

Site Feasibility and Approval to Occupy for the Home and Site-Based Respite Services

Introduction and Purpose

The Site Feasibility and Pre-Placement review is conducted to determine if a proposed home¹ offers a safe and suitable living environment for individuals before they move in. The review is designed to provide technical assistance to providers and Area/Regional staff by identifying any features of the home affecting the well-being of individuals that would need to be addressed before it can be occupied.

The role of the Office of Quality Enhancement (OQE) is to support both the provider and DDS Area Office when they are locating and opening a home. Therefore, it is important that the OQE be involved early in the decision to relocate or open a new home by conducting the **Site Feasibility Assessment** of the potential location(s) before a home is leased or purchased by the provider.

The **Pre-Placement Review** is conducted when the home is ready for occupancy in order to issue an **Approval to Occupy**. An Approval to Occupy must be issued before individuals may move into the home.

Applicability of Site Feasibility and Approval to Occupy Requirements

For the purpose of these procedures, a Site Feasibility and Approval to Occupy is required for all living situations where 24 hour staffing is provided and the home is leased or owned by the provider and for site-based respite services.

While other types of living situations (e.g., homes providing less than 24 hour staffing, placement services) do not require an Approval to Occupy by the Office of Quality Enhancement staff may upon request consult with providers and DDS staff on the feasibility of a proposed home.

Site Feasibility

1. The Regional or Area Director is responsible for notifying the provider that approval from the Quality Enhancement Division is required by DDS before a final selection of property is made. This approval should precede a purchase of a property or signing of a lease.
2. As soon as a potential location is identified, the provider contacts the Regional Quality Enhancement Director who is responsible for the city or town where the home will be located. The Intake Form is completed by the Regional OQE based on information received from the provider. A copy of the intake form is sent (within 24 hours) to the DDS Area Office so the Area Director is informed that this location is being considered by the provider. This is to ensure that the Area Office is notified early in the process and can work with the

¹ For the purposes of Site Feasibility and Approval to Occupy, “home” refers to residential supports and site-based respite services owned or leased by the Provider.

provider in determining if the location is appropriate (evaluation of location as it relates to other homes nearby) as well as the appropriateness for the specific individuals who will be living in the home.

Prior to scheduling the site feasibility visit with the provider, QE needs to confirm with the Area Office that this location is acceptable from their perspective.

3. The QE Director assigns a Quality Enhancement Specialist to conduct a **Site Feasibility Assessment (Forms A and/or B)** of the potential location. The QE Specialist distributes the QE Guidelines (Inspections expected at pre-placement) to the provider at the time of the site feasibility.
4. As a result of the assessment, the QE Specialist determines if the home is either not feasible or potentially feasible. If the location is potentially feasible and the provider decides to proceed, the Quality Enhancement Specialist issues a **Site Feasibility Report (Form C)** listing any modifications or other requirements that must be completed prior to occupancy. The QE Specialist may opt to develop a letter as an adjunct to the Form C to outline those requirements necessary for completion. This information is sent to both the provider and the area office. During this time the provider applies to the Local Building Authority for the applicable building permits, should any renovations of the home be anticipated. An initial data sheet will be completed with the information currently available so that the home can be issued a QE site identification number.

Approval to Occupy

1. Once the provider has made all the necessary renovations, repairs, and all needed furnishings and equipment are at the home, the QE Specialist conducts a Pre-Placement Review in order to complete the Approval to Occupy. This may occur over one visit or several, depending on the schedule of moves anticipated to occur. The Pre-Placement review includes the following:
 - a. **Pre-Placement Requirements Checklist (Form D)** which is completed to verify that the home meets all requirements and to document any items that must be completed before individuals can move into the home. The QE Specialist will also ensure that all items listed in either Form C or a site feasibility letter, have been fully addressed.
 - b. A fire drill which is conducted with all individuals (a fire drill is not conducted for site-based respite) in order to determine that they are able to evacuate the home in 2 1/2 minutes with or without staff assistance. (Prior to the pre-placement the provider needs to ensure staffing is sufficient by conducting training and fire drills in advance of the pre-placement.) The QE Specialist completes a report documenting the results of the fire drill (**Form E**). If all individuals are not identified or ready to move in at the time of the review, as individuals are ready for placement, the QE Specialist must conduct subsequent fire drills until the home has reached its full capacity.

- c. Each individual taking medication must have required information in place. For each individual moving into the home, a review of practitioner's orders, medication chart information, container labels, and side effects must be made. The QE Specialist must conduct subsequent visits for these individualized reviews, until the home reaches capacity.
- d. The conduct of additional visits to complete individualized medication reviews and /or individual fire drills by the QE Specialist may be delayed and combined with other visits by the QE Director in rare instances. If and only if other fire drill and/or medication reviews have been conducted by the QE Specialist (e.g. due to staggered moves) for this location and the provider is able to confirm that the individual was able to evacuate in 2.5 minutes and that this individual's medication information was in place, the visit can be postponed to coincide with the next person's move in.

2. Upon successful completion of the fire drills and all items on the Pre-Placement Requirements Checklist, the Quality Enhancement Specialist completes the **Approval to Occupy (Form F)**. Only when Approval to Occupy is issued by the QE Specialist and when the Local Building Authority approves of any renovations that have been done can individuals move into the home. There may be circumstances when the Approval to Occupy cannot be issued. In those instances the Approval to Occupy form will list the issues to be corrected and the QE Specialist will follow-up to verify that corrective action has been taken. Once corrected, the Approval to Occupy will be finalized. Final DDS Approval to Occupy is solely a Quality Enhancement function, and is not the prerogative of any local building, health or fire official. However, documentation of local authority approval (e.g., Fire, Building) for any renovations is required and must be available for the Pre-Placement Review. In the event of staggered moves, separate Approvals to Occupy are issued based on completed drills and Medication reviews, until the home reaches capacity.

3. Once the entire process is completed, the Quality Enhancement Specialist sends the final data sheet, the site feasibility Form C, the pre-placement Form D, fire drill report Form E (for all members of the household) and a copy of the final Approval to Occupy to the Director of Licensure and Certification. The data is entered in Central Office and a copy of the data sheet is sent to the Regional Office that conducted the review and, when needed, to the "host" QE Regional Office for the survey and certification of the provider.

**DEPARTMENT OF MENTAL RETARDATION
QUALITY ENHANCEMENT DIVISION**

A. SITE FEASIBILITY ASSESSMENT FOR THE HOME*

*This Assessment is based on the State Building Codes (B); Sanitary Code (S); and the DMR regulations.

QE Specialist: _____

Provider: _____ Proposed Address: _____ Date: _____

Reg. Ref.	Requirement	Guideline	✓	Comments
(DDS) 7.07(5)(c)	<u>Living Room, Den Or Other Activity Room</u> Access to the room is designed to prevent intrusion upon the individuals' bedrooms.	The living room, den, etc. are only accessible from other commonly used areas of the home.		
(DDS) 7.07(5)(a)	The room is large enough to accommodate group and individual needs.	When needed, the room can accommodate all the individuals living in the home. The room can accommodate furnishings such as couches, comfortable chairs, coffee tables, stereo, TV, and open area for social gatherings and other uses.		

Reg. Ref.	Requirement	Guideline	✓	Comments
	<u>Living Room, Den Or Other Activity Room</u> , cont.			
(S) 410.250(B)	The room has at least 2 separate operable wall outlets; <u>or</u> 1 operable wall outlet and one operable electric light fixture.	The room has electric outlets for light fixtures and other uses (e.g., stereo, TV, lamps).		
(S) 410.401(A)	At least 1/4 of the floor area has a floor-to-ceiling height of 7 feet or more.	The floor-to-ceiling height allows for comfortable movement around the room.		
(S) 410.250	Window area is equal to at least 8% of the floor area.	There is natural and artificial light in the room.		
(S) 410.280(A)	There are openable windows, skylights, doors or transoms in an amount equal to at least 4% of the floor area or mechanical ventilation is provided.	There is natural and/or mechanical ventilation in the room.		
	<u>Kitchen, Pantry And Dining Room</u>			
(DDS) 7.07(5)(a)	The kitchen is large enough for meal preparation, cleaning, storage, and free movement around the room.	If there is not a separate dining area, there is enough room for individuals and staff to dine comfortably.		
(S) 410.100	Kitchen surfaces are smooth, non-porous, and free from defects that make them difficult to clean.			

