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:

* 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.
- 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) ____________________________

Satellite Address: (if applicable) ____________________________

Project Description: ____________________________________________________________

Building/Floor Location: ____________________________

Submission Dates:
Initial Date: ____________________________
Revision Date: ____________________________

MDPH/DHCFLC 07/15 OP9
<table>
<thead>
<tr>
<th>Architectural Requirements</th>
<th>Building Systems Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>OUTPATIENT SURGICAL FACILITIES</td>
<td></td>
</tr>
</tbody>
</table>

### 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.

### ACCESS

140.209
- 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

**DIAGNOSTIC & TREATMENT AREAS**

<table>
<thead>
<tr>
<th>3.7-3</th>
<th>Procedure room</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.7-3.2</td>
<td>(formerly Class &quot;A&quot; Operating Room)</td>
</tr>
<tr>
<td>3.7-3.2.1</td>
<td>Application:</td>
</tr>
<tr>
<td>3.7-3.2.1.1</td>
<td>procedures are not defined as an invasive procedure (see Glossary)</td>
</tr>
<tr>
<td>3.7-3.2.2</td>
<td>Location:</td>
</tr>
<tr>
<td>3.7-3.2.2.1</td>
<td>located in unrestricted area &amp; permitted to be accessed from semi-restricted corridors of surgical suite or from unrestricted corridor</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3.7-3.3</th>
<th>Outpatient operating rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.7-3.3.1</td>
<td>Space Requirements:</td>
</tr>
<tr>
<td>3.7-3.3.1.1</td>
<td>min. clear floor area 250 sf</td>
</tr>
<tr>
<td>3.7-3.3.2</td>
<td>min. clearance 4'-0&quot; on each side &amp; at head &amp; foot of procedure table or gurney</td>
</tr>
<tr>
<td>3.7-3.3.3</td>
<td>documentation area</td>
</tr>
<tr>
<td>3.7-3.3.4</td>
<td>image viewer access from each operating room</td>
</tr>
</tbody>
</table>

### Building Systems Requirements

<table>
<thead>
<tr>
<th>Ventilation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Min. 15 air changes per hour</td>
</tr>
<tr>
<td>Positive pressure</td>
</tr>
<tr>
<td>No recirculating room units</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Power:</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 receptacles</td>
</tr>
<tr>
<td>4 receptacles convenient to head of procedure table</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Medical Gases:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 OX, 1 VAC (may be portable equipment)</td>
</tr>
</tbody>
</table>

---

**Table 7.1**

**Table 3.1-1**

**Table 3.1-3**

---

**Table 4/7.4.1**
Architectural Requirements

Building Systems Requirements

Power:

- 18 receptacles
- 12 receptacles convenient to operating table
- 2 receptacles on each wall

Table 3.1-1

Nurse Call System:

- Emergency staff assistance station

Table 3.1-2

Medical Gases:

- 2 OX, 3 VAC
- 1 MA (may be portable equipment)

Table 3.1-3

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) accomodates patients on stretchers
(2) accomodates seating space for patients & visitors

3.7-3.4.2.2 Location:

(a) unrestricted area (may be part of
(b) Phase II recovery area
(c) under direct visual control of nursing staff

(3) min. one patient care station per operating room

3.7-3.4.2.3 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 patient 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

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.7-3.4.2.5</td>
<td>Handwashing stations:</td>
</tr>
<tr>
<td>3.1-3.6.5.1</td>
<td>Located in each room where hands-on patient care is provided</td>
</tr>
<tr>
<td>3.1-3.6.5.3</td>
<td>Handwashing Stations Serving Multiple Patient Care Stations:</td>
</tr>
<tr>
<td>(1)</td>
<td>Min. 1 handwashing station for every 4 patient care stations or fewer &amp; for each major fraction thereof</td>
</tr>
<tr>
<td>(2)</td>
<td>Evenly distributed &amp; provide uniform distance from two patient care stations farthest from handwashing station</td>
</tr>
</tbody>
</table>

