area
- (1) ___
- (a) ___ countertop
- (b) ___ handwashing station
 ___ separate from instrument-washing sink
- (c) ___ sink for washing instruments
- (d) ___ storage for supplies
- (2) ___ min. 4'-0" distance from edge of decontamination sink to clean work area
- ___ **or**
 ___ wall between decontamination area and clean work area
- ___ **or**
 ___ 4'-0" high screen above sink rim between decontamination sink & clean work area
- 3.7-3.6.13.3 ___ clean work area
- (1) ___ countertop
- (2) ___ sterilizer
- (3) ___ handwashing station
- (4) ___ built-in storage for supplies
- 3.7-5.2 ___ Linen services
- 3.7-5.2.1 ___ clean linen storage (may be located in unrestricted area)
- 3.7-5.2.2 ___ soiled linen holding (may be located in soiled workroom)

- Ventilation:
- ___ Min. 6 air changes per hour Table 7.1
- ___ Negative pressure
- ___ Exhaust
- ___ No room recirculating units

- Ventilation:
- ___ Min. 4 air changes per hour Table 7.1
- ___ Positive pressure
- ___ No room recirculating units

Architectural Requirements

- 3.7-5.5 Environmental services room
- 3.1-5.5.1.1 min. one ES room per floor
- 3.1-5.5.1.2 (1) service sink or floor-mounted mop sink
- (2) provisions for storage of supplies & housekeeping equipment
- (3) handwashing station or hand sanitation dispenser
- 3.7-5.5.1.2 Fluid waste management system
 - check if not included in project
 - electrical & plumbing connections per equipment manufacturer specifications
 - specifications have been submitted
 - additional space for docking station

Building Systems Requirements

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

PUBLIC AREAS

- 3.7-6.2 Vehicular drop-off & pedestrian entrance
- 3.1-6.2.1 Min. one drop-off area or entrance reachable from grade level
- 3.7-6.2.1 Min. one drop-off area or entrance reachable from grade level
- 3.1-6.2.2 Reception & information counter, desk, or kiosk
- 3.1-6.2.3 Waiting space
- 3.1-6.2.4 Public toilets (may be located off public corridor in multi-tenant building)
- 3.1-6.2.4.1 readily accessible from waiting area without passing through patient care or staff work areas
- Local telephone access
- 3.1-6.2.5 Provisions for drinking water
- 3.1-6.2.6 Wheelchair storage

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

ADMINISTRATIVE AREAS

- 3.7-6.3 Interview space for private interviews relating to admission (may be shared with office, multipurpose, or consultation room)
 - separate from public & patient care areas
- 3.7-6.3.3 Office space
- 3.7-6.3.4 Multipurpose or consultation room
 - 3.7-6.3.4.1 located in unrestricted area
- 3.7-6.3.5 Medical records
 - 3.1-6.3.5.1 restricted to staff access
- 3.1-3.6.11.3 (1) Wheelchair Storage & Parking Space:
 - designated for at least one facility-owned wheelchair
 - check if not included in project
 - located out of required corridor width
- (2) designated area for wheelchair parking
 - located in non-public area
 - located out of any required egress width or other required clearance

Architectural Requirements

Building Systems Requirements

3.7-6.4

SUPPORT AREAS FOR STAFF

- 3.1-6.4.2 Storage for staff personal effects (locking drawers, cabinets, or lockers)
- readily accessible to individual work areas

Architectural Details & MEP Requirements

3.1-7.2.2 ARCHITECTURAL DETAILS

- 3.7-7.2.2.1 Corridor Width:
 - (1) Public corridors min. width 5'-0"
 - (2) At least one corridor that connects surgical suite & PACU to exit min. width 6'-0"
 - (3) Corridor connecting surgical suite & PACU min. width 8'-0" for transport of patients between pre-operative, procedure & PACU
 - (4) Staff-only corridors min. width 3'-8"
- 3.1-7.2.2.2 Ceiling Height:
 - Min. 7'-10" (except in spaces listed below in this section)
 - (1) Min. 7'-6" in corridors
 - Min. 7'-6" in normally unoccupied spaces
 - (2) Min. height 7'-0" from lowest protruding element of equipment in procedure & operating rooms
- 3.1-7.2.2.3 Doors & Door Hardware:
 - (1) Door Type:
 - (a) all doors between corridors, rooms, or spaces subject to occupancy of swing type or sliding doors
 - (b) sliding doors
 - check if not included in project
 - no floor tracks in patient care areas
 - (3) door do not swing into corridors except doors to non-occupiable spaces
 - (4) lever hardware
 - (b) doors to patient use toilets in patient care & treatment areas have hardware that allows staff emergency access
 - 3.7-7.2.2.3(1)
 - (a) Door openings serving occupiable spaces min. clear width 2'-10"
 - (b) Door openings for stretcher access min. clear width 3'-8"

- (2) Patient Toilet Rooms In Surgery & Recovery Areas:
 - (a) equipped with doors & hardware that permit access from outside in emergencies
 - (b) doors shall open outward
- 3.1-7.2.2.8 Handwashing Stations:
 - (3) Anchored to support vertical or horizontal force of 250 lbs.
 - Counter-Mounted Sinks:
 - (a) countertops made of porcelain, stainless steel, or solid surface materials
 - (b) plastic laminate countertops
 - check if not included in project
 - at minimum substrate marine-grade plywood with impervious seal
 - (5) no storage casework beneath sink
 - (6) provisions for drying hands at all handwashing stations except hand scrub facilities
 - (a) hand-drying device does not require hand contact
 - (b) hand-drying provisions enclosed to protect against dust or soil
 - (7) liquid or foam soap dispensers
 - 3.1-7.2.2.9 Grab Bars:
 - (2) anchored for concentrated load of 250 lbs.