Reg. Ref.	Requirement	Guideline	✓	Comments
(S) 410.251(C)	<p><u>Kitchen, Pantry And Dining Room</u>, cont.</p> <p>In the kitchen there are openable windows in an amount equal to at least 4% of floor area or mechanical ventilation is provided.</p> <p>Where the kitchen area exceeds 70 square feet, there is window space which admits outdoor light in an amount equal to at least 8% of floor area.</p>	There is natural and/or mechanical light and ventilation.		
(DDS) 7.07(5)(c)	Access to the kitchen and dining room is designed to prevent intrusion upon individuals' bedrooms.	The kitchen and dining room is accessible only from the commonly used areas of the home.		
(S) 410.251 (A&B)	The kitchen has at least one electric light fixture and two wall-type outlets.			
(S) 410.250(B)	Where there is a separate dining room, it has at least 2 operable separate wall outlets; <u>or</u> 1 operable wall outlet and 1 operable electric light fixture.	If there is a separate dining room, there are electric outlets for lighting fixtures and other uses.		
(DDS) 7.07(5)(b)	The dining area is of sufficient size to permit all individuals and staff to eat together.			

Reg. Ref.	Requirement	Guideline	✓	Comments
(S) 410.401(A)	<p><u>Kitchen, Pantry And Dining Room</u>, cont.</p> <p>At least 1/4 of the floor area has a floor-to-ceiling height of 7 feet or more in the kitchen and dining room.</p>	The floor-to-ceiling height allows for comfortable free movement around the dining room.		
(DDS) 7.07(6)(a)	<p><u>Bedroom(s)</u></p> <p>Each bedroom is at least 90 - 100 square feet for a single individual; and 130 - 144 square feet for two individuals.</p>	Each bedroom can accommodate storage for clothing and other personal items (e.g., closet, bureau, wardrobe); bed(s); night table; and open area.		
(S) 410.250(A)	<p>Window area is equal to at least 8% of floor area.</p> <p>There are openable windows in an amount equal to at least 4% of floor area or mechanical ventilation is provided.</p>	There is natural light and ventilation.		
(S) 410.401	No room is used as a bedroom if more than half of its floor-to-ceiling height is below grade and is subject to chronic dampness.	Any bedroom that is below grade is free of dampness and has natural light and ventilation.		

Reg. Ref.	Requirement	Guideline	✓	Comments
	<u>Bedroom(s)</u> , cont.			
(S) 410.259(B)	Each bedroom contains at least 2 separate operable wall outlets <u>or</u> 1 operable wall outlet and 1 operable electric light fixture.	There are light fixtures and/or receptacle for individuals' personal furnishings equipment (e.g., lamps, clocks, TV, stereo).		
(S) 410.401	At least 1/4 of the floor area of each bedroom has a floor-to-ceiling height of 7 feet or more.	The floor-to-ceiling height of each bedroom allows for comfortable, free movement around the room.		
	<u>Bathroom(s)</u>			
	For every 4 people living in the home there is at least one bathroom containing a toilet; washbasin and shower or bathtub. For every 5 people or more living in the home there should be at least two full bathrooms.	For every 5 people or more living in the home there should be at least two full bathrooms.		
(DDS) 7.07(5)(c)	Access to each bathroom is designed to prevent intrusion upon individuals' bedrooms.	The bathroom(s) is accessible from the common areas of the home (e.g., hallway, living room, kitchen).		

Reg. Ref.	Requirement	Guideline	✓	Comments
	<u>Bathroom(s)</u> , cont.			
(S) 410.252	The bathroom contains at least 1 operable light fixture.	There is natural and/or mechanical light and ventilation.		
(S) 410.280(B)	There are openable windows, skylights, or doors in the exterior walls or roofs in the amount equal to at least 4% of the floor area or mechanical ventilation is provided.			
(S) 410.150(D)	The toilet, washbasin, shower and/or bathtub have a smooth, non-porous, easily cleanable surface.	The bathroom, including the fixtures, is in good repair and easily cleanable.		
(S) 410.504(B)	Floors and walls up to a height of 48% are constructed of non-absorbent material that is easily cleanable.			
	<u>Interior Stairways, Hallways, And Foyers</u>			
(S) 410.253	All hallways, foyers, and stairways are provided with operable electric light fixtures sufficient to allow for their safe and reasonable use by individuals.			
(S) 410.503(A)	There is at least one handrail on each stairway.			

Reg. Ref.	Requirement	Guideline	✓	Comments
(S) 410.503(B) (B) 1022.2.2 exception 2.	<u>Interior Stairways, Hallways, And Foyers</u> , cont. There is a wall or guardrail on the open side of all stairways that is no less than 30 inches in height.	Any wall or guardrail replaced or constructed after August 28, 1997 is no less than 30 inches or more than 38 inches in height.		
(S) 410.500	Treads, risers and balusters are in good repair.	All stairways, etc. are in good repair (e.g., no visible signs of cracks, loose boards). If stairways are carpeted, they must allow for safe use by individuals (e.g., no worn areas, holes, rips, extensive frays).		
(S) 410.503(D)	Railings have balusters are placed at intervals of no more than 6 inches.	If constructed or replaced <u>on or after August 27, 1997</u> , the spacing is not greater than 4 1/2 inches.		

Reg. Ref.	Requirement	Guideline	✓	Comments
(B) 3603.16.1 0.3	<u>Fire Protection Systems*</u> There is at least one approved smoke detector on each habitable level including basements or cellars.	*If the home was constructed, a bedroom was added, or where the existing fire protection system was upgraded <u>on or after August 27, 1997</u> , the fire protection system must comply with 3603.16.1 of the Sixth Edition of the Massachusetts State Building Code (See attached). If the fire protection system is newly installed, the provider must obtain verification that it has been approved by the Local Building Authority before an Approval to Occupy can be issued.		
(DDS) 7.07(7)(c)	If more than one detector is required per dwelling unit, each detector is interconnected so as to activate all other detectors.			
(B) 3603.16.1 0.4	On any floor, level or story exceeding 1200 square feet in area, one approved smoke detector is provided for each 1200 square feet or part thereof.			
527 CMR 31.00	Carbon monoxide detector(s) are placed on each habitable level of the home. Carbon monoxide detectors shall not exceed 10 feet in any direction from any bedroom door.			

(S) 410.451	Smoke detectors are located outside bedrooms on every floor of the home.			
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Reg. Ref.	Requirement	Guideline	✓	Comments
(DDS) 7.05(5)(d)	<u>Attic, Basement, And Laundry And Storage Areas</u> There is a conveniently located storage area within the home which is adequate in size to store a reasonable amount of individual and group possessions.	There is a storage area adequate in size to provide additional storage space for each person's personal and household possessions.		
(S) 410.401 (A)	Rooms where more than 75% of the floor area is less than 7 feet is not used by individuals for living, sleeping, or preparing meals.			
(S) 410.402	No room or area may be used as living space if more than 1/2 of its floor ceiling height is below grade and is chronically damp.			
(DDS) 7.07(3)	Basement/cellar is water tight.	There is no visible evidence that the basement/cellar has water leaking in from the outside.		
(S) 410.253(A)	Electric light fixtures and switches are located in the laundry for safe and reasonable use.	There is natural and/or artificial light in the laundry area.		

Reg. Ref.	Requirement	Guideline	✓	Comments
(B) 3618.1	<p><u>Attic, Basement, And Laundry And Storage Areas</u>, cont.</p> <p>The washer and dryer are properly installed and vented (plumbing, electric, gas).</p> <p>All dryers must vent to the outside of the building unless the dryer system has been approved by the Board of Building Regulations and Standards (BBRS).</p>	<p>If an alternative to an exterior venting dryer is proposed, it must be approved by the local building authority.</p>		
(S) 410.353	<p>Asbestos material is free from defects including, but not limited to holes, cracks, tears or any looseness that may allow release of asbestos, dust or materials.</p>	<p>This is especially apparent in basements or cellars on or around furnaces and pipe wrappings.</p>		
(DDS) 7.07(3)	<p><u>Heating Equipment</u></p> <p>There is no fuel-burning heating equipment (stove, furnaces, water heaters or boilers) in a means of egress such as a hallway, corridor or stairway.</p>	<p>No heating equipment is located in any hallway or stairway.</p>		
(S) 410.200	<p>All heating systems and equipment must be operating and in good repair. (Check the inspection tag on the furnace for all except electrical heating systems).</p>	<p>There are no free standing space heaters.</p>		

Reg. Ref.	Requirement	Guideline	✓	Comments
	<u>Exits & Exterior Stairways</u>			
(DDS) 7.07(7)(a)	The home has two means of egress from floors at grade; all other floors above grade have one means of egress and one escape route serving each floor and leading to the ground.	Escape routes can include, but are not limited to connecting doors, porches, windows within six feet of grade, ramps, fire escapes, balcony evacuation systems, etc.		
(B) 1017.4	Exit doors must be easily openable by hand from inside without the use of keys.	Draw bolts, chain latches, and hooks and eye locks may not be used on exit doors.		
(DDS) 7.07(7) (a)&(b)	There are no double cylinder deadbolt locks that require key operation on egress doors. There are no locks on bedroom doors which provide access to an egress.	Exits must not be located in a room with a lockable door.		
(S) 410.253	Each exitway is furnished with exterior lighting, operable from inside and adequate to ensure its safe and reasonable use by individuals.	There is exterior lighting at each exitway, operable from the inside and providing safe access to a meeting place.		