### Building Systems Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>POSTOPERATIVE RECOVERY AREAS</td>
<td></td>
</tr>
<tr>
<td>3.7-3.4.3.1</td>
<td>Phase I post-anesthesia recovery room</td>
</tr>
<tr>
<td>(1)</td>
<td>Location:</td>
</tr>
<tr>
<td>(a)</td>
<td>Unrestricted area</td>
</tr>
<tr>
<td></td>
<td>At least one door to the recovery room provides access directly from the semi-restricted area the surgical suite without crossing a public corridor</td>
</tr>
<tr>
<td>(b)</td>
<td>Size:</td>
</tr>
<tr>
<td></td>
<td>Min. ratio 1.5 recovery patient care stations per operating room</td>
</tr>
<tr>
<td>(c)</td>
<td>Pediatric Surgery:</td>
</tr>
<tr>
<td></td>
<td>Check if not included in project</td>
</tr>
<tr>
<td></td>
<td>Pediatric recovery stations separate from adult stations</td>
</tr>
<tr>
<td></td>
<td>Pediatric recovery stations provide space for parents</td>
</tr>
<tr>
<td></td>
<td>Pediatric recovery stations visible from nurse station</td>
</tr>
<tr>
<td>(2)</td>
<td>Space Requirements:</td>
</tr>
<tr>
<td>(a)</td>
<td>Min. clear floor area 80 sf for each patient bay or cubicle</td>
</tr>
<tr>
<td></td>
<td>Min. clearance 5'-0&quot; between patient stretchers or beds</td>
</tr>
<tr>
<td></td>
<td>Min. clearance 4'-0&quot; between patient stretchers or beds &amp; adjacent walls or other fixed elements (at sides &amp; foot)</td>
</tr>
<tr>
<td></td>
<td>Min. clearance 3'-0&quot; from the foot of the stretcher or bed to curtain provisions for patient privacy such as cubicle curtains</td>
</tr>
<tr>
<td>(b)</td>
<td>Ventilation:</td>
</tr>
<tr>
<td></td>
<td>Min. 6 air changes per hour</td>
</tr>
<tr>
<td></td>
<td>No recirculating room units</td>
</tr>
<tr>
<td>(4)</td>
<td>Power:</td>
</tr>
<tr>
<td></td>
<td>8 receptacles convenient to head of stretcher</td>
</tr>
<tr>
<td>(5)</td>
<td>Nurse Call System:</td>
</tr>
<tr>
<td></td>
<td>Emergency staff assistance station</td>
</tr>
<tr>
<td></td>
<td>Code call station</td>
</tr>
<tr>
<td>(6)</td>
<td>Medical Gases:</td>
</tr>
<tr>
<td></td>
<td>1 OX, 1 VAC</td>
</tr>
</tbody>
</table>
Architectural 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

Building Systems Requirements

Ventilation:

☐ Min. 6 air changes per hour Table 7.1

☐ No recirculating room units

Power:

☐ 4 receptacles convenient to head of stretcher or chair Table 3.1-1

Nurse Call System:

☐ Patient station Table 3.1-2

☐ Emergency staff assistance station

Medical Gases:

☐ 1 OX, 1 VAC (portable equipment immediately accessible*) Table 3.1-3

(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
Architectural 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

Building Systems Requirements

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 handwashing station located in or directly accessible

(1) 

(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)

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

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)

Building Systems Requirements

Ventilation:
☐ Min. 10 air changes per hour
☐ 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 medication preparation room/area
☐ check if not included in project

Ventilation:
☐ Min. 4 air changes per hour

(1)
(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
### 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 or hand sanitation located next to stationary medication-dispensing units

### Building Systems Requirements

- **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
  - storage space for sterile & clean supplies

- **3.7-3.6.9.1** separate from soiled storage rooms
  - entrance from semi-restricted area

### Ventilation:

- Min. 4 air changes per hour
- Positive pressure

### Soiled workroom or soiled holding room

- **3.7-3.6.10**
  - directly accessible to semi-restricted area surgical suite (may also be accessible from unrestricted area)

- **3.7-3.6.10.1**
  - no direct connection with operating rooms or other sterile activity rooms

- **3.7-3.6.10.2**
  - flushing-rim clinical sink or equivalent flushing-rim fixture

