

SITE FEASIBILITY AND APPROVAL TO OCCUPY FOR HOME AND SITE-BASED RESPITE SERVICES

INTRODUCTION AND PURPOSE

The Site Feasibility and Pre-Placement reviews are conducted to determine if a proposed home offers a safe and suitable living environment for individuals before they move in. The reviews are designed to provide technical assistance to providers and Area Office staff by identifying any features of the home that would affect the well-being of individuals and 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 the DDS Area Office when they are locating and opening a home. Therefore, it is important that the OQE be involved early in the process of deciding where 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 these procedures, a Site Feasibility and Approval to Occupy is required for:

- Residential Services where 24-hour staffing is provided in a home owned/leased by provider, including State Operated, MCB, and ABI/ MFP homes. (3153, 4157, 3751, 9153)
- Site-based respite services where the home is leased or owned by the provider. (3182, 3759)
 - While homes providing less than 24-hour staffing and placement service homes do not require an Approval to Occupy, Office of Quality Enhancement (OQE) staff may, upon request, consult with the provider and DDS Area Office staff on the feasibility of a proposed home.

SITE FEASIBILITY

The Regional/Area Director is responsible for notifying the provider that a site feasibility needs to be completed by OQE before a final selection of property made to determine if a property will potentially meet standards. This review should precede a purchase of a property or signing of a lease.

1. The Area Office/Regional staff are responsible for ensuring the implementation of the EOHHS siting policy.
2. When 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. (Catchment area)
3. **A Site Feasibility Intake Form** is completed by the Regional OQE or designee (OS2, QESs) with the provider.

- a. The QE Director or designee will confirm with the Area Office or Regional ABI Coordinator that it is aware of the potential the location, the needs of the individuals (ex. accessibility needs, etc.) and approval of siting from EOHHS is obtained.
4. Prior to scheduling the site feasibility visit with the provider, the QE Director assigns a Quality Enhancement Specialist, who contacts the provider to schedule and conduct a site feasibility assessment (**Forms A and B – if accessibility is needed – based on the needs of the individuals moving in**) of the potential location. Site-based respite needs to be accessible to the needs of multiple individuals, and therefore please complete Form B. The QE Specialist distributes the QE Guidelines (Inspections/permits expected at pre-placement when opening a home) to the provider at the time of the site feasibility. (Attached to site feasibility form)
5. As a result of the assessment, the QE Specialist determines if the home is either potentially feasible or not 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.
 - Prior to any renovations of the home, the provider is responsible to apply to the Local Building Authority for the applicable building permits.
6. A site identification number will be issued by OQE after the first Pre-Placement visit and approval.

PRE-PLACEMENT REVIEW PROCESS

The **Pre-Placement Review** is conducted when the home is ready for occupancy. An **Approval to Occupy must be issued before individuals may move into the home.** Prior to the Pre-Placement Review, the provider needs to ensure staffing ratio is sufficient and to conduct training and fire drill(s).

The Pre-Placement Review Process may occur over one visit or several visits, depending on the schedule of moves anticipated to occur. The Pre-Placement review includes the following:

1. **Pre-Placement Requirements Checklist (Form D)** 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.
 - a. 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.
2. A fire drill is conducted with all individuals in order to determine that they are able to evacuate the home, across the threshold, in 2 ½ minutes with or without staff assistance. The QE Specialist completes an **Evacuation Drill Report (Form E)**, documenting the results of the fire drill(s).
 - a. If all individuals are not ready to move in at the time of the review, the QE Specialist must conduct and document subsequent fire drills until the home has reached its full capacity.
 - b. A fire drill is not conducted for site-based respite locations.

3. Each individual taking medication must have required information and medications in place. For each individual moving into the home, a review of practitioner's orders, medication chart information, container labels, and side effects information must be made.
 - a. An audit of medications must be conducted for each subsequent individual that moves in, until the home reaches capacity.
4. For ABI/MFP locations: Verification that there is carry over of health management protocols, supportive/protective equipment, PBS plans, if pre-existing, will be completed. The agency must ensure that support staff are trained in the implementation of any medical or behavioral protocols, on the use of any adaptive equipment, and on any transfer / lifting procedures which are in effect.

The first and last pre-placements will be an in-person process. For the "middle" placements, this will be a virtual preplacement review conducted with the Provider. The modified process as outlined below:

- The conduct of additional visits to complete individualized medication reviews and /or fire drills for the additional new people moving in may occur through a virtual review with the provider and the QE Specialist. QE Specialist will conduct all final pre-placement visits to issue the final Approval to Occupy for the full licensed capacity. If and only if the first and last 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, can the "middle moves" be conducted virtually.
- The virtual process for completing these pre-placement reviews will include the collection of some documentation before, during and after virtual review (a visual review done through electronic means such as WebEx or MS Teams). A copy of the approved safety plan (and certificate of occupancy, if applicable) needs to be sent to the OQE prior to the scheduled virtual review. During the virtual review itself, the OQE Surveyor will complete the supplemental **Pre-Placement Requirements Checklist** ([Form D](#)) with the agency staff. A fire drill will be conducted while the QE surveyor observes. Agency staff will complete a medication audit and complete the medication attestation form for all individuals moving in at the time. This form needs to be forwarded to the OQE by the end of the move in day. Upon receipt of all required paperwork, the QE surveyor will issue an approval to occupy.
- An in-person review can occur when requested by the provider agency or the Area Office. Additionally, if there were significant issues identified during the first in-person pre-placement, or if the individual is new to the Provider, OQE can decide to conduct an in-person review.

Documentation that should be in place for the first in-person pre-placement visit:

- Certificate of Occupancy from the town
- Signed building permits
- DPH MAP Registration
- Necessary inspections and other confirmations, such as documentation of septic capacity

Documentation submitted by the Provider for virtual pre-placement reviews:

- Signed completed Safety Plan
- Attestation/acknowledgement that items identified from the site feasibility have been completed
- Medication Attestation for all individuals moving in during the virtual review

Virtual reviews – with essential personnel and the individual(s) moving in:

- Virtual walk through site visit to observe person's bedroom, review egresses, preparation for the fire drill
- Observe Fire Drill

APPROVAL TO OCCUPY

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 the Approval to Occupy is issued by the QE Specialist can individuals move into the home. Once the home has been issued the final Approval to Occupy, the information is uploaded to the system and the Director of Licensure and Certification is notified. The Approval to Occupy form includes a reference to the proposed final capacity as well as the approved capacity at the time of issuance. There are three categories of Approval to Occupy:

1. **Occupancy Approval with no conditions set:** Issuance of the Approval to Occupy with no conditions.
2. **Conditional Approval based on correction of items needing further attention:** The individuals can move in, but the provider needs to take corrective action that has been identified during the pre-placement review within the noted timelines. 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. When it is confirmed that all corrections have been made, an Approval to Occupy with noted corrections will be issued.
3. **Non-approval based on the presence of health and safety items:** This category would not allow for the individual(s) to move in on that date. In the event that the issue is resolved, a new pre-placement date would be set, and a new Approval to Occupy form generated.

In the event of staggered moves, separate Approvals to Occupy are issued based on completed fire drills and medication reviews, until the home reaches capacity. Once the entire process is completed, the final 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 Form F is uploaded into QE5.

Below are several examples of issues that might lead to a **Conditional Approval**, with the actions that could be required to resolve:

Issue:	Conditions:
There is no permanent provision for accessibility/ egress; For example, one ramp in place but not another usable means of egress.	The provider may be required to add staffing; and/or add a temporary ramp.
No Medication/ med paperwork is not accurate	The provider will obtain the medications and the paperwork and bring it to the home for review by the surveyor; and/or the provider will obtain paperwork and forward to QE.
Hot water does not test within required range.	The provider will be required to adjust the temperature, increase supervision and monitoring, and provide written verification that it has been corrected.

The Safety Plan is not written, signed, and/or reflective of current practices.	The surveyor should contact the QED, and approval via email from the AO needs to be obtained prior to leaving the site. The provider would need to obtain sign offs, and/or re-write the plan to be reflective of practices.
The Fire Drill indicated that individuals could not evacuate in 2 ½ minutes.	The provider would need to add sufficient staff to evacuate in 2 ½ minutes, retrain staff, retest/re-run the fire drill, and/or develop an alternative strategy that could be used to evacuate in a timely manner. The surveyor should contact the QED, and the AO needs to be aware of the status, and the necessity of adding staffing.
Repairs are needed, and the items raised in the site feasibility are not fully resolved (e.g., no telephone in place).	The provider would need to complete necessary work, have a plan in the interim (e.g., have a cell phone available), and the surveyor would follow-up to confirm that correction occurred.

Below are examples When the **Approval to Occupy cannot** be issued. These would require the provider to seek alternative arrangements. The QE Specialist needs to contact the QE Director. The Area Office and Regional office should be immediately notified of these situations, as an immediate solution needs to be actualized.

Fire alarm system not operational	No accessibility in / out of home with no adequate plan	Furnace not functional
No furniture, beds	Exposed electrical wires	No running water
Asbestos uncovered	Home not approved by Building Authority (e.g., no Certificate of Occupancy; no Temporary Certificate of Occupancy)	No electricity

**DEPARTMENT OF DEVELOPMENTAL SERVICES
OFFICE OF QUALITY MANAGEMENT
LICENSURE AND CERTIFICATION
SITE FEASIBILITY ASSESSMENT FOR THE HOME**

**Appendix Q
Form A
revision 8/2021**

This Assessment is based on the State Building Codes (B); Sanitary Code (S); Fire Prevention (F); and the DDS regulations.

Provider:			
Proposed Address:			
QE Specialist		Date:	

Potentially Feasible ☐ **Not Feasible** ☐

Reg. Ref.	Requirement	Guideline	✓	Comments
Living Room, Den or Other Activity Room				
(DDS) 7.07(5)(c)	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.		
(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).		

Reg. Ref.	Requirement	Guideline	✓	Comments
(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.		
Kitchen, Pantry And Dining Room				
(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.			
(S) 410.251(C)	In the kitchen, there are openable windows in an amount equal to at least 4% of floor area or mechanical ventilation is provided. 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.	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	If there is a separate dining room, there are electric outlets for lighting fixtures and other uses.		