Reg. Ref.	Requirement	Guideline	✓	Comments
	<u>Exterior and Yard</u>			
(S) 410.503(c)	Each porch, deck, balcony or roof intended for use by staff and individuals which 30 inches or more above the ground has a wall or guardrail at least 36 inches high.	There is a railing provided on each porch, balcony or deck that is in good repair. (Any wall replaced or constructed in Use Group R-3 <u>on or after August 28, 1997</u> must be at least 42 inches high).		
(S) 410.253(a)	Each porch deck or patio is provided with sufficient lighting to ensure safe and reasonable use by individuals.	There are lights provided on each porch, deck or balcony.		
(S) 410.500	Gutters and downspouts are secured properly, with no visible evidence of missing segments.			
(DDS) Pool Policy	The pool must have features which would allow safe use by individuals. In addition, the pool has safety features to protect individuals when not in use (e.g., secure covering, sensor device, fenced in and locked).	The QE Specialist may require documentation that the pool meet state codes and local ordinances.		
(DDS) 7.07(3)	The yard is free of any visible hazards and debris. Fences, sheds, and/or garage are in good repair.			

Reg. Ref.	Requirement	Guideline	✓	Comments
	<u>Other Appearance and Design Features</u>			
(DDS) 7.07(5)(a)	There is space for individuals to have privacy.			
(DDS) 7.03(1)(c)2 .	The home is located where there is access to community resources and amenities (e.g., stores, places of worship, library, hospital).			
(DDS) 7.07(5)(b)	The home blends in with other homes in the area or neighborhood and is free of stigmatizing features.			

780 CMR 3603.16 FIRE PROTECTION SYSTEMS

3603.16.1 General: All one and two family dwellings hereafter constructed shall be equipped with a *household fire warning system*, in accordance with the provisions of 780 CMR 3603.16. All devices shall be installed and maintained in accordance with the requirements of 780 CMR 3603.16, manufacturers instructions and listing criteria and otherwise shall be installed and maintained in accordance with Chapter 2 of NFPA 72 and 527 CMR 12.00 as listed in **Appendix A**.

Exception: In addition to the requirements of 780 CMR 3603.16.1, two family dwellings that contain common areas such as basements, hallways and/or interior stairways that serve both dwelling units, but are not within the dwelling units shall be provided with multiple station smoke detectors or a listed control unit with automatic smoke detectors and occupant notification appliances in the following locations.

1. In all common basements.
2. In all common hallways.
3. In all common stairways on each level outside the dwelling unit doorways.

Each detection device shall cause the operation of an alarm that is clearly audible in all bedrooms over background noise levels with all intervening doors closed. Such devices shall be installed in accordance with NFPA 72 and 527 CMR 12.00 as listed in **Appendix A**.

3603.16.2 Compatibility: All devices and/or combination of devices and equipment shall be approved and listed for the purposes for which such devices are to be utilized.

3603.16.3 Smoke detectors: All detached one and two family buildings, including *manufactured homes* in accordance with 780 CMR 35, shall contain listed single and multiple station smoke detectors or other *household fire warning systems* in compliance with ANSI/UL 217 and/or ANSI/UL 268 (listed in Appendix A) and conforming to 780 CMR 3603.16; *such household fire warning systems* shall be installed and maintained in accordance with the requirements of 780 CMR 3603.16, manufacturers instructions and listing criteria and otherwise shall be installed and

maintained in accordance with Chapter 2 of NFPA 72 and 527 CMR 12.00 as listed in **Appendix A**.

36-3/16/4 Heat detectors: (Reserved)

3603.16.5 Primary electrical power for single station and multiple station smoke detectors: Power for single and multiple station smoke detectors shall be supplied from a permanently wired connection directly to an AC primary source of power. All power for AC powered smoke detectors shall be taken from a single branch circuit which also provides other electrical service to *habitable, occupiable spaces*. The power source shall be on the supply side, ahead of any switches.

3603.16.6 Primary electrical power for other household fire warning systems: Low voltage *household fire warning systems* that include a listed control unit with automatic detectors and occupant notification appliances shall be powered from a permanently wired AC primary power source. Such AC primary power shall be supplied either from a dedicated branch circuit or the unswitched portion of a branch circuit also used for power and lighting of *habitable, occupiable spaces*, in accordance with the requirements of NFPA 72 and 527 CMR 12.00 as listed in **Appendix A**.

3603.16.7 Second electrical power: In addition to required primary power as discussed in 780 CMR 3603.16.5 and 780 CMR 3603.16.6, all household fire warning systems shall have secondary (standby) power supplied from monitored batteries in accordance with the household fire warning equipment requirements of NFPA-72 as listed in **Appendix A**.

3603.16.8 Required alarm notification appliances: Where more than one smoke or heat detector is required by 780 CMR 3603.16.10, all required detectors shall be installed so that the activation of any detector shall cause the alarm in all required smoke detectors in the dwelling unit to sound.

Detector activation in a dwelling unit shall not activate signals in any other dwelling unit or common areas.

3603.16.8.1 Non-required alarm notification appliances: Non-required smoke or heat detectors shall be installed so that the actuation of any non-required detector shall cause the alarm in all

required and non-required detectors in the dwelling unit to sound. Detector activation in a dwelling unit shall not activate signals in any other dwelling unit or common areas.

3603.16.9 Alarm signaling intensity: All required alarm-sounding appliances shall have a minimum rating of 85 dBA at ten feet in accordance with the requirements of NFPA 72.

Exception: Sounding appliances directly located in bedrooms shall have a sound pressure levels as low as 75 dBA at ten feet in accordance with the requirements of NFPA 72.

3603.16.10 Required smoke detector/heat detector locations: Smoke detectors shall be installed in the following locations:

1. In the immediate vicinity of bedrooms;
2. In all bedrooms;
3. In each story of a dwelling unit, including basements and cellars, but not including crawl spaces and uninhabitable attics;
4. In residential units of 1200 square feet or more, automatic fire detectors, in the form of smoke detectors shall be provided for each 1200 square feet of area or part thereof;
5. Fixed temperature heat detectors shall be installed in accordance with the requirements of 780 CMR 3603.16.4.

Exceptions:

1. In dwelling units with one or more split levels, (i.e., adjacent levels with less than one full story separation between levels) a smoke detector installed on the upper level shall suffice for the adjacent lower level unless there is an intervening door between one level and the adjacent lower level in which case smoke detectors shall be installed on both levels.
2. In buildings equipped throughout with an automatic sprinkler system, smoke detectors are not required in bedrooms.

3603.16.11 Photo electric smoke detector requirements: Any smoke detector located within 20 feet of a kitchen or within 20 feet of a bathroom

containing a tub or shower shall be a photo electric type smoke detector but shall satisfy the compatibility requirements of 780 CMR 3603.16.2.

3603.16.12 Maintenance and testing: It shall be the responsibility of the *owner* to properly maintain the household fire warning system in accordance with the requirements of NFPA 72 as listed in **Appendix A**.

3603.16.13 Additions, alterations and repairs: When one or more sleeping rooms are added or created in existing dwellings, the entire building shall be provided with smoke detectors designed and located as required for new dwellings.

For other alterations or repairs that would require a fire protection system in an existing building be upgraded, refer to 780 CMR 3404 and/or 780 CMR 3405, as applicable.

**DEPARTMENT OF DEVELOPMENTAL SERVICES
OFFICE OF QUALITY MANAGEMENT, QUALITY ENHANCEMENT DIVISION**

B. ARCHITECTURAL ACCESS BOARD (AAB) SITE FEASIBILITY ASSESSMENT FOR HOMES AND SITE-BASED RESPITE

Introduction and Guide: This assessment is used by the provider to determine if the home meets the intent of DMR regulation **115 CMR 7.07(4)** which states that “providers must assure that a barrier-free environment is provided in those locations used by persons with substantial mobility impairments, to the extent necessary to permit access to the support and services, personal, and common areas.” The following are answers to commonly asked questions about creating barrier-free homes:

What is the basis for the requirements in the AAB Assessment? The items in the enclosed AAB Assessment are based on the regulations of the Architectural Access Board 521 CMR which were promulgated February 23, 1996. A home is deemed to be accessible in whole or in part, if access, space, and fixture specifications are in conformity with the applicable provisions of the Regulations of the Architectural Access Board (521 CMR).