- **(2)** handwashing station

- **(3)** work counter

- **(4)** space for waste receptacles

- **(5)** storage for supplies

### Or

- **3.7-3.6.10.3**
  - handwashing station

- **(2)** space for waste receptacles

- **(3)** space for soiled linen receptacles

- **(4)** storage for supplies

- [ ] provisions for disposal of liquid waste described in Project Narrative

### Surgical equipment & supply storage

- **3.7-3.6.11.2**
  - 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)

**MDPH/DHCFLC 07/15 OP9**
Architectural 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)

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

Building Systems Requirements

3.7-3.6.11.4  ___ Emergency equipment 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

Ventilation:

___ Min. 10 air changes per hour  Table 7.1
___ Exhaust
___ Negative pressure

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

SUPPORT AREAS FOR STAFF

3.7-3.7  ___ Staff lounge
          □ 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
___ Exhaust

Table 7.1

SUPPORT AREAS FOR PATIENTS

3.7-3.8 __ 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 gowned 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
___ Exhaust

Table 7.1

GENERAL SUPPORT FACILITIES

3.7-5 __ 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

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
   ___ entrance to contaminated side of sterile processing room from semi-restricted area
   ___ 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)

3.7-3.6.13.2

(1) ___ decontamination area

(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
   ___ 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

(1) ___ clean work area

(a) ___ countertop
(2) ___ sterilizer
(3) ___ handwashing station
(4) ___ built-in storage for supplies

Building Systems Requirements

Ventilation:

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)
### Architectural Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.7-5.5</td>
<td>Environmental services room</td>
</tr>
<tr>
<td>3.1-5.5.1.1</td>
<td>min. one ES room per floor</td>
</tr>
<tr>
<td>3.1-5.5.1.2</td>
<td>service sink or floor-mounted mop sink</td>
</tr>
<tr>
<td></td>
<td>provisions for storage of supplies &amp; housekeeping equipment</td>
</tr>
<tr>
<td></td>
<td>handwashing station or hand sanitation dispenser</td>
</tr>
</tbody>
</table>

### Building Systems Requirements

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

### PUBLIC AREAS

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.7-6.2</td>
<td>Vehicular drop-off &amp; pedestrian entrance</td>
</tr>
<tr>
<td>3.1-6.2.1</td>
<td>Min. one drop-off area or entrance reachable from grade level</td>
</tr>
<tr>
<td>3.1-6.2.2</td>
<td>Reception &amp; information counter, desk, or kiosk</td>
</tr>
<tr>
<td>3.1-6.2.3</td>
<td>Waiting space</td>
</tr>
<tr>
<td>3.1-6.2.4</td>
<td>Public toilets (may be located off public corridor in multi-tenant building)</td>
</tr>
<tr>
<td>3.1-6.2.4.1</td>
<td>readily accessible from waiting area without passing through patient care or staff work areas</td>
</tr>
</tbody>
</table>

- Local telephone access
- Provisions for drinking water
- Wheelchair storage

### ADMINISTRATIVE AREAS

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.7-6.3</td>
<td>Interview space for private interviews relating to admission (may be shared with office, multipurpose, or consultation room) separate from public &amp; patient care areas</td>
</tr>
<tr>
<td>3.7-6.3.3</td>
<td>Office space</td>
</tr>
<tr>
<td>3.7-6.3.4</td>
<td>Multipurpose or consultation room</td>
</tr>
<tr>
<td>3.7-6.3.4.1</td>
<td>located in unrestricted area</td>
</tr>
<tr>
<td>3.7-6.3.5</td>
<td>Medical records</td>
</tr>
<tr>
<td>3.1-6.3.5.1</td>
<td>restricted to staff access</td>
</tr>
</tbody>
</table>

### Wheelchair Storage & Parking Space:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1-6.11.3</td>
<td>designated for at least one facility-owned wheelchair check if not included in project located out of required corridor width</td>
</tr>
<tr>
<td></td>
<td>designated area for wheelchair parking located in non-public area located out of any required egress width or other required clearance</td>
</tr>
</tbody>
</table>
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:
(1) ___ Min. 7’-10” (except in spaces listed below in this section)
(2) ___ Min. 7’-6” in normally unoccupied spaces
(3) ___ 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) Door openings serving occupiable spaces min. clear width 2’-10”
(2) Door openings for stretcher access min. clear width 3’-8”

3.7-7.2.2.8 Patient Toilet Rooms In Surgery & Recovery Areas:
(a) ___ equipped with doors & hardware that permit access from outside in emergencies
(b) ___ doors shall open outward

3.1-7.2.8 Handwashing Stations:
(3) ___ Anchored to support vertical or horizontal force of 250 lbs.