Reg. Ref.	Requirement	Guideline	✓	Comments
	outlets; <u>or</u> 1 operable wall outlet and 1 operable electric light fixture.			
(DDS) 7.07(5)(b)	The dining area is of sufficient size to permit all individuals and staff to eat together.			
(S) 410.401(A)	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.	The floor-to-ceiling height allows for comfortable free movement around the dining room.		
Bedroom(s)				
(DDS) 7.07(6)(a)	Each bedroom is at least 90 - 100 square feet for a single individual; and 130 - 144 square feet for two individuals.	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)	Window area is equal to at least 8% of floor area. There are openable windows in an amount equal to at least 4% of floor area or mechanical ventilation is provided.	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 habitable bedroom that is partially below grade (less than half of its floor-to-ceiling height) is free of dampness and has natural light and ventilation.		
(S) 410.259(B)	Each bedroom contains at least 2 separate operable wall outlets or 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.		

Reg. Ref.	Requirement	Guideline	✓	Comments
Bathroom(s)				
(DDS) 7.07(6)(c)	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).		
(S) 410.252 (S) 410.280(B)	The bathroom contains at least 1 operable light fixture. 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.	There is natural and/or mechanical light and ventilation.		
(S) 410.150(D) (S) 410.504(B)	The toilet, washbasin, shower and/or bathtub have a smooth, non-porous, easily cleanable surface. Floors and walls up to a height of 48 inches are constructed of non-absorbent material that is easily cleanable.	The bathroom, including the fixtures, is in good repair and easily cleanable.		
Interior Stairways, Hallways, And Foyers				
(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.	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 in height or more than 38 inches in height.		
(S) 410.500	Treads, risers and balusters are in good repair.	All stairways 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.		
Fire Protection Systems*				
(B) 3603.16.10.3	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 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.		

Reg. Ref.	Requirement	Guideline	✓	Comments
(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) 3603.16.10.4	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 be placed farther than 10 feet in any direction from any bedroom door.			
(S) 410.451	Smoke detectors are located outside bedrooms on every floor of the home.			
Attic, Basement, And Laundry And Storage Areas				
(DDS) 7.05(5)(d)	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 are 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 to 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.		

Reg. Ref.	Requirement	Guideline	✓	Comments
(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.		
(B) 3618.1	The washer and dryer are properly installed and vented (plumbing, electric, gas). 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).	If an alternative to an exterior venting dryer is proposed, it must be approved by the Local Building Authority.		
(S) 410.353	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.	This is especially apparent in basements or cellars on or around furnaces and pipe wrappings.		
Heating Equipment				
(DDS) 7.07(3)	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.	No heating equipment is located in any hallway or stairway.		
(S) 410.200	All heating systems and equipment must be operating and in good repair. (Check the inspection tag on the furnace for all systems except electrical heating systems).	There are no free standing space heaters.		
Exits & Exterior Stairways				
(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.		

Reg. Ref.	Requirement	Guideline	✓	Comments
(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 exit way 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 exit way, operable from the inside and providing safe access to a meeting place.		
Exterior and Yard				
(S) 410.503(c)	Each porch, deck, balcony or roof intended for use by staff and individuals which is 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. <i>(Any wall replaced or constructed in Use Group R-3 on or after August 28, 1997 must be at least 42 inches high).</i>		
(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
Other Appearance and Design Features				
(DDS) 7.07(5)(a)	There is space for individuals to have privacy.			
(DDS) 7.04(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) 7.04(1)(c)3	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, manufacturer's 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
LICENSURE AND CERTIFICATION
SITE FEASIBILITY ASSESSMENT FOR ACCESSIBILITY OF HOMES AND SITE-BASED RESPITE

Appendix Q

revision
8/2021

Introduction and Guide: This assessment is used by the provider and OQE to determine if the home meets the intent of DDS 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:

When should this form be used to evaluate the feasibility/ appropriateness of the home? When one or more individuals with mobility or sensory needs are planned for living in this home.

What is the basis for the requirements in the Accessibility 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 (fully accessible) or in part (partially accessible), if access, space, and fixture specifications are in conformity with the applicable provisions of the Regulations of the Architectural Access Board (521 CMR). ADA requirements have been developed since 1996 and have been added below. 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 ADA references below.

Either AAB or ADA accessibility requirements are acceptable, however as DDS references AAB, in the event that the AAB mentions a requirement that ADA is silent on, AAB prevails.

What living situations are required to meet the requirements in this assessment? All homes providing 24 hour, 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. Homes intending to serve multiple individuals in a fully accessible barrier-free environment are encouraged to have two means of egress and meet all requirements. Kitchens should be made accessible to the needs and interests of the individuals.

- Homes which have all accessible bathrooms, two accessible egresses, and all bedrooms accessible, regardless of the needs of the individuals scheduled to move into the home, will be considered as fully accessible.
- The home will be designated as partially accessible if there is at least one barrier-free bathroom and one bedroom suited to someone with mobility needs.

**DEPARTMENT OF DEVELOPMENTAL SERVICES
OFFICE OF QUALITY MANAGEMENT
LICENSURE AND CERTIFICATION**

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

**Appendix Q
Form B
revision 8/2021**

Provider:			
Proposed Address:			
QE Specialist:		Date:	

Potentially Feasible ☐ **Not Feasible** ☐

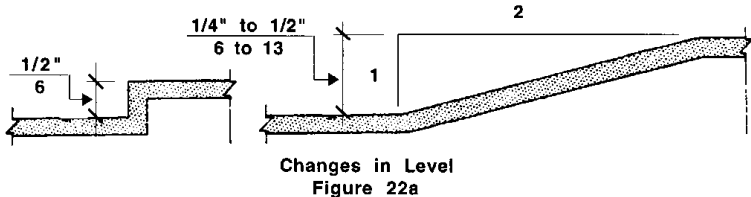
NOTE: Those items marked **(B)** are required for services to individuals with visual impairments, but who are not otherwise physically handicapped.

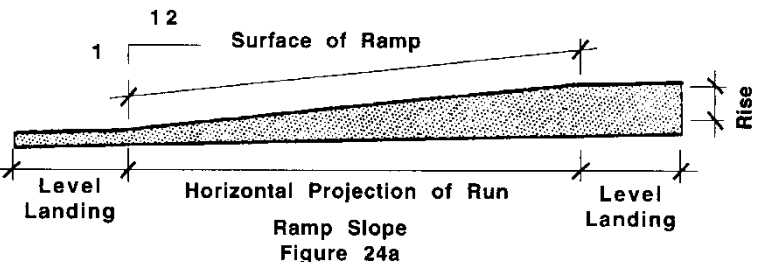
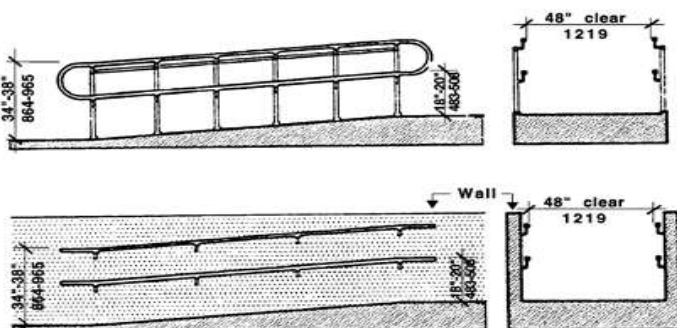
AAB: 521 CMR Architectural Access Board regulations, 2006 Edition

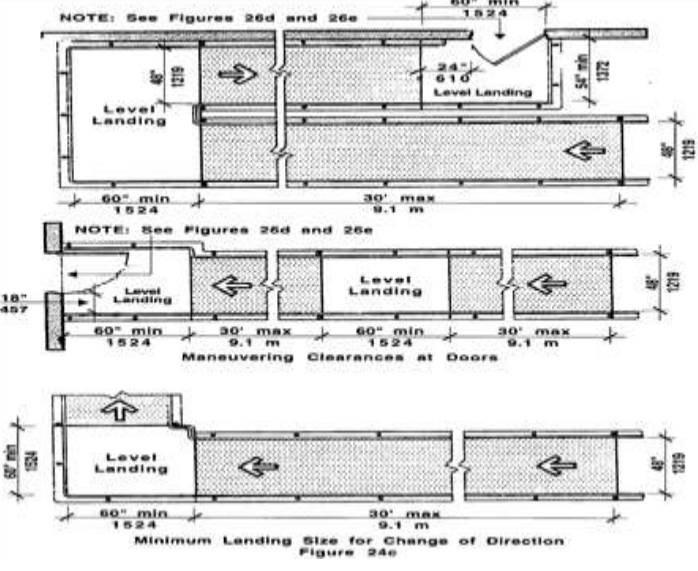
ADA: 2010 ADA Standards for Accessible Design

AAB CODES	REQUIREMENT	√	COMMENTS
Accessible Route			
20.1	<p>An accessible route shall provide a continuous unobstructed path connecting accessible spaces and elements inside and outside a facility. Accessible routes may include but are not limited to walks, halls, corridors, aisles, skywalks, and tunnels.</p> <p>ADA: 402.2 Accessible Routes. Accessible routes shall consist of one or more of the following components: walking surfaces with a running slope not steeper than 1:20, doorways, ramps, curb ramps.</p>		
20.2 20.3	<p>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.</p> <p>An accessible route at least 36 inches (36" = 914mm) wide shall be provided to all rooms and spaces in the dwelling unit including exterior decks, patios, balconies, attached garages, and storage closets (except at doors and at openings less than 24 inches (24" = 610mm) deep where it shall comply with 521 CMR 26.00: DOORS AND DOORWAYS).</p> <p>ADA: 206.2.1 Accessible Routes. At least one accessible route shall be provided within the site from accessible parking spaces...to the accessible building.</p> <p>ADA: 802.1.2 Wheelchair Spaces. A single wheelchair space shall be 36 inches (915 mm) wide minimum.</p>		

AAB CODES	REQUIREMENT	√	COMMENTS
	ADA: 809.2.1 Residential Dwelling Units: Accessible Routes. At least one accessible route shall connect all spaces and elements which are a part of the residential dwelling unit. Where only one accessible route is provided, it shall not pass through bathrooms, closets, or similar spaces.		
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) ADA: 307.4 Vertical Clearance. Vertical clearance shall be 80 inches (2030 mm) minimum.		
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) ADA: 403.3 Walking Surfaces: Slope. The running slope of walking surfaces shall not be steeper than 1:20.		
20.8 29.1	The surface of the accessible route is stable, firm, slip resistant, and maintained with materials that ensure continued slip resistance. ADA: 302.1 Walking Surfaces. Floor and ground surfaces shall be stable, firm and slip resistant.		
Egresses			
20.11.1a	Where more than one means of egress is required under 780 CMR (The Massachusetts State Building Code) from any accessible space or element, each space or element shall be served by not less than two accessible means of egress. <ul style="list-style-type: none"> If a home is intended only to serve individuals with mobility needs, it is strongly recommended that both egresses be made accessible. These homes will be reviewed on a case by case basis to determine feasibility. 		
Exterior Walkways			
22.2	Width of walkways shall be not less than 48 inches (48"= 1219mm), excluding curb stones.		