What living situations are required to meet the requirements in this assessment? All homes providing 24 hour or less than 24 hour staffing supports, placement services, and site-based respite must support individuals to live in an accessible home. Where the home is owned or leased by the individual (and where he/she is competent, in fact, of making informed decisions about the living situation) that person may choose not to live in a home that is accessible.

What is meant by “to the extent necessary” in the regulations? The individual must have complete and unrestricted use of all common rooms and areas, to a barrier-free bathroom and to his or her own bedroom. All modifications and adaptations must enable the individual freedom of movement, independence, privacy and safety in his or her living environment. The current and potential abilities and needs of each person must be carefully considered in determining what modifications would be needed in order to create an accessible environment including the person’s current and potential abilities. While one does not want to make unnecessary modifications, it is important that a person’s untapped potential is considered so that the person is not precluded from being as independent in his or her home as new skills are acquired.

DEPARTMENT OF DEVELOPMENTAL SERVICES

QUALITY ENHANCEMENT DIVISION

B. ARCHITECTURAL ACCESS BOARD (AAB) SITE FEASIBILITY ASSESSMENT FOR HOMES

Provider: _____

Date of Assessment: _____

Address: _____

Quality Enhancement Specialist: _____

NOTE: Those items marked **B** are required for services to individuals with visual impairments, but who are not otherwise physically handicapped.

AAB	Requirement	✓	Comments
	<u>Accessible Route</u>		
20.2	Within the boundary of the property, an accessible route(s) is provided from the parking area, and street or sidewalk to the entrance of the home.		
20.7	Walks, halls, corridors, passageways, aisles, or other circulation spaces have a minimum of 80" clear headroom. If the clearance is less than 80" a barrier is provided to warn blind or visually impaired individuals. (B)		
20.9	An accessible route has a running slope no greater than 1:20. If greater than 1:20 it must meet the requirement for ramps. (See Section on Ramps)		
20.8 29.1	The surface of the accessible route is stable, firm, slip resistant, and maintained with materials that ensure continued slip resistance.		
	<u>Exterior Walkways</u>		
22.2	An unobstructed path of travel is provided which is at least 36" clear, excluding curbstones.		

AAB	Requirement	✓	Comments
	<u>Exterior Walkways, cont.</u>		
22.4 22.4.1	Path/walkway have continuous common surfaces, uninterrupted by steps or changes in level greater than 1/4". Changes in level between 1/4 - 1/2" are beveled with a slope no greater than 1:2. (See figure 22a)		
22.5	Path/walkway surface is stable, firm and is generally a continuous plane with a minimum of surface warping.		
22.6	Grading and drainage is designed to minimize pooling of water or accumulation of ice or flow of water across walkways.		
	<u>Ramps</u>		
24.1	An accessible route with a slope greater than 1:20 is considered a ramp.		
24.2.1	Maximum slope of a ramp is 1:12, measured between any two points on the ramp.		
24.2.2	Maximum rise for any run is 30". (See figure 24a)		
24.3	Minimum clear width of the ramp is 48" (measured between the railings). (See figure 24b)		
24.4	Ramps have landings for turning and resting, located at the top and bottom of the ramp, ramp run, and whenever a ramp changes direction. The maximum length of a ramp between landings does not exceed 30'. (See figure 24c)		
24.4.1	Landings are level and unobstructed by projections and door swings.		

AAB	Requirement	✓	Comments
	<u>Ramps</u> , cont.		
24.4.2 24.4.3	The landing width is at least as wide as the ramp run leading to it. The landing length is a minimum of 60" clear.		
24.4.5	If the ramp changes direction at landings, the minimum landing size must be 60" x 60". (See figure 24c)		
24.5.1 24.5.2	There are handrails on both sides of the ramp. Handrails are provided in pairs, one at between 34 - 38" and the lower one at between 18 - 20", measured from the surface of the ramp to the top of the handrail. (B)		
24.5.3	Handrails are continuous without interruption, except by doorways and openings, so that a hand can move from end to end without interruption. (B)		
24.5.7	The handrail is free of sharp or abrasive elements. (B)		
24.7	Ramp surfaces are stable, firm and slip resistant. (B)		
24.9	Water does not accumulate on the surface of an outdoor ramp.		
	<u>Entrances</u>		
25.2	There is a level space (entrance vestibule) on the interior and exterior of the entrance door.		
25.3	The entrance vestibule is a minimum of 48" plus the width of any door swinging into the space. (See figures 25a & 25b)		

AAB	Requirement	✓	Comments
	<u>Entrances</u> , cont.		
25.4	Doormats 1/2" thick or less are securely anchored to avoid tripping. Doormats 1/4" to 1/2" thick are secured with a beveled edge. Doormats thicker than 1/2" are recessed.		
	<u>Doors And Doorways</u>		
26.5	All accessible doorways and openings have a minimum clear space of 32". A standard 36" wide door with a standard hinge will produce a clear opening of at least 32". (See figures 26b and 26c)		
26.7	Doors in a series swing either in the same direction or away from the space between the doors. (See figure 26g)		
26.10.1	Thresholds do not exceed 1/2" in height and are beveled on both sides.		
26.10.2	Changes in floor finish materials have an edge strip or a beveled threshold.		
26.10.3	Exterior sliding door thresholds do not exceed 3/4" and are beveled on both sides.		
26.11.1	Handles, pulls, latches, and locks on doors are easy to operate with one hand and do not require tight grasping, pinching or twisting of the wrist to operate. When sliding doors are fully open, hardware is exposed and useable on both sides.		

AAB	Requirement	✓	Comments
	<u>Doors And Doorways</u> , cont.		
26.11.2	Hand-operated door opening hardware is located 36 - 48" above the floor.		
26.11.3	Doors can be operated with one hand and a single effort.		
26.11.4	Doors opening into hazardous areas have door-opening hardware that is knurled or has a roughened surface to give tactile warning to people with visual impairments. (B)		
	<u>Stairs</u>		
27.2	On any given flight of stairs, all steps have uniform riser heights and tread widths. (B)		
27.3	Projections on the edge of stairs are no more than 1 1/2". (B)		
27.4.1 27.4.2	There are continuous handrails on both sides of all stairs, that are between 34" and 38" above the tread/riser intersection. (B)		
	<u>Floors</u>		
29.1	Floors, walks and ramps are stable, firm and slip resistant. (B)		
29.2	Floor surfaces are of a common level (up to 1/4").		

AAB	Requirement	✓	Comments
	<u>Floors</u> , cont.		
29.2.2	Changes in level of 1/4" to 1/2" must be beveled. (B)		
29.2.3	Changes in level greater than 1/2" have a ramp, walkway or means of vertical access. (e.g., lifts, elevators) (B)		
29.3.1 29.3.4	Carpeting is high density, non-absorbent, with a maximum pile thickness of 1/2"; if padding is installed, it does not exceed 1/4" in thickness and is secured taut to the floor.		
	<u>Bathroom</u>		
44.2 6.3	The space for a wheelchair to make a 180° turn is a clear space of 60" diameter. (See figures 44a, 6c, 6d)		
44.3	Doors swing out, fold or slide. Doors may swing into the bathroom only if the door does not impede the wheelchair turning space.		
44.4.1	The centerline of the toilet is located 18" from the nearest side wall and at least 42" from the farthest sidewall or closest edge of an adjacent fixture.		
44.4.2	The top of the toilet is 15 - 19" above the floor.		
44.4.3	The flush activator is operable with a closed fist and does not require grasping, pinching, or twisting of the wrist.		

AAB	Requirement	✓	Comments
	<p style="text-align: center;"><u>Bathroom</u>, cont.</p> <p>44.4.4 Two grab bars, one 42" long and one 36" long are installed at the toilet between 33 - 36" above and parallel to the floor. The 42" grab bar is mounted on the side wall closest to the toilet, no more than 12" from the back wall. The 36" grab bar is mounted on the back wall 6" from the interior corner and may be located up to 3" above the top of the toilet.</p>		
44.4.5	Toilet paper dispensers are located on the side wall closest to the toilet. The centerline of the roll is a minimum of 19" above the floor. Dispensers must permit continuous paper flow.		
44.5.3	The sink rim or counter top is 34" from the floor and there is at least 29" of clearance from the floor to the bottom of the sink.		
44.5.4	The sink has a kneespace of 30" in width.		
44.5.5	The front edge of the sink or countertop is a minimum of 22" from the back wall.		
44.5.6	All piping under the sink is offset to the back wall so that an individual in a wheelchair has maximum possible kneespace. The piping must be insulated.		
44.5.7	Faucets can be operated with a closed fist and do not require grasping, pinching or twisting of the wrist.		
44.6	If more than one bath is provided, one of the bath fixtures is a wheel-in shower; where one bath is provided, it may be a wheel-in shower or bathtub.		

