**COMPLIANCE CHECKLIST**

**IP11\_Psychiatric Patient Care Unit**

The following checklist is intended to be used in the plan review applications for health care facilities submitted to the Massachusetts Department of Public Health. This checklist summarizes and references the applicable requirements from the Licensure Regulations and the 2018 Edition of the FGI Guidelines for Design and Construction of Hospitals. Applicants must verify compliance of the plans submitted to the Department with all referenced requirements from the Licensure Regulations and FGI Guidelines when completing this Checklist. A separate Checklist must be completed for each nursing unit, hospital or clinic department, or clinical suite.

Other jurisdictions, regulations and codes may have additional requirements which are not included in this checklist, such as:

1. NFPA 101 Life Safety Code (2012) and applicable related standards contained in the appendices of the Code
2. State Building Code (780 CMR)
3. Accreditation requirements of The Joint Commission
4. CDC Guidelines for Preventing the Transmission of Mycobacterium Tuberculosis in Health Care Facilities
5. USP 797 & Regulations of the Massachusetts Board of Registration in Pharmacy
6. Occupational Safety & Health Standards (OSHA)
7. Accessibility Guidelines of the Americans with Disabilities Act (ADA)
8. Architectural Access Board Regulations (521 CMR)
9. Local Authorities having jurisdiction.

Instructions:

1. All requirement lines must be completed according to the following instructions and included in the plan submissions for Self-Certification Process or Abbreviated Review Process.
2. This checklist must be completed by the project architect or engineer based on the design actually reflected in the plans at the time of completion of the checklist.
3. Each requirement line (\_\_\_) of this Checklist must be completed exclusively with one of the following marks, unless otherwise directed in the checklist. If a functional space is not affected by a renovation project, the mark “E” may be indicated on the requirement line (\_\_\_) before the name of the functional space (associated requirements on indented lines below that name, or associated MEP requirements do not have to be completed in this case). If more than one functional space serves a given required function (e.g. patient room or exam room), that clarification should be provided in the Project Narrative, and the requirement lines are understood to only address the functional spaces that are involved in the project.

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| --- | --- |
| **X** = Requirement is met, for new space, for renovated space, or for existing direct support space for an expanded service. | ⌧ = Check box under section titles or individual requirements lines for optional services or functions that are not included in the project area. |
| **E** = Requirement relative to an existing suite or area that has been *licensed* for its designated function, is *not affected* by the construction project and *does not pertain to a required direct support space* for the specific service affected by the project. “E” must not be used for an existing required support space associated with a new patient care room or area. |  **W** = Waiver requested for specific section of the Regulations or FGI Guidelines, where hardship in meeting requirement can be demonstrated (a Physical Plant Waiver Form must be completed for each waiver request). An explicit floor plan or plan detail must be attached to each waiver request. |

1. All room functions marked with "X" must be shown on the plans with the same name labels as in this checklist.
2. Mechanical, electrical & plumbing requirements are only partially mentioned in this checklist. The relevant section of the FGI Guidelines must be used for project compliance with all MEP requirements and for waiver references.
3. Oxygen, vacuum, medical air, waste anesthesia gas disposal and instrument air outlets (if required) are identified respectively by the abbreviations "OX", "VAC", "MA", “WAGD” & “IA”.
4. Requirements referenced with “FI” result from formal interpretations from the FGI Interpretations Task Group.
5. The location requirements including asterisks (\*) refer to the definitions of the Glossary in the beginning section of the FGI Guidelines and reproduced in this checklist.

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| --- | --- | --- |
| Facility Name: |  | DoN Project Number: (if applicable) |
| Facility Address: |  | Patient Care Unit Bed Complements: Current =  Proposed =  |
| Satellite Name: (if applicable) |  | Building/Floor Location: |
| Satellite Address: (if applicable) |  | Submission Dates:  |
| Project Description: |  | Initial Date: Revision Date:  |