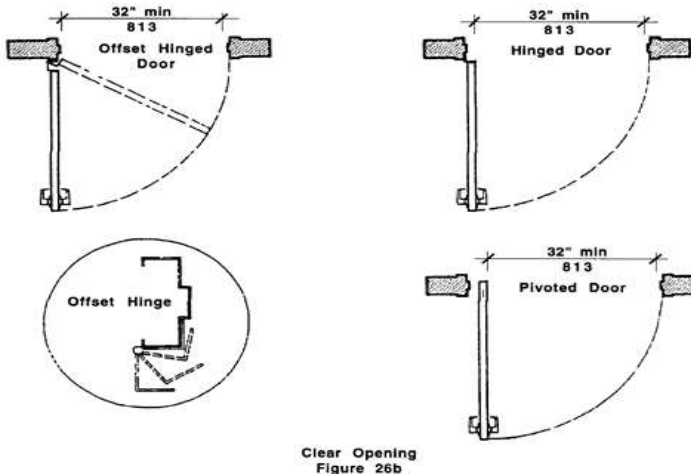
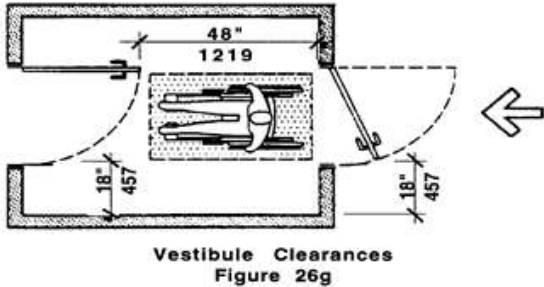
AAB CODES	REQUIREMENT	√	COMMENTS
	<p>An unobstructed path of travel shall be provided which is at least 36 inches (36" = 914mm) clear, excluding curb stones.</p> <p>ADA: 403.5.1 Clear Width. The clear width of walking surfaces must be 36 inches (915 mm) minimum.</p>		
22.4 22.4.1	<p>Path/Walkway have 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)</p>  <p>Changes in Level Figure 22a</p> <p>ADA: 303.2 Changes in Level: Vertical. Changes in level between ¼ inch (6.4 mm) high maximum shall be permitted to be vertical.</p> <p>ADA: 303.3 Changes in Level: Beveled. Changes in level between ¼ inch (6.4 mm) high minimum and ½ inch (13 mm) high maximum shall be beveled not steeper than 1:2.</p>		
22.6	<p>Grading and drainage is designed to minimize pooling of water or accumulation of ice or flow of water across walkways.</p>		
Ramps			
24.1 24.2	<p>An accessible route with a slope greater than 1:20 is considered a ramp. Ramps shall have the least possible slope. (See also 20.9)</p> <p>ADA: 303.4 Ramps. Changes in level greater than ½ inch (13 mm) shall be ramped.</p>		
24.2.1	<p>Maximum slope of a ramp is 1:12, measured between any two points on the ramp.</p> <p>ADA: 405.2 Ramps: Slope. Ramps shall have a running slope not steeper than 1:12</p>		

AAB CODES	REQUIREMENT	√	COMMENTS
24.2.2	<p>Maximum rise for any run is 30". (See figure 24a.)</p>  <p>ADA: 405.6 Ramps: Rise. The rise for any ramp shall be 30 inches (760 mm) maximum.</p>		
24.3	<p>Minimum clear width of the ramp is 48" (measured between the railings). (See figure 24b)</p>  <p>ADA: 405.5 Ramps: Clear Width. The clear width of a ramp run and, where handrails are provided, the clear width between handrails shall be 36 inches (915 mm) minimum.</p>		
24.4	<p>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)</p>		

AAB CODES	REQUIREMENT	√	COMMENTS
	 <p>ADA: 405.7 Ramp Landings. Ramps shall have landings at the top and the bottom of each ramp run.</p>		
24.4.1	Landings are level and unobstructed by projections and door swings.		
24.4.2 24.4.3	<p>The landing width is at least as wide as the ramp run leading to it. The landing length is a minimum of 60" clear.</p> <p>ADA: 405.7.2 Ramp Landings: Width. The landing clear width shall be at least as wide as the widest ramp run leading to the landing.</p> <p>ADA: 405.7.3 Ramp Landings: Length. The landing clear length shall be 60 inches (1525 mm) long minimum.</p>		
24.4.5	<p>If the ramp changes direction at landings, the minimum landing size must be 60" x 60". (See figure 24c)</p> <p>ADA: 405.7.4 Ramps: Change in Direction. Ramps that change direction between runs at landings shall have a clear landing 60 inches (1525 mm) minimum by 60 inches (1525) minimum.</p>		

AAB CODES	REQUIREMENT	√	COMMENTS
24.5.1 24.5.2	<p>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.</p> <p>ADA: 405.8 Ramps: Handrails. Ramp runs with a rise greater than 6 inches (150 mm) shall have handrails complying with ADA: 505.</p> <p>ADA: 505.2 Handrails. Handrails shall be provided on both sides of stairs and ramps.</p> <p>ADA: 505.4 Handrails: Height. Top gripping surfaces of handrails shall be 34 inches (865 mm) minimum and 38 inches (965 mm) maximum vertically above walking surfaces, stair nosing, and ramp surfaces.</p>		
24.5.3	<p>Handrails are continuous without interruption, except by doorways and openings, so that a hand can move from end to end without interruption.</p> <p>ADA: 505.3 Handrails: Continuity. Handrails shall be continuous within the full length of each stair flight or ramp run. Inside handrails on...ramps shall be continuous between flights or runs.</p>		
24.5.6 24.5.7	<p>The handrail is free of sharp or abrasive elements. The handgrip portion of the handrail shall be round or oval in cross section.</p> <p>ADA: 505.8 Handrails: Surfaces. Handrail gripping surfaces and any surfaces adjacent to them shall be free of sharp or abrasive elements and shall have rounded edges.</p>		
24.7	<p>Ramp surfaces are stable, firm and slip resistant.</p> <p>ADA: 302.1 Floor and ground surfaces shall be stable, firm, and slip resistant.</p>		
24.9	<p>Outdoor ramps and their approaches shall be designed so that water will not accumulate on walking surfaces.</p> <p>ADA: 405.10 Ramp Landings: Wet Conditions. Landings subject to wet conditions shall be designed to prevent the accumulation of water.</p>		

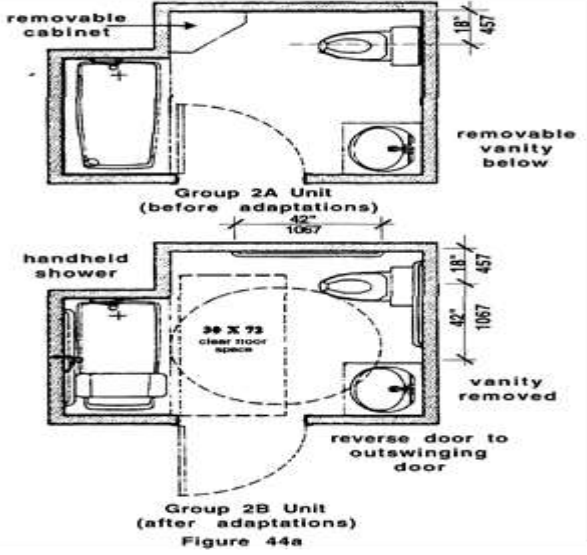
AAB CODES	REQUIREMENT	√	COMMENTS
Entrances			
25.2	APPROACH The approach to an accessible entrance shall be a paved walk or ramp with a slip resistant surface, uninterrupted by steps. Entrance(s) shall have a level space on the interior and exterior of the entrance doors complying with Fig. 25a and 25b.		
25.3	VESTIBULES Between any two hinged or pivoted doors, there shall be a minimum of 48 inches (48" = 1219mm) plus the width of any door swinging into the space. (See figures 25a & 25b) <div data-bbox="464 548 1150 914" data-label="Image"> <p style="text-align: center;">NOTE: See Figures 26d and 26e</p> </div> ADA: 404.2.6 Door in Series. The distance between two hinged or pivoted doors in a series and gates in series shall be 48 inches (1220) minimum plus the width of doors or gates swinging into the space.		
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. ADA: 302.2 Floor or Grounds Surfaces: Carpet. Carpet and permanently affixed mats shall be securely attached.		
Doors and Doorways			
26.5	All doors and openings along accessible routes shall comply with the following requirements. WIDTH: All accessible doorways and openings have a minimum clear space of 32". Clear opening of a door is measured from the face of the stop on the latch side to the face of the door when the door is open 90 degrees. NOTE: A standard 36 inch (36" =		