AAB	Requirement	✓	Comments
44.6.1	<u>Bathroom</u> , cont.		
	Bathtubs have the following: Bathtubs are a minimum of 60" long. The rim is between 16 -18" above the floor.		
	There are two grab bars, 48" long, installed on the long wall and parallel to the floor. One is mounted at a height of 21" and one at a height of 36" above the floor.		
	Plastic or fiberglass tubs shall be structurally capable of accepting the installation of a lift that clamps onto the rim.		
	Faucets are operable with a closed fist and do not require grasping, pinching, or twisting of the wrist.		
	Faucets and mixing valves are centered horizontally on the long wall of the tub, 28" above the floor.		
	A hand-held shower head with a flow regulator, attached to a 60" long flexible hose and an adjustable mounting bar, is provided on the long wall of the tub.		
	Sliding doors on bathtubs are not allowed.		
	Soap trays are installed no higher than 48" above the floor to the centerline of the soap tray. Soap trays should not have a hand hold feature.		

AAB	Requirement	✓	Comments
44.6.2	<u>Bathroom</u> , cont.		
	Showers have the following: The showers are the wheel-in type with a minimum of 30" by 60" The long side is fully open. The curb has no more than a 1/2" maximum beveled lip. (See figure 44b)		
	One grab bar, 48" long is located on the long wall at a height of 36" above the floor.		
	Faucets are operable with a closed fist and shall not require grasping, pinching, or twisting of the wrist.		
	Mixing valves are centered horizontally on the long wall. The centerline of the control is mounted 38" to 48" above the shower floor.		
	A hand held shower head attached to a 60" long flexible hose and an adjustable mounting bar 36" long is on the long wall. The bottom of the mounting bar shall be located at 40" above the shower floor.		
	Soap trays are installed no higher than 48" above the floor to the centerline of the soap tray. The soap tray should not have a hand hold feature.		
44.7 5.83	Where there are grab bars, they are non-rusting and slip resistant, are between 1 1/4" and 1 1/2" in outside diameter, and are located 1 1/2" clear from the wall. Grab bars do not rotate within their fittings.		

AAB	Requirement	✓	Comments
	<u>Bathroom</u> , cont.		
44.8.1 44.8.2	A mirror is located with the bottom no more than 40" above the floor and the top no less than 72" above the floor.		
44.9	The medicine cabinet is installed with its inside bottom surface at a height of 40" above the floor.		
	<u>Kitchen</u>		
45.2	A clear floor space is provided in front of appliances which have no kneespace (e.g., wall ovens, refrigerators).		
6.4.1	Minimum clear floor space for a single one rise wheelchair is 30" x 48".		
45.3 6.3	Turning space permits a person using a wheelchair to turn around without coming into contact with fixtures. 180° turn is 60" diameter or an L-shaped space. (See figures 6c and 6d)		
45.4.2	A clear kneespace is provided under the sink, 22" deep and at least 30" wide.		
45.4.4 45.5.4 45.10.2	A counter space at least 15" wide is provided on one side of the sink or cooktop on the refrigerator, at the same height as the sink or cooktop.		
45.4.5	Sink bowls do not exceed 6 1/2" in depth. Drains are offset to the rear.		

AAB	Requirement	✓	Comments
	<u>Kitchen</u> , cont.		
45.4.6 45.4.3	Water pipes and drain traps are located as close to the rear wall of the kneespace underneath the sink and as high off the floor as possible to provide maximum kneespace. If there is no base cabinet under the sink, pipes are insulated or covered. The kitchen sink is 29" from the floor to the underside of the sink.		
45.4.7	If a garbage disposal has a remote switch, it is located on the front face (apron) of the counter located to the left or right of the sink but not in front of the sink.		
45.4.8	Faucets are operated by a single lever. A spray hose is provided.		
45.5.2 45.5.3	A clear kneespace is provided under the cooktop, 22" deep and at least 30" wide, with at least 29" from the floor to the underside of the cooktop.		
45.5.5	Cooktop controls are located at the front or side of the appliance. If the controls for the exhaust hood are located higher than 54" above the floor, a switch is provided at the front of counter.		
45.6.1	The bottom of the oven is 30" above the floor.		
45.6.2	The oven is self-cleaning or continuous cleaning.		
45.6.4	Where a bottom-hinged oven door is provided, a retractable "bread board" type shelf is provided in the counter immediately adjacent to the oven door. Where a side-hinged oven is provided, the retractable "bread board" type shelf is provided directly under the oven.		

AAB	Requirement	✓	Comments
	<u>Kitchen</u> , cont.		
45.7	Wall cabinets are 48" from the floor to the inside bottom of the cabinet.		
45.9.1	Opening devices on cabinets do not require twisting, pinching or grasping to operate.		
45.9.2	Opening devices are located at the tops of base cabinet doors and the bottom of wall cabinet doors.		
45.10	The refrigerator may be a refrigerator- freezer with two doors side by side, or it may be a two door freezer-above-the- refrigerator unit, provided the floor of the freezer is no higher than 44" above the floor. The refrigerator is self-defrosting.		
45.10.1	The refrigerator is located so that its doors are capable of being opened 180°.		
	<u>Bedroom</u>		
47.1 6.3	Bedrooms provide a wheelchair turning space of 180° and have a <i>clear</i> space of 60" in diameter or a T-shaped space. The wheelchair turning space is clear of the door swing and located at one side of the bed. (See figures 6c and 6d)		
47.3 9.5.9	The individual can reach all parts of the closet.		

AAB	Requirement	✓	Comments
	<u>Alarms</u>		
40.1	Both audible and visual alarms are used in homes serving individuals who are deaf or hard of hearing or blind, as appropriate.		
	<u>Visual Alarms For Individuals Who Are Deaf Or Hard Of Hearing</u>		
8.6.1 40.3	All common spaces, rooms and bedrooms are equipped with visual alarms (strobe lights).		
8.6.1 40.3.1	Visual alarms are connected to the building emergency alarm system.		
8.6.1 40.4.1	Visual alarms are visible from all areas of the room.		
	<u>Visual Notification Devices</u>		
8.6.2	Visual Notification Devices are provided in all common areas, rooms and bedrooms to alert individuals of incoming telephone calls and a door knock or doorbell.		
	<u>Outlets and Controls</u> (e.g., light switches, thermostats)		
39.1	Controls and operating mechanisms are accessible.		
39.3.1	Electrical and communication systems receptacles on walls are mounted between 15" - 48" above the floor.		
39.5 39.4	Controls and operating mechanisms are operable with one hand and do not require grasping, pinching or twisting of the wrist.		

**DEPARTMENT OF DEVELOPMENTAL SERVICES
OFFICE OF QUALITY MANAGEMENT, QUALITY ENHANCEMENT DIVISION
C. SITE FEASIBILITY REPORT**

Provider: _____

Proposed Address: _____

Capacity of the Home: _____

Type of Home (e.g., Single Family) _____

Potentially Feasible ☐ Not Feasible ☐

Area	Comments
Living Room, Den or Other Activity Room	
Kitchen, Pantry and Dining Room	
Bedrooms	
Bathrooms	
Interior Stairways, Hallways and Foyers	
Fire Protection Systems	
Attic, Basement, Laundry and Storage Areas	
Heating Equipment	
Exits and Exterior Stairways	
Exterior and Yard	
AAB Requirements	

Comments: _____

If you are planning to proceed with this location, please be aware that a Pre-Placement Review and an Approval to Occupy must be conducted prior to individuals moving into the home. It is also the provider's responsibility to obtain a building permit if renovations are to be made. A Safety Plan will need to be developed and have the Area Office's approval and signature.