|  | **Architectural Requirements** | **Building Systems Requirements** |  |
| --- | --- | --- | --- |
| 2.2-2.12 | **PSYCHIATRIC PATIENT CARE UNIT** |  |  |
|  |  |  |  |
| 2.2-2.12.1.2 |  Environment of Care:       facility provides therapeutic environment appropriate for planned treatment programs |  |  |
| 2.2-2.12.1.3 |  Safety & Security: |  |  |
| 1.2-4.6.2.2(1) |       patient environment designed to protect the privacy, dignity, & health of patients       patient environment designed to address the potential risks related to patient elopement & harm to self, others, & the environment |  |  |
| 2.2-2.12.1.4 |  Shared Facilities:       adult & pediatric patient populations are kept separate (nurse stations or support areas may be shared) |  |  |
|  |  |  |  |
| 2.2-2.12.2 | **PSYCHIATRIC PATIENT ROOM** |  |  |
| 2.5-2.2.2.1 |  Capacity:       maximum room capacity of two patients |  |  |
|  |  |  |  |
| 2.5-2.2.2.2(1) |  Space Requirements:  Single-Patient Rooms: | Ventilation:      Min. 4 air changes per hour  | Table 7.1 |
|  | [ ]  check if not included in project       min. clear floor area 100 sf  | Lighting:       General lighting      Reading light for each patient bed | 2.1‑8.3.4.3(1)  |
| (2) |  Multiple-Patient Rooms: [ ]  check if not included in project       min. clear floor area 80 sf per bed  |       controls accessible to patients in bed      Night‑light located in each patient room | (a) (b) |
|  |  |       no central control of night‑lights outside room |  |
|  |  |       night‑light illuminates path from room entrance to bedside |  |
|  |  |       night‑light illuminates path between bed & toilet room |  |
| 2.5-2.2.2.3 |  Windows in Patient Rooms: |  |  |
| 2.1‑7.2.2.5(1)  |       each patient room provided with natural light by means of window to outside |  |  |
| 2.1‑7.2.2.5(2)  |       operable windows in patient rooms [ ]  check if not included in project  |  |  |
|  |       window operation is limited with either stop limit/restrictor hardware or open guard/screen |  |  |
|  |       prevents passage of 4‑inch diameter sphere through opening |  |  |
| 2.1‑7.2.2.6 |       insect screens |  |  |
| 2.1‑7.2.2.5(3)  |  |  |  |
| (a)  |       min. net glazed area be no less than 8% of required min. clear floor area |  |  |
| (b)  |       max. 36” windowsill height above finished floor  |  |  |
| 2.5-2.2.2.6 |       Patient toilet room |  |  |
| (1) |       each patient has access to toilet room without having to enter corridor **or**      no direct access to toilet room in specific patient bedrooms where use of corridor access is part of written Clinical Risk Assessment & Management Program      copy of Clinical Risk Assessment & Management Program is attached to Project Narrative |  |  |
|  |  |  |  |
| (2) (3) |       toilet room serve no more than 2 patient bedrooms & no more than 4 patients      toilet & handwashing station | Ventilation:      Min. 10 air changes per hour      Exhaust      Negative pressure | Table 7.1 |
|  |  |       No recirculating room units |  |
| (4) (a)(b) |  Toilet Room Doors:       keyed locks that allow staff to control access to toilet room [ ]  check if not included in project (only if not required by safety risk assessment)      swing-type door [ ]  check if not included in project       door to toilet room swings outward or is double-acting |  |  |
|  |  |  |  |
| (5)(a)(5)(b)(5)(c) |  ADA Compliant Toilet Rooms:       thresholds designed to facilitate use & to prevent tipping of wheelchairs & other portable wheeled equipment by patients & staff       grab bars designed to facilitate use & to be ligature-resistant       entry door provides space for health care providers to transfer patients to toilet using portable mechanical lift  |  |  |
|  |  |  |  |
| 2.5-2.2.2.7 |  Patient Bathing Facilities:       bathtub or shower provided in patient care unit for each 6 beds not otherwise served by bathing facilities at patient bedrooms | Ventilation:      Min. 10 air changes per hour      Exhaust      Negative pressure      No recirculating room units | Table 7.1 |