AAB CODES	REQUIREMENT	√	COMMENTS
	<p>914mm) door with a standard hinge, will produce a clear opening of at least 32 inches (32" = 813mm) (See figures 26b and 26c)</p>  <p>Clear Opening Figure 26b</p> <p>ADA: 404.2.3 Doors and Doorways: Clear Width. Door openings shall provide a clear width of 32 inches (815 mm) minimum. Clear openings of doorways and swinging doors shall be measured between the face of the door and the stop, with the door open 90 degrees. Openings more than 24 inches (610 mm) deep shall provide a clear opening of 36 inches (915 mm) minimum.</p>		
26.7	<p>The minimum space between two hinged or pivoted doors in series shall be 48 inches (48" = 1219mm) plus the width of any door swinging into the space. Doors in a series swing either in the same direction or away from the space between the doors. (See figure 26g)</p>  <p>Vestibule Clearances Figure 26g</p>		

AAB CODES	REQUIREMENT	√	COMMENTS
	ADA: 404.2.6 Doors in Series. The distance between two hinged or pivoted doors in series and gates in series shall be 48 inches (1220 mm) minimum plus the width of doors or gates swinging into the space.		
26.10.1	Thresholds do not exceed 1/2" in height and are beveled on both sides. ADA: 404.2.5 Door and Doorways: Thresholds. Thresholds, if provided at doorways, shall be ½ inch (13 mm) high maximum.		
26.10.2	Changes in floor finish materials have an edge strip or a beveled threshold. ADA: 302.2 Floor or Grounds Surfaces: Carpet. Exposed edges of carpet shall be fastened to floor surfaces and have trim on the entire length of the exposed edge.		
26.10.3	Exterior sliding door thresholds do not exceed 3/4" and are beveled on both sides. ADA: 303.4 Changes in Level: Beveled. Changes in level between ¼ inch (6.4 mm) high minimum and ½ inch (13 mm) high maximum shall be beveled on both sides.		
26.11.1	Handles, pulls, latches, locks, and other operating devices on accessible doors shall have a shape that is easy to operate with one hand and that does not require tight grasping, tight pinching, or twisting of the wrist to operate. Lever operated mechanisms, push type mechanisms, and U-shaped handles are acceptable designs. When sliding doors are fully open, operating hardware shall be exposed and usable from both sides. ADA: 309.4 Operation Operational parts shall be operable with one hand and shall not require tight grasping, pinching, or twisting of the wrist. The force required to activate operable parts shall be 5 pounds (22.2 N).		
26.11.2	Hand-operated door opening hardware is located between 36 - 48" above the floor. ADA: 404.2.7 Handles, pulls, latches, locks, and other operable parts of doors...shall be 34 inches (864 mm) minimum and 48 inches (1220 mm) maximum above the finish floor or ground.		
26.11.3	Doors can be operated with one hand and a single effort.		

AAB CODES	REQUIREMENT	√	COMMENTS
	ADA: 404.2.7 Door and Gate Hardware. Door hardware that can be operated with a closed fist or a loose grip accommodates the greatest range of users.		
26.11.4	Doors opening into hazardous areas have door-opening hardware that is knurled (ridged) or has a roughened surface to give tactile warning to people with visual impairments. (B)		
Stairs			
27.2	<p>On any given flight of stairs, all steps have uniform riser heights and tread widths. Open risers are not permitted. (B)</p> <p>ADA: 504.2 Stairways: Treads and Risers. All steps on a flight of stairs shall have uniform riser heights and uniform tread depths. Risers shall be 4 inches (100 mm) high minimum and 7 inches (180 mm) high maximum. Treads shall be 11 inches (280 mm) deep minimum.</p> <p>ADA: 504.3 Stairways: Open Risers. Open risers are not permitted.</p>		
27.3	<p>Projections on the edge of stairs are no more than 1 1/2". (B)</p> <p>ADA: 504.5 Stairways: Nosings. The permitted projection of the nosing shall extend 1½ inches (38 mm) maximum over the tread below.</p>		
27.4.1 27.4.2	<p>There are continuous handrails on both sides of all stairs, that are between 34" and 38" above the tread/riser intersection. (B)</p> <p>ADA: 505.2 Stairways: Handrails. Handrails shall be provided on both sides of stairs and ramps.</p> <p>ADA: 505.3 Handrails: Continuity. Handrails shall be continuous within the full length of each stair flight or ramp run.</p> <p>ADA: 505.3 Handrails: Height. Top of gripping surfaces of handrails shall be 34 inches (865 mm) minimum and 38 inches (965 mm) maximum vertically above walking surfaces, stair nosing, and ramp surfaces.</p>		
Floors			
29.1	<p>Floors, walks and ramps are stable, firm and slip resistant. (B)</p> <p>ADA: 302.1 Floor or Grounds Surfaces. Floor and ground surfaces are stable, firm, and slip resistant.</p>		
29.2	Floor surfaces are of a common level (up to 1/4").		

AAB CODES	REQUIREMENT	√	COMMENTS
	ADA: 303.2 Changes in Level: Vertical. Changes in level of ¼ inch (6.4 mm) high maximum shall be permitted to be vertical.		
29.2.2	Changes in level of 1/4" to 1/2" must be beveled. (B) ADA: 303.3 Changes in Level: Beveled. Changes in level between ¼ inch (6.4 mm) high minimum and ½ inch (13 mm) high maximum shall be beveled with a slope not to exceed 1:2.		
29.2.3	Changes in level greater than 1/2" have a ramp, walkway or means of vertical access. (e.g., lifts, elevators) (B) ADA: 303.4 Changes in Level: Ramps. Changes in level greater than ½ inch (13 mm) high shall be ramped.		
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. ADA: 302.2 Floor or Grounds Surfaces: Carpet. Carpet or carpet tile shall have a level loop, textured loop, level cut pile, or level cut/uncut pile texture. Pile height shall be ½ inch (13 mm) maximum. Exposed edges of carpet shall be fastened to floor surfaces and shall have trim on the entire length of the exposed edge.		
Bathroom			
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)		

AAB CODES	REQUIREMENT	√	COMMENTS
	 <p>ADA: 603.2.1 Turning Space. Turning <i>space</i> complying with ADA: 304 shall be provided within the room.</p> <p>ADA: 304.3 Circular Space The turning <i>space</i> shall be a <i>space</i> of 60 inches (1525 mm) diameter minimum.</p> <p>ADA: 304.3.1 T-Shaped Space The turning <i>space</i> shall be a T-shaped <i>space</i> within a 60 inch (1525 mm) square minimum with arms and base 36 inches (915 mm) wide minimum. Each arm of the T shall be clear of obstructions 12 inches (305 mm) minimum in each direction and the base shall be clear of obstructions 24 inches (610 mm) minimum.</p>		
44.3	<p>Doors swing out, fold or slide. Doors may swing into the bathroom only if the door does not impede the wheelchair turning space.</p> <p>ADA: 603.2.3 Door Swing. Doors shall not swing into the clear floor <i>space</i> or clearance required for any fixture. Doors shall be permitted to swing into the required turning <i>space</i>.</p>		
44.4.1	<p>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.</p>		

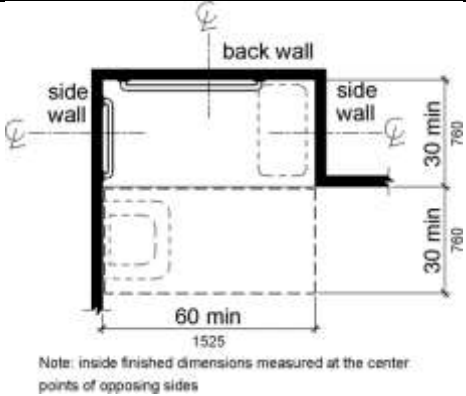
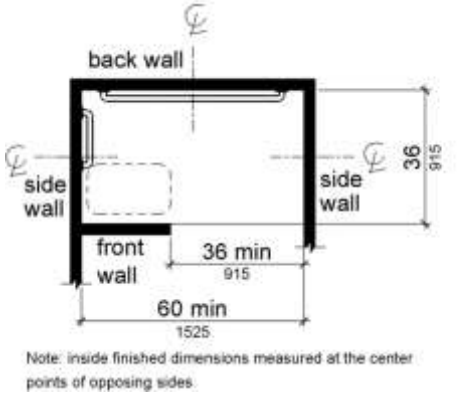
AAB CODES	REQUIREMENT	√	COMMENTS
	<p>There shall be 42 inches (42" = 1067mm) clear from the front edge of the toilet to the nearest wall or fixture.</p> <p>ADA: 604.2 Location. The water closet shall be positioned with a wall or partition to the rear and to one side. The centerline of the water closet shall be 16 inches (405 mm) minimum to 18 inches (455 mm) maximum from the side wall or partition, except that the water closet shall be 17 inches (430 mm) minimum and 19 inches (485 mm) maximum from the side wall or partition in the ambulatory <i>accessible</i> toilet compartment specified in 604.8.2. Water closets shall be arranged for a left-hand or right-hand approach.</p>		
44.4.2	<p>The top of the toilet is 15 - 19" above the floor.</p> <p>ADA: 604.4 Seats. The seat height of a water closet above the finish floor shall be 17 inches (430 mm) minimum and 19 inches (485 mm) maximum measured to the top of the seat. Seats shall not be sprung to return to a lifted position.</p> <p>EXCEPTIONS: In <i>residential dwelling units</i>, the height of water closets shall be permitted to be 15 inches (380 mm) minimum and 19 inches (485 mm) maximum above the finish floor measured to the top of the seat.</p>		
44.4.3	<p>The flush activator is operable with a closed fist and does not require grasping, pinching, or twisting of the wrist.</p> <p>ADA: 604.6 Flush Controls. Flush controls shall be hand operated or automatic. Hand operated flush controls shall comply with ADA: 309. Flush controls shall be located on the open side of the water closet except in ambulatory <i>accessible</i> compartments complying with ADA: 604.8.2.</p>		
44.4.4	<p>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> <p>ADA: 604.5.1 Side Wall. The side wall grab bar shall be 42 inches (1065 mm) long minimum, located 12 inches (305 mm) maximum from the rear wall and extending 54 inches (1370 mm) minimum from the rear wall.</p>		