Quality Enhancement Specialist _____ Date: _____ Attachments: ☐ ☐
Yes No

cc: Area Director

**DEPARTMENT OF DEVELOPMENTAL SERVICES
OFFICE OF QUALITY MANAGEMENT, QUALITY ENHANCEMENT DIVISION
D. PRE-PLACEMENT REQUIREMENTS CHECKLIST FOR THE HOME**

Provider: _____

Address: _____

Capacity of the Home: _____

General requirements that must be met before individuals move to the home:	Yes	No	Comments
1. Certificate of Occupancy or approval has been obtained from Building Inspector where there has been renovations.			
2. Requirements of the Site Feasibility Assessment have been addressed.			
3. Heat/Smoke/Fire Alarm (as applicable) is operational.			
4. Co detectors are present.			
5. A fire extinguisher, inspected within the last year is in the kitchen.			
6.. First Aid supplies are in place.			
7. Heating system is functional (current inspections).			
8. Plumbing system is operational (adequate water pressure, hot water temperature between 110 and 130 degrees).			
9. Screens are in place during the warm weather.			
10. Electrical work is complete and operational.			
11. Telephone is functional. The telephone(s) is located in an area where individuals can have privacy.			
12. Kitchen and bathroom(s) are ready for use. Stove and refrigerator are in place and operational.			
13. Approaches to building are safe - walkway, stairways, porches, etc.			
14. Each required egress is usable.			
15. Furniture and bedding are in place.			
16. Home appears to be in a safe and sanitary condition.			
17. There is adequate staff (including overnight) to meet individual needs. (Refer to the DDS regulations)			
18. A search plan is in place.			
19. A location-specific Safety Plan is in place (provider and Area Director have signed the Assurance Form).			
20. An Emergency Fact Sheet is in place for each individual.			
21. Each individual taking medication has required medication information in place.			
22. The site is registered with DPH if staff will be dispensing medication.			
23. Staff who will be dispensing medication have current MAP certifications.			

QE Specialist: _____

Date: _____

**DEPARTMENT OF DEVELOPMENTAL SERVICES
OFFICE OF QUALITY MANAGEMENT, QUALITY ENHANCEMENT DIVISION
E. FIRE DRILL REPORT**

Date: _____ Time: _____ AM ____ PM ____

Provider: _____

Address of Home: _____
include Apt/Unit # if applicable

Name of staff on duty: _____ # Asleep: _____ # Awake: _____

Capacity of the Home: _____ Individuals not present at time of drill: _____

Individuals not asleep at time of drill: _____

Exit blocked? _____ Which one(s): _____

Individual's Name (<u>Initials Only</u>)	Evacuation Time	Type of Assistance (independent, verbal, gestural, tactile, physical)	Location of Bedroom	Non-Ambulatory	Adaptive Device(s)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

Comments:

Staff Signature

QE Specialist Signature

cc: Provider File

**DEPARTMENT OF DEVELOPMENTAL SERVICES
OFFICE OF QUALITY MANAGEMENT, QUALITY ENHANCEMENT DIVISION
F. APPROVAL TO OCCUPY FOR THE HOME OR SITE-BASED RESPITE**

To: _____

Provider: _____

From: _____

Date: _____

The ☐ home ☐ Site-Base Respite to be located at _____
was assessed for compliance with applicable DMR Requirements.

- ☐ The home is now suitable for individual placement. This constitutes your
Approval to Occupy.

Comments: _____

- ☐ The home is not suitable for individual placement until the following corrections
are made:

Signed by: _____ QE Specialist: _____ Date: _____
Agency Representative/Title

Correction Confirmation (When home was not suitable for individual placement):

Site Visit ☐ Written (attached) ☐ Other ☐

The home is now suitable for individual placement.

QE Specialist: _____ Date: _____

NOTE: An Approval to occupy is neither a Certification nor a Certificate of Occupancy.

Site Feasibility and Approval to Occupy for Work/Community Supports

Introduction and Purpose

Site Feasibility and Pre-Placement review is conducted to determine if a proposed location for a work/community support offers a safe and suitable environment for individuals before it can be occupied. The review is designed to provide technical assistance to providers and DDS Area/Regional Staff by identifying any features affecting the well-being of individuals that would need to be addressed before the location can be occupied.

The role of the Quality Enhancement Division (QED) is to support both the provider and DDS Area/Regional Office when they are relocating and opening a location where work/community supports will be provided. Therefore, it is important that QED be involved early in the decision to relocate or open a new location by conducting the **Site Feasibility Assessment** of the potential location(s) before it is leased or purchased by the provider.

The **Pre-Placement Review** is conducted when the work/community support location is ready for Occupancy in order to issue an **Approval to Occupy**. An Approval to Occupy must be issued before the building can be used by individuals.

Applicability of Site Feasibility and Approval to Occupy Requirements

For the purpose of these procedures, Site Feasibility and Approval to Occupy is required if individuals work or do other activities at a location that is owned or operated by the provider. Supported employment situations, where the individuals work at a location that is not owned or operated by provider are not subject to these procedures.

Site Feasibility

1. The Regional or Area Director is responsible for notifying the provider that approval from the Quality Enhancement Division is required by DDS before a final selection of property is made. This approval should precede a purchase of a property or signing of a lease.
2. As soon as a potential location is identified, the provider contacts the Regional Quality Enhancement Director who is responsible for the city or town where the work/community support will be located.
3. The QE Director assigns a Quality Enhancement Specialist to conduct a **Site Feasibility Assessment (Forms A and/or B)** of the potential location.
4. As a result of the assessment, the QE Specialist determines if the location is either not feasible or potentially feasible. If the location is potentially feasible and the provider decides to proceed, the QE Specialist issues a **Site Feasibility Report (Form C)** listing any modifications or other requirements that must be completed prior to occupancy. During this time the provider applies to the Local Building Authority for the applicable Certificate of Occupancy and building permits. It is critical that the provider contact the building inspector early in the process, since the environmental requirements for the location will be dependent upon the identified "Use Group" in the Massachusetts State Building Code (CMR 780).

Approval to Occupy

1. Once the provider has made all necessary, renovations, repairs, and all needed furniture and equipment are at the work/community support location, the QE Specialist completes the **Pre-Placement Checklist (Form D)** to verify that the location meets all requirements and to documents any items that must be completed before an **Approval to Occupy (Form E)** is issued.
2. There may be circumstances when the Approval to Occupy cannot be issued. In these instances the Approval to Occupy form will list the issues to be corrected and the QE Specialist will follow-up to verify that corrective action has been taken. Once corrected, the Approval to Occupy will be finalized. Final Approval to Occupy is solely a Quality Enhancement function and is not the prerogative of any local building, health or other official. However, documentation of local authority approval (e.g., fire, building, health) for any renovations or uses (e.g., cafeteria) is required and must be available at the Pre-Placement Review.
3. Once the entire process is completed, the QE Specialists sends the data sheet and a copy of the Approval to Occupy to the Director of Licensure and Certification. The data is entered in Central Office and a copy of the datasheet is sent to the Regional Office that conducted the review and, when needed, to the “host” region for the survey and certification of the provider.

**DEPARTMENT OF DEVELOPMENTAL SERVICES
QUALITY ENHANCEMENT DIVISION**

A. SITE FEASIBILITY ASSESSMENT FOR WORK/COMMUNITY SUPPORTS

* This Assessment is based on the State Building Codes (B); Sanitary Codes (S); and the DMA Regulations.

QE Specialist: _____

Provider: _____ Proposed Address: _____ Date: _____

REG. REF.	REQUIREMENT	GUIDELINE	✓	COMMENTS
(B) 1205.1	<u>Work Area/Building</u> Lighting is adequate for individuals.	<ul style="list-style-type: none">• There is artificial or natural lighting for individuals to complete work assignments.• Corridors, hallways, and offices have natural artificial or lighting.• Where there are no windows, there are emergency lights.		
(S) 410.280	Ventilation is adequate for individuals.	<ul style="list-style-type: none">• Where there are windows that are being used for ventilation, they can be easily opened to enable fresh air to come into the building.• Where there are no openable windows, there is a mechanical ventilation and air conditioning system.		

REG. REF.	REQUIREMENT	GUIDELINE	✓	COMMENTS
(S) 410.501	<p><u>Work Area/Building</u>, cont.</p> <p>Windows and doors are weather tight and in good repair.</p>	<ul style="list-style-type: none"> • Windows are in good repair (e.g., no cracked or broken window panes, has weather-stripping to prevent cold air from leaking in when moved). • Windows can be opened easily (e.g., no broken sash cords). • Doors can be opened easily (including by people in wheelchairs when needed). • Doors are free from cracks, holes, or broken glass. • Locks can be opened easily (no 2-way dead bolt locks). 		
(S) 410.500	Ceilings, floors and walls are in good repair.	<ul style="list-style-type: none"> • Ceiling and walls do not show evidence of leaking or water damage. • Ceiling panels are not missing or cracked. • Floor appears to be structurally sound. • No holes or worn floor boards. • No crack, loose or broken tiles or linoleum. 		
	Doors and windows needed for ventilation have screens.	Screens are used during the warm weather months. In certain situations where door or window screens are impractical, this requirement may be waived with adequate justification (e.g., building that is air conditioned).		