3.1-7.2.3 SURFACES

- 3.1-7.2.3.1 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 provides stable & firm surface

- (4) _____ Floors & wall bases materials in all areas subject to frequent wet cleaning are not affected by germicidal cleaning solutions
- 3.7-7.2.3.2
- (1) _____ Floor finishes cleanable
- (2) _____ Floor finishes in areas such as clean corridors, central sterile supply spaces, specialized radiographic rooms & procedure rooms washable & smooth
- (3) _____ Floor finishes in operating rooms scrubable, able to withstand chemical cleaning
- (4) _____ All floor surfaces in clinical areas allow easy movement of all required wheeled equipment
- 3.1-7.2.3.1(5) _____ Monolithic floors & wall bases in operating rooms & procedure rooms _____ integral coved base min. 6" high
- 3.1-7.2.3.2 Walls & Wall Protection:
- (1)
- (a) _____ Wall finishes washable
- (b) _____ Wall finishes in vicinity of plumbing fixtures smooth, scrubable & water-resistant
- (2) _____ Wall surfaces in areas routinely subjected to wet spray or splatter are monolithic or have sealed seams
- (4) _____ No sharp protruding corners
- (5) _____ Corner guards durable & scrubable
- 3.7-7.2.3.3
- (2) _____ Wall finishes in areas such as clean corridors, central sterile supply spaces, & procedure rooms washable & smooth
- (3) _____ Wall finishes in operating rooms are scrubable & monolithic
- 3.7-7.2.3.4 Ceilings:
- (1)
- (a) _____ Ceiling finishes in semi-restricted areas such as clean corridors, central sterile supply spaces, & procedure rooms smooth, scrubable, non-absorptive & non-perforated
- (b) _____ no perforated, tegular, serrated, or highly textured tiles
- (2)
- (a) _____ Ceilings in operating rooms monolithic & scrubable
- (b) _____ all access openings are gasketed

3.1-8.2

HVAC SYSTEMS

4/6.1

Utilities:

4/6.1.1

- _____ Space ventilation & pressure relationship requirements of Table 7.1 be maintained in event of loss of normal electrical power in operating rooms

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:

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 recovery rooms

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

3.1-8.2.1.1(5)

Acoustical Considerations:

- _____ Equipment location or acoustic provisions limit noise associated with outdoor mechanical equipment to 65 dBA at building façade

- 3.1-8.2.1.2 Ventilation & Space-Conditioning:
- (1) ___ All rooms & areas used for patient care have provisions for ventilation
- (2) ___ Natural ventilation only allowed for non sensitive areas via operable windows
- ___ Mechanical ventilation provided for all rooms & areas in facility in accordance with Table 7.1 of Part 4

- 3.1-8.2.3.1 Exhaust Systems:
- (1) ___ Room routinely used for administering inhalation anesthesia & inhalation analgesia
 check if not included in project
- (a) ___ anesthesia scavenging system with air supply at or near ceiling & exhaust air inlets near floor level
- or**
- (b) ___ gas-collecting system arranged so as not to disturb patients respiratory systems
- (c) ___ gases from scavenging system exhausted directly to outside

3.1-8.3 ELECTRICAL SYSTEMS

3.1-8.3.2 ELECTRICAL DISTRIBUTION & TRANSMISSION

- 3.1-8.3.2.1 Switchboards Locations:
- (1)
- (a) ___ located in areas separate from piping & plumbing equipment
 ___ not located in rooms they support
- (b) ___ accessible to authorized persons only
- (c) ___ easily accessible
- (d) ___ located in dry, ventilated space free of corrosive gases or flammable material

- 3.1-8.3.3.1 ___ Emergency electrical service conforms with NFPA 70, NFPA 99, NFPA 101, NFPA 110 & NFPA 111

3.1-8.3.4 LIGHTING

- 3.1-8.3.4.3(2) ___ Operating rooms have general lighting in addition to special lighting units at surgical table
 ___ general lighting & special lighting on separate circuits

3.1-8.3.6 ELECTRICAL RECEPTACLES

- 3.1-8.3.6.2 ___ Receptacles in patient care areas conform to Table 3.1-1

3.1-8.3.7 CALL SYSTEMS

MDPH/DHCFLC

- ___ Nurse call stations conform to Table 3.1-2

3.1-8.4 PLUMBING SYSTEMS

- 3.1-8.4.2.5 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
- (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

3.1-8.4.3 PLUMBING FIXTURES

- 3.1-8.4.3.1(1) ___ Materials material used for plumbing fixtures non-absorptive & acid resistant

3.1-8.4.3.2 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
- ___ 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 staff, patients & public
- (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

- 3.1-8.4.3.4 Ice-Making Equipment:
 - check if not included in project
 - ___ copper tubing provided for supply connections
- 3.1-8.4.3.5 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
- 3.1-8.4.3.6 Scrub Sinks:
 - (1) ___ Freestanding scrub sinks trimmed with foot, knee, or electronic sensor controls
- 3.1-8.4.4 **MEDICAL GAS & VACUUM SYSTEMS**
 - ___ Station outlets provided as indicated in Table 3.1-3
- 3.7-8.4.1 ___ no flammable anesthetics in outpatient surgical facilities

- 3.7-8.5 **COMMUNICATIONS SYSTEMS**
- 3.7-8.5.2 Emergency Communication System:
 - ___ OR's & PACU equipped with emergency communication system designed to summon additional staff support with push activation of emergency call switch
- 3.1-8.7.2 **ELEVATORS**
- 3.1-8.7.2.1
 - ___ Outpatient facility located on more than one floor or on floor other than an entrance floor at grade level
 - ___ at least one elevator
 - or**
 - ___ Outpatient facility located on entrance floor at grade level