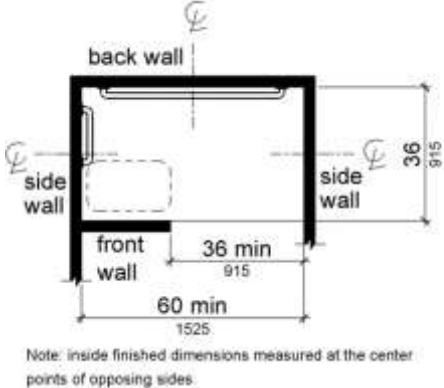
AAB CODES	REQUIREMENT	√	COMMENTS
	ADA: 604.5.2 Rear Wall. The rear wall grab bar shall be 36 inches (915 mm) long minimum and extend from the centerline of the water closet 12 inches (305 mm) minimum on one side and 24 inches (610 mm) minimum on the other side.		
44.4.5	<p>Toilet paper dispensers are 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.</p> <p>ADA: 604.7 Dispensers. Toilet paper dispensers shall comply with ADA: 309.4 and shall be 7 inches (180 mm) minimum and 9 inches (230 mm) maximum in front of the water closet measured to the centerline of the dispenser. The outlet of the dispenser shall be 15 inches (380 mm) minimum and 48 inches (1220 mm) maximum above the finish floor and shall not be located behind grab bars. Dispensers shall not be of a type that controls delivery or that does not allow continuous paper flow.</p>		
44.5.3	<p>The sink rim or countertop is 34" from the floor and there is at least 29" of clearance from the floor to the bottom of the sink.</p> <p>ADA: 606.3 Height. Lavatories and sinks shall be installed with the front of the higher of the rim or counter surface 34 inches (865 mm) maximum above the finish floor or ground.</p>		
44.5.5	<p>The front edge of the sink or countertop is a minimum of 22" from the back wall. Knee space depth: The front edge of the sink or the front edge of the countertop in which a sink is located, shall be a minimum of 22 inches (22" = 559mm) from the back wall or be capable of being relocated to create a space 22 inches (22" = 559mm) deep from the back wall to the front edge of the sink.</p> <p>ADA 306.3.5: Knee Clearance Width. Knee clearance shall be 30 inches (760 mm) wide minimum.</p>		
44.5.6	<p>All piping under the sink is offset to the back wall so that an individual in a wheelchair has maximum possible knee-space. The piping must be insulated.</p> <p>ADA: 606.5 Exposed Pipes and Surfaces. Water supply and drainpipes under lavatories and sinks shall be insulated or otherwise configured to protect against contact. There shall be no sharp or abrasive surfaces under lavatories and sinks.</p>		

AAB CODES	REQUIREMENT	√	COMMENTS
44.5.7	<p>Faucets can be operated with a closed fist and do not require grasping, pinching or twisting of the wrist.</p> <p>ADA: 309.4 Operable Parts. Operable parts shall be operable with one hand and shall not require tight grasping, pinching, or twisting of the wrist. The force required to activate operable parts shall be 5 pounds (22.2 N) maximum.</p> <p>ADA: 606.4 Faucets. Hand-operated metering faucets shall remain open for 10 seconds minimum.</p>		
44.6	<p>If more than one full bath is provided, one of the bath fixtures is a wheel-in shower; where only one bath is provided, it may be a wheel-in shower or bathtub. (ABI – two full wheel-in showers in bathrooms)</p>		
44.6.1	<p>Bathtubs have the following:</p> <p>Bathtubs are a minimum of 60" long. The rim is between 16 -18" above the floor. <i>A clear floor area 30 inches (30" = 762mm) wide and at least 72 inches (72" = 1829mm) long shall be provided adjacent to the tub. At least 12 inches (12" = 305mm) of the clear floor area length shall extend beyond the drain end of the tub if the tub is 60 inches (60" = 1524mm) long.</i></p> <p>ADA: 607.2 Clearance. Clearance in front of bathtubs shall extend the length of the bathtub and shall be 30 inches (760 mm) wide minimum. A lavatory complying with ADA: 606 shall be permitted at the control end of the clearance. Where a permanent seat is provided at the head end of the bathtub, the clearance shall extend 12 inches (305 mm) minimum beyond the wall at the head end of the bathtub.</p> <p>There are two grab bars, 48" long, installed centered 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.</p> <p>ADA: 607.4.2.1 Grab Bars: Back Wall. Two grab bars shall be installed on the back wall, one located in accordance with 609.4 and other located 8 inches (205 mm) minimum and 10 inches (255 mm) maximum above the rim of the bathtub. Each grab bar shall be 24 inches (610 mm) long minimum and shall be installed 24 inches (610 mm) maximum from the</p>		

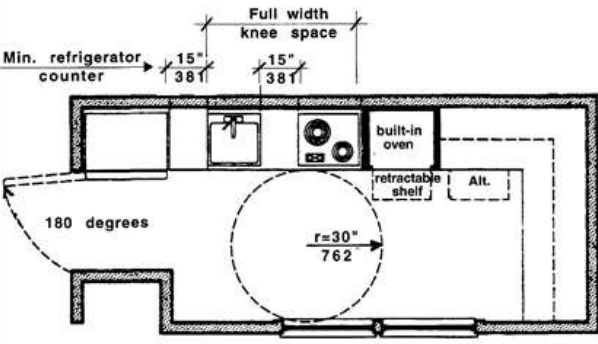
AAB CODES	REQUIREMENT	√	COMMENTS
	<p>head end wall and 12 inches (305 mm) maximum from the control end wall.</p> <p>ADA: 607.4.2.2 Grab Bars: Control End Wall. A grab bar 24 inches (610 mm) long minimum shall be installed on the control end wall at the front edge of the bathtub.</p> <p>ADA: 607.4.2.3 Grab Bars: Head End Wall. A grab bar 12 inches (305 mm) long minimum shall be installed on the head end wall at the front edge of the bathtub.</p>		
44.6.1	<p>Bathtubs have the following:</p> <p>Plastic or fiberglass tubs shall be structurally capable of accepting the installation of a lift that clamps onto the rim.</p> <p>Faucets are operable with a closed fist and do not require grasping, pinching, or twisting of the wrist.</p> <p>ADA: 309.4 Operable Parts. Operable parts shall be operable with one hand and shall not require tight grasping, pinching, or twisting of the wrist. The force required to activate operable parts shall be 5 pounds (22.2 N) maximum.</p> <p>ADA: 606.4 Faucets. Hand-operated metering faucets shall remain open for 10 seconds minimum.</p>		
44.6.1 f.	<p>Faucets and mixing valves are centered horizontally on the long wall of the tub, 28" above the floor. The tub spout shall be located on the end wall above the drain and a shower head may be located on either the end wall or long wall.</p> <p>ADA: 607.5 Controls. Controls, other than drain stoppers, shall be located on an end wall. Controls shall be between the bathtub rim and grab bar, and between the open side of the bathtub and the centerline of the width of the bathtub.</p>		
44.6.1 g.	<p>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.</p> <p>ADA: 607.6 Shower Spray Unit and Water. A shower spray unit with a hose 59 inches (1500 mm) long minimum that can be used both as a fixed-position shower head and as a hand-held shower shall be provided. The shower spray unit shall have an on/off control with a non-positive shut-off. If an adjustable-height shower head on a vertical bar is used, the bar shall be installed so as not to obstruct the use of grab bars.</p>		

AAB CODES	REQUIREMENT	√	COMMENTS
44.6.1.h	<p>Door enclosures: Tracks for sliding doors or enclosures shall not be mounted on the rim of the bathtub unless they can be removed.</p> <p>ADA: 607.7 Bathtub Enclosures. Enclosures for bathtubs shall not obstruct controls, faucets, shower and spray units or obstruct transfer from wheelchairs onto bathtub seats or into bathtubs. Enclosures on bathtubs shall not have tracks installed on the rim of the open face of the bathtub.</p>		
44.6.2	<p>Showers have the following:</p> <p>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. (Below See figure 44b)</p> <div data-bbox="480 646 1142 1109" data-label="Diagram"> <p>Figure 44b is a technical diagram of a bathroom layout for Group 2B. It shows a toilet, a vanity with a sink, and a roll-in shower. The shower is 30 inches wide and 60 inches deep. The diagram includes various dimensions in inches and millimeters. Labels include 'Reinforce walls (2)', 'Vanity below removed', 'Reinforce walls (3)', 'Outswinging door', 'Centered on shower', and 'Provide flexible shower head'.</p> <p>ADA: 608.2.2 Standard Roll-In Type Shower Compartments. Standard roll-in type shower compartments shall be 30 inches (760 mm) wide minimum by 60 inches (1525 mm) deep minimum clear inside dimensions measured at center points of opposing sides and shall have a 60 inches (1525 mm) wide minimum entry on the face of the shower compartment.</p> <p>ADA: 608.2.2.1 Clearance. A 30 inch (760 mm) wide minimum by 60 inch (1525 mm) long minimum clearance shall be provided adjacent to the open face of the shower compartment.</p> </div>		

AAB CODES	REQUIREMENT	√	COMMENTS
	 <p>ADA: 608.2.3 Alternate Roll-In Type Shower Compartments. Alternate roll-in type shower compartments shall be 36 inches (915 mm) wide and 60 inches (1525 mm) deep minimum clear inside dimensions measured at center points of opposing sides. A 36 inch (915 mm) wide minimum entry shall be provided at one end of the long side of the compartment.</p>  <p>Figure 608.2.3 Alternate Roll-In Type Shower Compartment Size and Clearance</p>		

AAB CODES	REQUIREMENT	√	COMMENTS
	 <p data-bbox="661 618 1136 683">Figure 608.2.3 Alternate Roll-In Type Shower Compartment Size and Clearance</p>		
44.6.2	<p data-bbox="247 732 1346 802">Showers have the following: One grab bar, 48" long, is located on the long wall at a height of 36" above the floor.</p> <p data-bbox="247 849 1360 954">ADA: 608.3 Showers: Grab Bars. Grab bars shall comply with ADA: 609 and shall be provided in accordance with ADA: 608.3. Where multiple grab bars are used, required horizontal grab bars shall be installed at the same height above the finish floor.</p>		
44.6.2 d	<p data-bbox="247 969 1308 1036">Faucets are operable with a closed fist and shall not require grasping, pinching, or twisting of the wrist.</p> <p data-bbox="247 1083 1360 1190">ADA: 309.4 Operable Parts. Operable parts shall be operable with one hand and shall not require tight grasping, pinching, or twisting of the wrist. The force required to activate operable parts shall be 5 pounds (22.2 N) maximum.</p> <p data-bbox="247 1201 1270 1263">ADA: 606.4 Faucets. Hand-operated metering faucets shall remain open for 10 seconds minimum.</p>		
44.6.2 e	<p data-bbox="247 1281 1367 1344">Mixing valves are centered horizontally on the long wall. The centerline of the control is mounted 38" to 48" above the shower floor.</p> <p data-bbox="247 1391 1339 1498">ADA: 608.5.2 Standard Roll-In Type Shower Compartments. In standard roll-in type shower compartments, the controls, faucets, and shower spray unit shall be located above the grab bar, but no higher than 48 inches (1220 mm) above the shower floor.</p>		