REG. REF.	REQUIREMENT	GUIDELINE	✓	COMMENTS
	<u>Kitchen, Lunchroom, And Cafeteria</u>			
(S) 410.250 (B)	Kitchen contains at least one electric light fixture and two wall type outlets in good repair.	<ul style="list-style-type: none"> • There is adequate lighting for intended use. • There are enough wall outlets for intended use. 		
(S) 410.100	Sink is free from visible leaks, clogging and loose or cracked pipes.	Sink is easily cleanable (no worn, cracked, or pitted areas).		
(S) 410.180	There is sufficient water pressure to both hot and cold water fixtures.	<ul style="list-style-type: none"> • QE Specialist should check each water source. • QE Specialist may require documentation of a plumbing inspection. 		
(S) 410.550	The area is free from rodents, cockroaches and insect infestation.			
	<u>Bathroom(s)</u>			
(S) 410.509	Floors and walls up to a height of 48" are constructed of non-absorbent material that is easily cleanable.	<ul style="list-style-type: none"> • Floors made easily cleanable materials (e.g., tile, linoleum). • Wood floors are finished with a non- absorbent coating. • Walls are easily cleanable (e.g., wallpaper, tile, washable). • Walls and floors are in good Repair (.e.g., no holes, cracks). 		
(S) 410.180	There is sufficient water pressure to both hot and cold water fixtures.	<ul style="list-style-type: none"> • QE Specialist to check each water source. • QE Specialist may require documentation of a plumbing inspection. 		

REG. REF.	REQUIREMENT	GUIDELINE	✓	COMMENTS
(S) 410.252	Each bathroom contains at least 1 electric light fixture in good repair.	There is adequate lighting for the entire bathroom, including toilet stalls.		
(S) 410.150 (D)	Toilet(s) and washbasin(s) are free from visible leaks, clogging and loose or cracked pipes.	Toilets and washbasins are easily cleanable (no worn, cracked or pitted areas).		
	<u>Bathrooms</u> (cont.)			
(S) 410.200	If there are no openable windows, then mechanical ventilation is provided.			
(S) 410.150 (B)(3)	If the bathroom contains more than 1 toilet, each toilet has walls or partitions which afford privacy.	Walls or partitions must include a door for privacy.		
	There must be the following number of toilets: 1 - 15 employees 1 toilet 16 - 35 2 36 - 55 3 56 - 80 4 81 - 110 5 111 - 150 6 Over 150 1 additional toilet fixture for each additional 40 employees	<ul style="list-style-type: none">• "Employees" include individuals and staff.• Requirements of the Federal Occupational Health and Safety Administration of U.S. Department of Labor (OSHA).		
	<u>Interior Stairways And Hallways</u> All stairways are in good repair; treads, risers and railings are safe.	<ul style="list-style-type: none">• Railings are secure.• Balusters are not missing.• If wood railing, the surface is smooth; if metal it is free from rust.• Floor boards not broken or rotting.• Width and height can be used		

REG. REF.	REQUIREMENT	GUIDELINE	✓	COMMENTS
		safely.		
(S) 410.503 (D)	Railings have balusters placed at no more than six inches apart.	If constructed or replaced <u>on or after August 27, 1997</u> , the spacing is no greater than 4 ½ inches.		
	All stairways are unobstructed.	<ul style="list-style-type: none"> • There is no obstructions to prevent free access to stairs. 		
	Every stairway has a secure handrail on one side at least 36" high and in good repair.	May need hand rails on both sides depending on needs of individuals.		
(S) 410.253	All hallways, passageways, foyers and interior and exterior stairways are provided with light fixtures in good working order and reasonable use.	There is adequate lighting for safe use.		

REG. REF.	REQUIREMENT	GUIDELINE	✓	COMMENTS
(B)	<u>Fire Prevention Systems</u>	The type of fire prevention system required will depend on the designation "Use Group" in the State Building Codes.		
(DDS) 7.07(3)	<u>Smoking Areas</u>	For smoking areas the following applies: <ul style="list-style-type: none"> • The smoking areas is remote from other commonly used areas of the building. • Metal ashtrays are used. • Flammable or combustible materials are not located in or near the smoking area. 		
(S) 410.200(A)	<u>Heating And Electrical Equipment</u> Heating equipment is adequate and operational.	QE Specialist may require documentation from an authorized service representative.		
(S) 410.255	Electrical service (amperage) is sufficient to meet the intended use (for the type of equipment planned to be used by individuals and staff).	QE Specialist may require documentation from a licensed electrician.		
(S) 410.256	There is no electrical wiring passing across frequently traveled floor areas, passing under floor coverings such as rugs or mats, or extending through doorways or other openings.			

REG. REF.	REQUIREMENT	GUIDELINE	✓	COMMENTS
	<p><u>Heating And Electrical Equipment</u>, cont.</p> <p>All wall receptacles, conduit boxes and/or other sources of electricity are covered.</p>	<ul style="list-style-type: none"> • Electric outlets are not missing pieces such as light switch wall plates. • Circuit breakers and fuse boxes are enclosed. • Wiring is not exposed. 		
(S) 410.353	<p><u>Asbestos</u></p> <p>All asbestos material is maintained properly, in accordance with the State Sanitary Code.</p>	<ul style="list-style-type: none"> • Asbestos is not exposed (especially around pipes and the heating system.) • QE Specialist may require documentation from the Local Health Inspector). 		
	<p><u>Entrances, Exits, And Exterior Stairways</u></p> <p>Each floor has at least 2 usable exits.</p>	<ul style="list-style-type: none"> • There are 2 exits from each floor. Elevators are not considered a means of egress in an emergency. • Stairways and other means of egress (e.g., fire escapes) can be safely used by individuals. 		
410.503(A)	Each exterior stairways has a secure handrail on one side that is in good repair.			
(S) 410.501	<p><u>Exterior (In Free-Standing Buildings)</u></p> <p>There is no evidence of leaks in the foundation or exterior walls.</p>	<ul style="list-style-type: none"> • There is no water stains or standing water in the basement. 		
(S) 410.505	Exterior of building is in safe condition.	<ul style="list-style-type: none"> • QE Specialist may require documentation of inspection from the Local Building Inspector. 		

REG. REF.	REQUIREMENT	GUIDELINE	✓	COMMENTS
(DDS) 7.07(5)(b)	<p><u>APPEARANCE, DESIGN AND LOCATION</u></p> <p>The work/community support is located in a business district whose general design features do not emphasize the services separateness or difference. Individuals have access to the same community services and resources used by other people (e.g., cafeteria, restaurants, banks).</p>			

**DEPARTMENT OF DEVELOPMENTAL SERVICES
OFFICE OF QUALITY ENHANCEMENT**

B. AAB SITE FEASIBILITY ASSESSMENT

Work/Community Supports

QE Specialist: _____

Provider: _____ Proposed Location: _____ Date: _____

115 CMR 7.08. A barrier-free environment shall be required in locations providing supports and services by the Department and used by persons with substantial mobility impairment, in the extent necessary to permit access to the supports, services, personal, and common areas.

The following check list is based on the regulations of the Architectural Access Board, **521 CMR, 2.00 and 3.00**. It must be used for a new work/day service intending to serve "physically handicapped persons" as defined in Massachusetts General Law, **Chapter 22, Section 13A:** "Physically handicapped person, a person confined to a wheelchair; a person who, because of the use of braces or crutches or because of the loss of a foot or leg, or because of an arthritic, spastic, pulmonary or cardiac condition, walks with difficulty or insecurity; a person who, due to a brain, spinal or peripheral nerve injury, suffers from faulty coordination or palsy; a person who is blind or whose sight is so impaired that, functioning in a public area, he is insecure or exposed to danger; a person whose hearing is so impaired that he is unable to hear warning signals; and a person whose mobility, flexibility, coordination, and perceptiveness are significantly reduced by aging."

This checklist will also be used for an existing work/day service which, not previously having served persons with mobility impairment, now wishes to do so.

Note: Those items marked "B" are required when providing services to individuals with visual impairments, but who are not otherwise physically impaired.

AAB CODES	REQUIREMENT	✓	COMMENTS
	<u>Site Access</u>		
20.2	Area to disembark from vehicles is provided at an accessible entrance.		
20.3	Topography or grounds are graded level at each entrance.		
22.2	Path/walkway is safe and uninterrupted by steps or abrupt changes in level greater than 1/2 inch.		i.e. Route of travel from van to entrance door.
22.3	Path/walkway is of a non-slip surface and finish material.		
	<u>Ramps</u>		
25.2	Slope of each ramp does not exceed 1:12.		i.e. For every foot of height from grade, the ramp must be 12' in length.
25.3	Ramps are not less than 48" wide, measured at railings.		
25.4	There are handrails on both sides of the ramps in pairs, one at a height of 34" and the lower one at a height of 19" measured vertically from the surface of the ramp.		
25.4	Handrails extend 12" beyond top and bottom of ramp, but need not so extend if it would cause a safety hazard.		
25.5	Ramps are of a non-slip surface. (If carpeted, carpet is unpadded and secure.)		