3.1-7.2.9 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

3.1-7.2.9 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
<table>
<thead>
<tr>
<th>Compliance Checklist: Outpatient Surgical Facilities</th>
<th>Page 15 of 17</th>
</tr>
</thead>
<tbody>
<tr>
<td>(4) __ Floors &amp; wall bases materials in all areas subject to frequent wet cleaning are not affected by germicidal cleaning solutions</td>
<td>3.1-8.2 HVAC SYSTEMS</td>
</tr>
<tr>
<td>3.7-7.2.3.2</td>
<td>4/6.1 Utilities:</td>
</tr>
<tr>
<td>(1) __ Floor finishes cleanable</td>
<td>4/6.1.1 Space ventilation &amp; pressure relationship requirements of Table 7.1 be maintained in event of loss of normal electrical power in operating rooms</td>
</tr>
<tr>
<td>(2) __ Floor finishes in areas such as clean corridors, central sterile supply spaces, specialized radiographic rooms &amp; procedure rooms washable &amp; smooth</td>
<td>4/6.3.1 Outdoor Air Intakes:</td>
</tr>
<tr>
<td>(3) __ Floor finishes in operating rooms scrubbable, able to withstand chemical cleaning</td>
<td>4/6.3.1.1 Located min. 25 feet from cooling towers &amp; all exhaust &amp; vent discharges</td>
</tr>
<tr>
<td>(4) __ All floor surfaces in clinical areas allow easy movement of all required wheeled equipment</td>
<td>Bottom of air intake is at least 6’-0” above grade</td>
</tr>
</tbody>
</table>

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 recovery rooms |

4/6.9 Duct Lining: |
- __ No duct lining in ductwork located downstream of Filter Bank #2 |

4/7 Space Ventilation: |
- __ 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 |

3.7-7.2.3.3 Wall finishes washable |
- __ Walls & Wall Protection: |
- __ Walls in vicinity of plumbing fixtures smooth, scrubbable & water-resistant |
- __ Wall finishes in areas routinely subjected to wet spray or splatter are monolithic or have sealed seams |
- __ No sharp protruding corners |
- __ Corner guards durable & scrubbable |

3.7-7.2.3.4 Wall finishes in areas such as clean corridors, central sterile supply spaces, & procedure rooms washable & smooth |
- __ Wall surfaces in areas such as clean corridors, central sterile supply spaces, & procedure rooms washable & smooth |
- __ Wall finishes in operating rooms are scrubbable & monolithic |

4/7.1 __ Spaces ventilated per Table 7.1 |
- __ Air movement from clean areas to less clean areas |
- __ Ceiling finishes in semi-restricted areas such as clean corridors, central sterile supply spaces, & procedure rooms smooth, scrubbable, non-absorptive & non-perforated |
- __ no perforated, tegular, serrated, or highly textured tiles |
- __ Ceilings in operating rooms monolithic & scrubbable |
- __ all access openings are gasketed |

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) located in areas separate from piping & plumbing equipment
    not located in rooms they support
    accessible to authorized persons only
    easily accessible
    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
   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
(3) Min. dimension 9 inches
(4) Made of porcelain, stainless steel, or solid-surface materials
(5) Water discharge point of faucets at least 10 inches above bottom of basin
(6) Anchoring for sinks withstands min. vertical or horizontal force of 250 lbs
(7) 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

MDPH/DHCFLC 07/15 OP9
<table>
<thead>
<tr>
<th>Section</th>
<th>Details</th>
</tr>
</thead>
</table>
| 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  
  3. Integral trap wherein upper portion of water trap provides visible seal |
| 3.1-8.4.3.6 | Scrub Sinks:  
- [ ] 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  
- [ ] 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  
- [ ] Outpatient facility located on entrance floor at grade level |