AAB CODES	REQUIREMENT	√	COMMENTS
	Where a seat is provided, the controls, faucets, and shower spray unit shall be installed on the back wall adjacent to the seat wall and shall be located 27 inches (685 mm) maximum from the seat wall.		
44.6.2 f	<p>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.</p> <p>ADA: 608.6 Shower Spray Unit and Water. A shower spray unit with a hose 59 inches (1500 mm) long minimum that can be used both as a fixed-position shower head and as a hand-held shower shall be provided. The shower spray unit shall have an on/off control with a non-positive shut-off. If an adjustable-height shower head on a vertical bar is used, the bar shall be installed so as not to obstruct the use of grab bars.</p>		
44.6.2 g	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	<p>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.</p> <p>ADA: 609.2.1 Grab Bars: Circular Cross Section. Grab bars with circular cross sections shall have an outside diameter of 1 1/4 inches (32 mm) minimum and 2 inches (51 mm) maximum.</p> <p>ADA: 609.2.2 Grab Bars: Non-Circular Cross Section. Grab bars with non-circular cross sections shall have a cross-section dimension of 2 inches (51 mm) maximum and a perimeter dimension of 4 inches (100 mm) minimum and 4.8 inches (120 mm) maximum.</p> <p>ADA: 609.3 Spacing. The <i>space</i> between the wall and the grab bar shall be 1 1/2 inches (38 mm). The <i>space</i> between the grab bar and projecting objects below and at the ends shall be 1 1/2 inches (38 mm) minimum. The <i>space</i> between the grab bar and projecting objects above shall be 12 inches (305 mm) minimum.</p> <p>ADA: 609.6 Fittings. Grab bars shall not rotate within their fittings.</p>		
44.8.1 44.8.2	A mirror is located over the sink with the bottom no more than 40" above the floor and the top no less than 72" above the floor.		

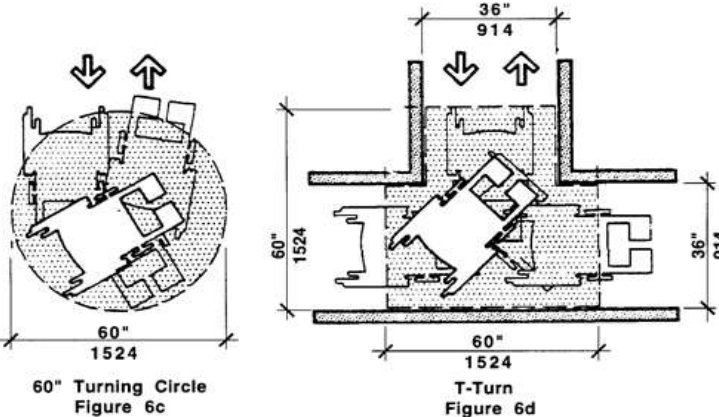
AAB CODES	REQUIREMENT	√	COMMENTS
	ADA: 603.3 Mirrors. Mirrors located above lavatories or countertops shall be installed with the bottom edge of the reflecting surface 40 inches (1015 mm) maximum above the finish floor or ground. Mirrors not located above lavatories or countertops shall be installed with the bottom edge of the reflecting surface 35 inches (890 mm) maximum above the finish floor or ground.		
44.9	The medicine cabinet is installed with its inside bottom surface at a height of 40" above the floor.		
Kitchen			
45.2 6.4.1	<p>A clear floor space is provided in front of appliances which have no knee-space (e.g., wall ovens, refrigerators). Minimum clear floor space to accommodate a single stationary wheelchair is 30" x 48".</p> <p>ADA: 804.6.1 Kitchen Appliances: Clear Floor or Ground Space. A clear floor or ground space complying with 305 shall be provided at each kitchen appliance. Clear floor or ground spaces shall be permitted to overlap.</p> <p>ADA: 305.3 Clear Floor or Ground Space: Size. The clear floor or ground space shall be 30 inches (760 mm) minimum by 48 inches (1220 mm) minimum.</p>		
45.3 6.3	<p>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 Figure 45a)</p>  <p style="text-align: center;">Group 2 Kitchen Figure 45a</p> <p>809.2.2 Residential Dwelling Unit: Turning Space. All rooms served by an <i>accessible</i> route shall provide a turning <i>space</i> complying with ADA: 304.</p>		

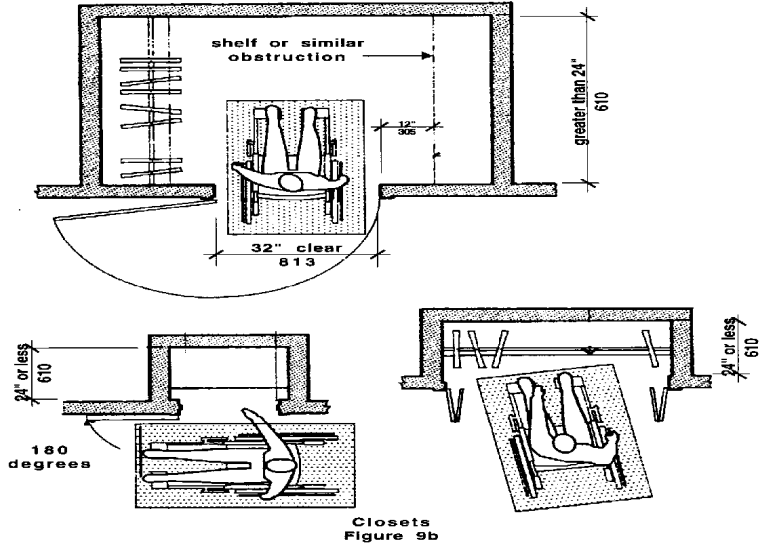
AAB CODES	REQUIREMENT	√	COMMENTS
	<p>ADA: 304.3 Circular Space The turning <i>space</i> shall be a <i>space</i> of 60 inches (1525 mm) diameter minimum.</p> <p>ADA: 304.3.1 T-Shaped Space The turning <i>space</i> shall be a T-shaped <i>space</i> within a 60 inch (1525 mm) square minimum with arms and base 36 inches (915 mm) wide minimum. Each arm of the T shall be clear of obstructions 12 inches (305 mm) minimum in each direction and the base shall be clear of obstructions 24 inches (610 mm) minimum.</p>		
45.4.2	<p>A clear knee-space is provided under the sink, 19" deep and at least 30" wide.</p> <p>ADA: 804.3.1 Clear Ground or Floor Space. A clear floor space complying with ADA: 305, positioned for a forward approach, and knee and toe clearance complying with ADA: 306 shall be provided.</p> <p>ADA: 306.3.1. Knee Clearance. Space under an element between 9 inches (230 mm) and 27 inches (685 mm) above the finish floor or ground shall be considered knee clearance and shall comply with ADA: 306.3.</p> <p>ADA: 306.3.2 Maximum Depth. Knee clearance shall extend 25 inches (635 mm) maximum under an element at 9 inches (230 mm) above the finish floor or ground.</p> <p>ADA: 306.3.3 Minimum Required Depth. Where knee clearance is required under an element as part of a clear floor space, the knee clearance shall be 11 inches (280 mm) deep minimum at 9 inches (230 mm) above the finish floor or ground, and 8 inches (205 mm) deep minimum at 27 inches (685 mm) above the finish floor or ground.</p>		
45.4.4 45.5.4 45.10.2	<p>A counter space at least 15" wide is provided on one side of the sink or cooktop, at the same height as the sink or cooktop.</p> <p>ADA: 804.3 Kitchen Work Surfaces. In residential dwelling units required to comply with ADA: 809 (Residential Dwelling Units), at least one 30 inches (760 mm) wide minimum section of counter shall provide a kitchen work surface that complies with 804.3</p>		
45.4.5	Sink bowls do not exceed 6 1/2" in depth. Drains are offset to the rear.		