|  |  |  |  |
| 2.5-2.2.2.8 |       Patient storage       separate wardrobe locker or closet for each patient |  |  |
| (1) |       shelves for folded garments instead of arrangements for hanging garments |  |  |
| (2) |       storage for daily change of clothes for seven days |  |  |
|  |  |  |  |
| 2.2-2.12.4.1 | **ELECTROCONVULSIVE THERAPY (ECT)** [ ]  check if not included in project  |  |  |
| 2.5-3.4.2.2 |       ECT treatment room |  |  |
| (1) |  Space Requirements:       min. clear floor area 200 sf       min. clear dimension of 14’-0” | Ventilation:      Min. 4 air changes per hour | Table 7.1 |
| (2) |       handwashing station | Lighting:      Emergency power lighting | 2.5-3.4.7.2 |
| (3) |       documentation area | Power:      Min. 12 receptacles in total      Min. 8 receptacles convenient to table placement with at least one on each wall | Table 2.1-1 |
|  |  |       Emergency power receptacles | 2.5-3.4.7.2 |
|  |  | Nurse Call System:      Staff assistance station      Emergency call station  | Table 2.1-2 |
|  |  | Medical Gases:      1 OX, 1 VAC | Table 2.1-3 |
| 2.5-3.4.3 |       Pre- & post-treatment patient care areas |  |  |
| 2.1‑3.4.1.1 |       patient care stations accommodate lounge chairs, gurneys or beds for pre‑ & post‑procedure (recovery) patient care as well as seating space for family/visitors |  |  |
| 2.1‑3.4.1.4(1) |       at least two patient care stations for each procedure room  |  |  |
|  |  |  |  |
| 2.1‑3.4.2 |  Patient Care Station Design: |  |  |
| 2.1‑3.4.2.1 |       bays, cubicles or single‑patient rooms permitted to serve as patient care stations |  |  |
|  |  |  |  |
| 2.1‑3.4.2.2 |  Space Requirements: |  |  |
| (2)(a)  |       patient care bays[ ]  check if not included in project  |  |  |
|  |       min. clearance 5’‑0” between sides of patient beds/gurneys/ lounge chairs | Ventilation:      Min. 6 air changes per hour      No recirculating room units | Table 7.1 |
|  |       min. clearance 3’‑0” between sides of patient beds/gurneys/ lounge chairs & adjacent\* walls or partitions | Power:      Min. 8 receptacles in total      convenient to head of gurney or bed | Table 2.1-1 |
|  |       min. clearance 2’‑0” between foot of patient beds/gurneys/ lounge chairs & cubicle curtain | Nurse Call System:      Staff assistance station      Emergency call station  | Table 2.1-2 |
|  |  | Medical Gases:      1 OX, 3 VAC, 1 MA per station | Table 2.1-3 |
| (2)(b)  |       patient care cubicles[ ]  check if not included in project  |  |  |
|  |       min. clearance 3’‑0” between sides of patient beds/gurneys/ lounge chairs & adjacent\* walls or partitions | Ventilation:      Min. 6 air changes per hour      No recirculating room unitsPower: | Table 7.1 |
|  |       min. clearance 2’‑0” between foot of patient beds/gurneys/ lounge chairs & cubicle curtain |       Min. 8 receptacles in total      convenient to head of gurney or bed | Table 2.1-1 |
|  |  | Nurse Call System:      Staff assistance station      Emergency call station  | Table 2.1-2 |
|  |  | Medical Gases:      1 OX, 3 VAC, 1 MA per station | Table 2.1-3 |
|  |       bays or cubicles face each other [ ]  check if not included in project       aisle with min. clearance 8’‑0” independent of foot clearance between patient stations or other fixed objects |  |  |
|  |  |  |  |
| (2)(c)  |       single‑patient rooms [ ]  check if not included in project       min. clearance 3’‑0” between sides & foot of beds/gurneys/ lounge chairs & adjacent\* walls or partitions | Ventilation:      Min. 6 air changes per hour      No recirculating room unitsPower:      Min. 8 receptacles in total      convenient to head of gurney or bed | Table 7.1 Table 2.1-1 |
|  |  | Nurse Call System:      Staff assistance station      Emergency call station  | Table 2.1-2 |