AAB CODES	REQUIREMENT	✓	COMMENTS
	<u>Ramps</u> , cont.		
25.6	Ramps have level platforms for turning and resting, which are 48" minimum, unobstructed by door swings, entrances, or other projections. Such platforms occur at intervals not exceeding 32', wherever a ramp changes direction, and at top and bottom of ramp.		
	<u>Entrances</u>		
26.2	Approach to the entrance is a paved walk or ramp with a non-slip surface.		
26.5	Doormats less than 1/2" thick are generally anchored. Doormats thicker than 1/2" are recessed.		
26.5	Grates have maximum openings of 1/2 inch.		
26.6	Obstacles do not impede the path of travel. There are no objects less than 80" above the floor protruding into entrance ways (e.g., suspended lights, signs, door closets).		
26.7	Any entrance not accessible by individuals in wheelchairs has a sign clearly indicating the location of the accessible entrance.		
	<u>Doors</u>		
27.2	All doors are at least 36" wide and provide an opening at least 34" wide.		
27.7	Exterior thresholds do not exceed 1/2" in height, developed in both sides. Interior thresholds are flush with floors.		
27.9	Hand operated door opening hardware is centered 36" - 42" above floor. All door hardware is operable with a closed fist.		

AAB CODES	REQUIREMENT	✓	COMMENTS
27.11	<u>Doors</u> , cont. Egress doors open with one hand and a single effort.		
27.11	Doors in the path of ingress open with one hand and a single effort.		
27.12	Doors opening into hazardous areas (furnace rooms, loading platform, stairs) are clearly marked; for visually-impaired persons, the doors have roughened or knurled surfaces on door opening hardware to give a tactile warning.		
28.2	<u>Stairs</u> There are no tread projections on the edge of the stairs.		
	Stairs do not have open risers on backs.		
28.3	There are handrails on both side of stairs 34" above front tread-riser intersection.		
28.6	Stair treads have a non-slip surface.		
29.2	<u>Floors</u> Floors in the means of egress have a non-slip surface.		
29.3	Carpets are taut, securely anchored and of a material to minimize tripping.		
30.1	<u>Bathroom</u> In each toilet room at least one toilet and sink is accessible by persons in wheelchairs, or an accessible private lavatory, usable by either sex, is provided.		

AAB CODES	REQUIREMENT	✓	COMMENTS
30.3	<p><u>Bathrooms</u>, cont.</p> <p>The toilet room has a minimum clear space of 60" in diameter, measured 12" above the floor. This is to allow enough room for turning and transfer.</p>		
30.4	<p>Sink is wall-mounted no more than 32" high and must extend 22" from wall or is counter type with clear open knee space of 30" in width and at least 27" in height to the bottom of the counter.</p>		
	Exposed drains or pipes are recessed, insulated, or guarded.		
	There are no knob-type faucets. Lever handle faucets are operable with a closed fist.		
30.5	For bathrooms with individual stalls, at least one toilet stall is a minimum of 60" wide and 72" deep.		
30.5.2	Toilet stall door is 36" wide and swings out or slides.		
	Toilet stall door has self-closing hinge and a pull device to assist in closing the doors.		
	Toilet stall door lock is approximately 36" above floor.		
30.5.3	Toilet is located 18" from nearest wall and at least 42" from farthest wall.		
	Toilet has a seat 17" to 19" above the floor to the top of the seat.		
30.5.4	There are two grab bars on the back wall and one on the side wall.		
	<u>Showers - If Present</u>		

AAB CODES	REQUIREMENT	✓	COMMENTS
31.1	Showers can accommodate both wheel-in and transfer case.		
31.2	Shower stall is 36" by 60" minimum, with a 36" door opening.		
31.3	Shower floor is pitched to drain and is of non-slip surface.		
31.4	Shower operates by a single control lever.		
31.5	Shower stall includes a hinged padded seat, at least 16" deep.		
31.6	There are two horizontal grab bars approximately 36" above floor line in shower stall.		

AAB CODES	REQUIREMENT	✓	COMMENTS
	<u>Kitchen</u> - If Present And Used By Individuals		
33.1	The kitchen is of sufficient size to allow individuals in wheelchairs to use all kitchen facilities.		
	There is a clear space in the kitchen not less than 60" in diameter, measured 12" above floor.		
33.1.1	Counter top contains a sink and cooking unit 30" to 40" above floor.		
	There is at least 15" counter space on at least one side of cooking unit.		
33.1.7	Cooking unit is in-counter type with controls at front.		
	There is open access space for the knees and feet of wheelchair users under the counter containing cook top and sink.		
	Oven is wall-type with bottom of door approximately 30" above floor.		
	Oven door may be either side-hinged or bottom-hinged.		
	Sink depth does not exceed 6".		
33.1.6	Plumbing pipes are recessed, insulated or guarded.		

DEPARTMENT OF DEVELOPMENTAL SERVICES
OFFICE OF QUALITY MANAGEMENT, QUALITY ENHANCEMENT DIVISION
C. SITE FEASIBILITY REPORT

Provider: _____

Proposed Address: _____

Intended Capacity: _____

Employment Supports ☐ Community Supports ☐

Potentially Feasible ? Not Feasible ?

Area	Comments
Interior	
Kitchen, Lunchroom and Cafeteria	
Bathroom(s)	
Interior Stairways and Hallways	
Fire Protection Systems	
Smoking Areas	
Heating and Electrical Systems	
Asbestos	
Entrances, Exits, and Exterior Stairways	
Exterior (Structural)	
AAB Requirements	

Additional Comments: _____

If you are planning to proceed with this location, please be aware that a Pre-Placement Review and an Approval to Occupy must be conducted prior to occupancy. It is also the agency's responsibility to obtain a Certificate of Occupancy or Certificate of Inspection from the local Building Authority. A Safety Plan will need to be developed with the Area Office's approval and signature.

Quality Enhancement Specialist _____ Date: _____ Attachments: ☐ ☐

Yes No

DEPARTMENT OF DEVELOPMENTAL SERVICES
OFFICE OF QUALITY MANAGEMENT, QUALITY ENHANCEMENT DIVISION
D. PRE-PLACEMENT REQUIREMENTS CHECKLIST FOR
WORK/COMMUNITY SUPPORTS

Provider: _____ Address: _____ Intended Capacity: _____

General requirements that must be met before individuals attend in the work/community support	YES	NO	Comments
1. Certificate of Occupancy for applicable Use Group has been secured from Building Inspector. Board of Health, Local Fire Authority approvals have been obtained as applicable.			
2. Requirements of the Site Feasibility Assessment are met.			
3. Fire protection system (as applicable) is operational. (Either test system or verify current inspection).			
4. First-Aid supplies are in place.			
5. Heating system is functional (current inspection).			
6. Plumbing system is operational (adequate water pressure).			
7. Ventilation is in place. Screens are in place for windows used for ventilation.			
8. Electrical work is complete and operational.			
9. Telephones are functional.			
10. Bathrooms and kitchen (where applicable) are ready for use. (e.g., soap dispenser, paper towels).			
11. Approaches to building are safe-(e.g., walkway, stairways, ramps, exit lights.)			
12. Each required egress is usable.			
13. Premises appear to be in safe and sanitary condition.			
14. A Search Plan is in place.			
15. A location-specific safety plan is in place (provider and Area Director signed the Assurance Form).			
16. Emergency Fact Sheets are in place (Review a sample).			
17. AAB Requirements are met (if applicable).			
18. Medication administration system is in place if the provider is or intends to become registered with DPH.			

Quality Enhancement Specialist: _____ Date: _____

**DEPARTMENT OF DEVELOPMENTAL SERVICES
OFFICE OF QUALITY MANAGEMENT, QUALITY ENHANCEMENT DIVISION
E. APPROVAL TO OCCUPY FOR THE EMPLOYMENT/COMMUNITY SUPPORT**

To: _____ Provider: _____

From: _____ Date: _____

The Employment Support ☐ Community Support ☐ to be located at _____
was assessed for compliance with applicable DMR Requirements.

- ☐ The work/community support is now suitable for individual placement. This constitutes your **Approval to Occupy**.

Comments: _____

- ☐ The work/community is not suitable for individual placement until the following corrections are made:

Signed by: _____ QE Specialist: _____ Date: _____
Agency Representative/Title

Correction Confirmation (When work/day support was not suitable for individual placement):
Site Visit ☐ Written (attached) ☐ Other ☐

The work/community support is now suitable for individual placement.

QE Specialist: _____ Date: _____

NOTE: An Approval to Occupy is neither a Certification nor a Certificate of Occupancy.