AAB CODES	REQUIREMENT	√	COMMENTS
45.4.6 45.4.3	<p>Water pipes and drain traps are located as close to the rear wall of the knee-space underneath the sink and as high off the floor as possible to provide maximum knee-space. If there is no base cabinet under the sink, pipes are insulated or covered. The kitchen sink is 27" from the floor to the underside of the sink.</p> <p>ADA: 606.3 Sinks: Height. Lavatories and sinks shall be installed with the front of the higher of the rim or counter surface 34 inches (865 mm) maximum above the finish floor or ground.</p> <p>EXCEPTIONS: 2. In residential dwelling unit kitchens, sinks that are adjustable to variable heights, 29 inches (735 mm) minimum and 36 inches (915 mm) maximum, shall be permitted where rough-in plumbing permits connections of supply and drainpipes for sinks mounted at the height of 29 inches (735 mm).</p> <p>ADA: 606.5 Exposed Pipes and Surfaces. Water supply and drainpipes under lavatories and sinks shall be insulated or otherwise configured to protect against contact. There shall be no sharp or abrasive surfaces under lavatories and sinks.</p>		
45.4.7	<p>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.</p>		
45.4.8	<p>Faucets are operated by a single lever. A spray hose is provided.</p> <p>ADA: 309.4 Operable Parts. Operable parts shall be operable with one hand and shall not require tight grasping, pinching, or twisting of the wrist. The force required to activate operable parts shall be 5 pounds (22.2 N) maximum.</p>		
45.5.2 45.5.3	<p>A clear knee-space is provided under the cooktop, 19" deep and at least 30" wide, with at least 29" from the floor to the underside of the cooktop.</p> <p>ADA: 306.3.1. Knee Clearance. Space under an element between 9 inches (230 mm) and 27 inches (685 mm) above the finish floor or ground shall be considered knee clearance and shall comply with 306.3.</p> <p>ADA: 306.3.2 Maximum Depth. Knee clearance shall extend 25 inches (635 mm) maximum under an element at 9 inches (230 mm) above the finish floor or ground.</p> <p>ADA: 306.3.3 Minimum Required Depth. Where knee clearance is required under an element as part of a clear floor space, the knee clearance shall be 11 inches (280 mm)</p>		

AAB CODES	REQUIREMENT	√	COMMENTS
	deep minimum at 9 inches (230 mm) above the finish floor or ground, and 8 inches (205 mm) deep minimum at 27 inches (685 mm) above the finish floor or ground.		
45.5.5	<p>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.</p> <p>ADA: 804.6.4 Range or Cooktop. The location of controls shall not require reaching across burners.</p>		
45.6.1	All microwave ovens, if built in, and at least one conventional oven shall comply with the following: The bottom of the oven is 30" above the floor.		
45.6.2	The oven is self-cleaning or continuous cleaning.		
45.6.4	<p>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.</p> <p>ADA: 804.6.5.2 Bottom-Hinged Door Ovens. Bottom-hinged door ovens shall have the work surface required by ADA: 804.3 positioned adjacent to one side of the door.</p> <p>ADA 804.6.5.1 Side-Hinged Door Ovens. Side-hinged door ovens shall have the work surface required by ADA: 804.3 positioned adjacent to the latch side of the oven door.</p>		
45.7	<p>Wall cabinets are no higher than 48" from the floor to the inside bottom of the cabinet.</p> <p>ADA: 308.2.1 Unobstructed Forward Reach. Where a forward reach is unobstructed, the high forward reach shall be 48 inches (1220 mm) maximum and the low forward reach shall be 15 inches (380 mm) minimum above the finish floor or ground.</p>		
45.8.2	Cabinets located at the inside corner of an L shaped counter shall have or be capable of providing a built in Lazy Susan.		
45.8.3	At least one base cabinet shall provide a drawer or drawers.		

AAB CODES	REQUIREMENT	√	COMMENTS
45.9.1	<p>Opening devices on cabinets do not require twisting, pinching or grasping to operate.</p> <p>ADA: 309.4 Operable Parts: Operation. Operable parts shall be operable with one hand and shall not require tight grasping, pinching, or twisting of the wrist. The force required to activate operable parts shall be 5 pounds (22.2 N) maximum.</p>		
45.9.2	<p>Opening devices are located at the tops of base cabinet doors and the bottom of wall cabinet doors.</p>		
45.10	<p>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.</p> <p>ADA: 804.6.6: Appliances: Refrigerator/Freezer. Combination refrigerators and freezers shall have at least 50 percent of the freezer space 54 inches (1370 mm) maximum above the finish floor or ground.</p>		
45.10.1	<p>The refrigerator is located so that its doors are capable of being opened 180° and so that it meets minimum clear floor space and zone of reach requirements.</p> <p>ADA: 804.6.6: Appliances: Refrigerator/Freezer. The clear floor or ground space shall be positioned for a parallel approach to the space dedicated to a refrigerator/ freezer with the centerline of the clear floor or ground space offset 24 inches (610 mm) maximum from the centerline of the dedicated space.</p>		
Bedroom			
47.1 6.3	<p>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)</p>		

AAB CODES	REQUIREMENT	√	COMMENTS
	 <p>60" Turning Circle Figure 6c</p> <p>T-Turn Figure 6d</p> <p>ADA: 304.3 Circular Space The turning <i>space</i> shall be a <i>space</i> of 60 inches (1525 mm) diameter minimum.</p> <p>ADA: 304.3.1 T-Shaped Space The turning <i>space</i> shall be a T-shaped <i>space</i> within a 60 inch (1525 mm) square minimum with arms and base 36 inches (915 mm) wide minimum. Each arm of the T shall be clear of obstructions 12 inches (305 mm) minimum in each direction and the base shall be clear of obstructions 24 inches (610 mm) minimum.</p>		
47.3 9.5.9	<p>The individual can reach all parts of the closet.</p> <ol style="list-style-type: none"> Closet shelves/poles: Closet walls shall be structurally capable of supporting the installation of shelves and poles which are relocatable from 42 inches to 72 inches (42" to 72" = 1067mm to 1829mm) to the top of shelf or pole whichever is higher. Closet depth: Where the interior depth of the closet exceeds 24 inches (24" = 610mm), the doorway must comply with 521 CMR 26.5, Width so that a disabled person can enter the closet. The bottom track of the closet door must also be recessed with no more than ¼ of an inch (¼" = 6mm) change in finish material. For <i>Group 2 units</i>, when the interior depth of the closet is 24 inches (24" = 610mm) or less, it shall be open to the room to permit a person with a disability to reach all parts of the closet. 		

AAB CODES	REQUIREMENT	√	COMMENTS
	 <p>ADA: 308.2.1 Unobstructed Forward Reach. Where a forward reach is unobstructed, the high forward reach shall be 48 inches (1220 mm) maximum and the low forward reach shall be 15 inches (380 mm) minimum above the finish floor or ground.</p>		
	Alarms		
40.1	<p>Both audible and visual alarms are used in homes serving individuals who are deaf or hard of hearing or blind, as appropriate.</p> <p>ADA: 702.1 Fire Alarm Systems Fire alarm systems shall have permanently installed audible and visible alarms complying with NFPA 72 (1999 or 2002 edition).</p>		
	Visual Alarms for Individuals Who Are Deaf or Hard Of Hearing		
9.7.1	All common spaces, rooms and bedrooms are equipped with visual alarms (strobe lights).		
	<p>ADA: 702.1 Fire Alarm Systems Fire alarm systems shall have permanently installed audible and visible alarms complying with NFPA 72 (1999 or 2002 edition).</p>		
8.6.1	Visual alarms are visible from all areas of the room.		

AAB CODES	REQUIREMENT	√	COMMENTS
40.4.1	ADA: 702.1 Fire Alarm Systems Fire alarm systems shall have permanently installed audible and visible alarms complying with NFPA 72 (1999 or 2002 edition).		
Visual Notification Devices			
9.7.3	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. ADA: 806.3.2 Notification Devices Visible notification devices shall be provided to alert room occupants of incoming telephone calls and a door knock or bell. Notification devices shall not be connected to visible alarm signal appliances.		
Outlets and Controls (e.g., light switches, thermostats)			
39.1	Controls and operating mechanisms are accessible. Clear floor space that allows a forward or a parallel approach by a person using a wheelchair shall be provided at controls, dispensers, receptacles, and other operable equipment. ADA: 308.2.1 Unobstructed Forward Reach. Where a forward reach is unobstructed, the high forward reach shall be 48 inches (1220 mm) maximum and the low forward reach shall be 15 inches (380 mm) minimum above the finish floor or ground.		
39.3.1	Electrical and communication systems receptacles on walls are mounted between 15" - 48" above the floor.		
39.4	All such controls shall be located at least 18 inches (18" = 457mm) from an interior corner.		
39.5	Controls and operating mechanisms are operable with one hand and do not require grasping, pinching, or twisting of the wrist. ADA: 309.4 Operable Parts: Operation. Operational parts shall be operable with one hand and shall not require tight grasping, pinching, or twisting of the wrist. The force required to activate operable parts shall be 5 pounds (22.2 N).		

**DEPARTMENT OF DEVELOPMENTAL SERVICES
OFFICE OF QUALITY MANAGEMENT
LICENSURE AND CERTIFICATION
SITE FEASIBILITY REPORT**

**Appendix Q
Form C
revision 8/21**

Provider:			
Proposed Address:			
Proposed Capacity of the Home:		Type of Home (e.g., Single Family)	

Potentially Feasible ☐ Not Feasible ☐

Area	Comments
Living Room, Den or Other Activity Room Common rooms are of sufficient size and configuration to accommodate all individuals in the home.	
Kitchen, Pantry and Dining Room All appliances are operational. Kitchen surfaces are non-porous and easy to clean.	
Bedrooms Each single bedroom is at least 90 - 100 sq. ft. and 130 - 144 sq. ft. for two individuals. There is natural light and ventilation. Bedrooms are free from dampness.	
Bathrooms Existing sites serving five individuals as of July 15, 2016 must have at least 1½ bathrooms. Any newly developed sites serving five individuals must have two bathrooms.	
Interior Stairways, Hallways and Foyers All stairways have at least one handrail and treads and risers are in good repair.	
Fire Protection Systems There is an interconnected fire alarm system operational across all levels of the home. Carbon monoxide detector(s) are placed on each level and within 10 feet of each bedroom door.	
Attic, Basement, Laundry and Storage Areas No room or area is used as a bedroom or living space if more than 1/2 of its floor ceiling height is below grade and is chronically damp.	
Heating Equipment The heating system, other than electric, has been inspected within the past 15 months.	
Exits and Exterior Stairways 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.	
Exterior and Yard All exits and walkways are supported by exterior lighting.	
AAB Requirements All personal and common areas, including bedroom, bathroom and kitchen, are accessible to persons with substantial mobility impairments.	

Comments: If you are planning to proceed with this location, 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 <input type="checkbox"/> NO <input type="checkbox"/>
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**DEPARTMENT OF DEVELOPMENTAL SERVICES
OFFICE OF QUALITY MANAGEMENT
LICENSURE AND CERTIFICATION
PRE-PLACEMENT REQUIREMENTS CHECKLIST FOR THE HOME**

**Appendix Q
Form D revision
8/2021**

Provider:	Address:	Capacity of the Home:
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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 when there have 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 and operational.			
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 should not exceed 112 degrees for showers and 120 degrees for faucets).			
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.			
OQE Staff signature			Date:

**DEPARTMENT OF DEVELOPMENTAL SERVICES
OFFICE OF QUALITY MANAGEMENT
LICENSURE AND CERTIFICATION
EVACUATION DRILL REPORT**

**Appendix Q
Form E revision
8/2021**

Date:		Time:		AM <input type="checkbox"/> PM <input type="checkbox"/>	Capacity of the Home:	
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Provider:					
Address of Home:				Include Apt/Unit # if applicable	

Name of staff on duty		# Staff Asleep:		# Staff Awake:	
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# Individuals not present at time of drill		# Individuals not asleep at time of drill:	
---	--	---	--

Exit blocked?		Which one(s):	
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Individual's Name (Initials Only)	Evacuation Time	Type of Assistance (independent, verbal, gestural, tactile, physical)	Location of Bedroom	Non-Ambulatory	Adaptive Device(s)
1.					
2.					
3.					
4.					
5.					

Comments:

Provider Staff Signature		QE Specialist Signature	
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cc: Provider File

**DEPARTMENT OF DEVELOPMENTAL SERVICES
OFFICE OF QUALITY MANAGEMENT
LICENSURE AND CERTIFICATION
APPROVAL TO OCCUPY FOR THE HOME/SITE-BASED RESPITE**

**Appendix Q
Form F revision
8/2021**

To:		Provider:	
From:		Date:	

Proposed final capacity:		Approved capacity:	
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The ☐ Home ☐ ABI / MFP home ☐ Site-Base Respite to be located at

Full Address:	
----------------------	--

was assessed for compliance with applicable DDS Requirements.

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

☐ No conditions set

☐ Conditional approval based on correction of the following items (note due dates)

☐ The home is not suitable for individual placement for the following reasons:

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

Correction Confirmation (When home was conditionally approved for individual placement):

Site Visit ☐ Written (attached) ☐ Other ☐

All conditions have been met.

QE Specialist:		Date:	
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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 Office of Quality Enhancement (OQE) is to support both the provider and DDS Area/Regional Office when they are relocating and/or 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 based or purchased by the provider. As community day service locations need to be prepared to serve individuals with any variety of needs, they need to be fully accessible and assure evacuation in the event of a fire emergency.

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 are served in a community based day service location or do other activities at a location that is owned or operated by the provider.

- Some Provider owned or operated sub-locations, such as day service operating out of a training site or residential home, will have a modified site feasibility/pre-placement.
- 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 Office of Quality Enhancement (OQE) 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 (Form G and Form H (AAB))** of the potential location. Community Based Day service locations should be accessible to the needs of individuals, and therefore should complete Form H.

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 I)** 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).

PRE-PLACEMENT REVIEW PROCESS

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 initial fire drill is not required for a work/ community day service pre-placement. An Approval to Occupy must be issued before the building can be used by individuals.

1. **Pre-Placement Requirements Checklist (Form J)** is completed to verify that the location meets all requirements and to document any items that must be completed before individuals can be served in the location. The QE Specialist will also ensure that all items listed in the site feasibility form or letter, have been fully addressed.
 - a. 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.
2. All individuals must be able to evacuate the day service within a timely manner with or without staff assistance. The QE Specialist ensures the completion of an approved Safety Plan outlining the capacity, listing the individuals needs and documenting strategies to evacuate.
 - a. A fire drill is not conducted for day service locations during the pre-placement review.

APPROVAL TO OCCUPY

1. Once the provider has made all necessary, renovations, repairs, and all needed furniture and equipment are at the work/community supports location, the QE Specialist completes the **Pre-Placement Requirements Checklist (Form J)** again to verify that the location meets all requirements and to documents any items that must be completed before an **Approval to Occupy (Form K)** 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 uploads the information and the Approval to Occupy to the QE5 system.

**DEPARTMENT OF DEVELOPMENTAL SERVICES
OFFICE OF QUALITY MANAGEMENT
LICENSURE AND CERTIFICATION**

**Appendix Q
Form G
revision 8/2021**

SITE FEASIBILITY ASSESSMENT FOR WORK/COMMUNITY SUPPORTS

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

Provider:			
Proposed Address:			
QE Specialist		Date:	

Potentially Feasible ☐ Not Feasible ☐

REG. REF.	REQUIREMENT	GUIDELINE	✓	COMMENTS
Work Area/Building				
(B) 1205.1	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	Windows and doors are weather tight and in good repair.	<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 floorboards. • 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).		
Kitchen, Lunchroom, And Cafeteria				

REG. REF.	REQUIREMENT	GUIDELINE	✓	COMMENTS
(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.			
Bathroom(s)				
(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. 		
(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.		

REG. REF.	REQUIREMENT	GUIDELINE	✓	COMMENTS																
(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).																		
(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: <table><thead><tr><th># Employees</th><th># Toilets</th></tr></thead><tbody><tr><td>1 - 15</td><td>1</td></tr><tr><td>16 - 35</td><td>2</td></tr><tr><td>36 - 55</td><td>3</td></tr><tr><td>56 - 80</td><td>4</td></tr><tr><td>81 - 110</td><td>5</td></tr><tr><td>111 - 150</td><td>6</td></tr><tr><td>Over 150</td><td>1 additional toilet fixture for each additional 40 employees</td></tr></tbody></table>	# Employees	# Toilets	1 - 15	1	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).		
# Employees	# Toilets																			
1 - 15	1																			
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																			
Interior Stairways and Hallways																				
	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.																		

REG. REF.	REQUIREMENT	GUIDELINE	✓	COMMENTS
		<ul style="list-style-type: none"> Floorboards not broken or rotting. Width and height can be used 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.	There are 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.		
Fire Prevention Systems				
(B)		The type of fire prevention system required will depend on the designation "Use Group" in the State Building Codes.		
Smoking Areas				
(DDS) 7.07(3)		<p>For smoking areas the following applies:</p> <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. 		

REG. REF.	REQUIREMENT	GUIDELINE	✓	COMMENTS
Heating And Electrical Equipment				
(S) 410.200 (A)	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.			
	All wall receptacles, conduit boxes and/or other sources of electricity are covered.	<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. 		
Asbestos				
(S) 410.353	All asbestos material is maintained properly, in accordance with the State Sanitary Code.	<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. 		
Entrances, Exits, And Exterior Stairways				
	Each floor has at least 2 usable exits.	<ul style="list-style-type: none"> • There are 2 usable 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.			

REG. REF.	REQUIREMENT	GUIDELINE	✓	COMMENTS
Exterior (In Free-Standing Buildings)				
(S) 410.501	There is no evidence of leaks in the foundation or exterior walls.	<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. 		
APPEARANCE, DESIGN AND LOCATION				
(DDS) 7.04(1)(c) 4	The work/community supports 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).			

DEPARTMENT OF DEVELOPMENTAL SERVICES
OFFICE OF QUALITY MANAGEMENT
LICENSURE AND CERTIFICATION
ARCHITECTURAL ACCESS BOARD (AAB) SITE FEASIBILITY ASSESSMENT FOR WORK/COMMUNITY SUPPORTS

Appendix Q
Form H
revision 8/2021

Provider:			
Proposed Address:			
QE Specialist		Date:	

Potentially Feasible ☐ **Not Feasible** ☐

115 CMR 7.07(4) 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 day service intending to serve "physically handicapped persons" as defined in Massachusetts General Law, **Chapter 22, Section 13A**.

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
Site Access			
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.		

AAB CODES	REQUIREMENT	✓	COMMENTS
Ramps			
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.)		
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.		
Entrances			
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.		

AAB CODES	REQUIREMENT	✓	COMMENTS
Doors			
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.		
27.11	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 (ridged) surfaces on door opening hardware to give a tactile warning.		
Stairs			
28.2	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.		
Floors			
29.2	Floors in the means of egress have a non-slip surface.		

AAB CODES	REQUIREMENT	✓	COMMENTS
29.3	Carpets are taut, securely anchored and of a material to minimize tripping.		
Bathroom			
30.1	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.		
30.3	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.		
30.4	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.		
	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.		

AAB CODES	REQUIREMENT	✓	COMMENTS
30.5.4	There are two grab bars on the back wall and one on the side wall.		
Showers - If Present			
31.1	Showers can accommodate both wheel-in and transfer options		
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.		
Kitchen - If Present <i>and</i> 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.		

AAB CODES	REQUIREMENT	✓	COMMENTS
	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
LICENSURE AND CERTIFICATION
SITE FEASIBILITY REPORT**

**Appendix Q
Form I
revision 5/21**

Provider:			
Proposed Address:			
Intended Capacity:-		Type of Service:	Employment Supports <input type="checkbox"/> Community Supports <input type="checkbox"/>

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 <input type="checkbox"/> NO <input type="checkbox"/>
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CC: Area Director

**DEPARTMENT OF DEVELOPMENTAL SERVICES
OFFICE OF QUALITY MANAGEMENT
LICENSURE AND CERTIFICATION
PRE-PLACEMENT REQUIREMENTS CHECKLIST FOR
WORK/COMMUNITY SUPPORTS**

**Appendix Q
Form J
revision 8/2021**

Provider:		Address:		Intended Capacity:	
------------------	--	-----------------	--	---------------------------	--

General requirements that must be met before individuals attend in the work/community supports	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.			
18. AAB Requirements are met (if applicable).			
19. Medication administration system is in place if the provider is or intends to become registered with DPH.			

OQE Staff Signature:		Date:	
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**DEPARTMENT OF DEVELOPMENTAL SERVICES
OFFICE OF QUALITY MANAGEMENT
LICENSURE AND CERTIFICATION
APPROVAL TO OCCUPY FOR EMPLOYMENT/COMMUNITY SUPPORTS**

**Appendix Q
Form K revision
8/2021**

To:		Provider:	
From:		Date:	

Full Address:	
----------------------	--

The **Employment Support** ☐ **Community Support** ☐
was assessed for compliance with applicable DDS Requirements.

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

- ☐ No conditions set
☐ Conditional approval based on correction of the following items (note due dates)

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

Signed by: Agency Representative/Title		QE Specialist:	
---	--	---------------------------	--

Correction Confirmation (When location was conditionally approved for individual placement):

Site Visit ☐ Written (attached) ☐ Other ☐

☐ **All conditions have been met**

QE Specialist:		Date:	
---------------------------	--	--------------	--

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

CC: Area Office