|  |  | Medical Gases:      1 OX, 3 VAC, 1 MA per station | Table 2.1-3 |
| 2.1‑3.4.2.4 |  Patient Privacy: |  |  |
| 2.1‑2.1.2 |       provisions are made to address patient visual & speech privacy |  |  |
|  |  |  |  |
| 2.1‑3.4.2.5 |       Handwashing stations |  |  |
| 2.1‑2.8.7.1 |       located in each room where hands‑on patient care is provided |  |  |
| 2.1‑2.8.7.3 |       handwashing station serves multiple patient care stations[ ]  check if not included in project  |  |  |
| (1)  |       at least 1 handwashing station for every 4 patient care stations or fewer & for each major fraction thereof |  |  |
| (2)  |       handwashing stations evenly distributed |  |  |
|  |  |  |  |
| 2.5-3.4.8.13 |       Emergency equipment storage |  |  |
|  |  |  |  |
| 2.2-2.12.4.3 | **SECLUSION ROOM**  |  |  |
|  |       Designed for short‑term occupancy |  |  |
| 2.1‑2.4.3.1 |  |  |  |
| (1) |  Capacity: |  |  |
| (a) |       each room for only one patient |  |  |
| (b) |       at least one seclusion room for each 24 beds or fewer & for each major fraction thereof on each psychiatric unit |  |  |
| (c) |       facility has more than one psychiatric patient care unit[ ]  check if not included in project      number of seclusion rooms is function of total number of psychiatric beds in facility |  |  |
| (2) (a) |       Located to permit observation from nurse station |  |  |
|  |  |  |  |
| 2.1‑2.4.3.2 |  Space Requirements:  | Ventilation:  |  |
| (1) |       min. wall length 7’‑0”       max. wall length 11’‑0” |       Min. 4 air changes per hour | Table 7.1 |
| (2) |       room used for restraining patients       min. clear floor area 80 sf**or**      room not used for restraining patients       min. clear floor area 60 sf |  |  |
|  |  |  |  |
| 2.1‑2.4.3.1(3)  |       Anteroom       provides access to seclusion room & toilet room | Nurse Call System:      Staff assistance station      Emergency call station  | Table 2.1-2+ Errata |
|  |  |  |  |
| 2.1‑2.4.3.9 |  Special Design Elements:      designed & constructed to avoid features that enable patient hiding, escape, injury or suicide |  |  |
| (1)(a) |       walls ceiling & floor designed to withstand direct & forceful impact |  |  |
| (1)(b)  |       min. ceiling height 9’‑0” |  |  |
| (1)(c) |       door to seclusion room swings out |  |  |
| 2.1‑7.2.2.3(2)(a) | Door Opening:      min. 45.5” clear door width       min. 83.5” clear door height  |  |  |
|  |       doors permit staff observation of patient through view panel      provisions for patient privacy       view panel made of fixed glazing with polycarbonate or laminate on inside of glazing |  |  |
| (1)(d)  |       seclusion rooms do not contain outside corners or edges |  |  |
| (2)(a)  |       all items including lighting fixtures, sprinkler heads, HVAC grilles & surveillance cameras tamper‑resistant & designed to prevent injury to patient |  |  |
| (2)(b)  |       no electrical switches or receptacles |  |  |
| 2.2-2.12.8 | **SUPPORT AREAS FOR PSYCHIATRIC PATIENT CARE UNIT** |  |  |
| 2.5-2.2.8.1(1) |       Support areas listed are located in or readily accessible\* to each patient care unit unless otherwise noted |  |  |
| 2.5-2.2.8.1(2) |       Support areas provided on each patient care floor (may serve more than one unit) |  |  |
|  |  |  |  |
| 2.5-2.2.8.2 |       Administrative center or nurse station | Nurse Call System:      Nurse master station | Table 2.1-2 |
| 2.1‑2.8.2.1(1)  |       space for counters |  |  |
| 2.1‑2.8.2.1(2)  |       handwashing station next to or directly accessible\***or**      hand sanitation dispenser next to or directly accessible\* |  |  |
|  |  |  |  |
| 2.5-2.2.8.3 |       Documentation area       separate charting area with provisions for acoustic & patient file privacy |  |  |
| 2.5-2.2.8.4 |       Office for staff |  |  |
|  |  |  |  |
| 2.5-2.2.8.5 |       Multipurpose room       location either in psychiatric patient care unit or immediately accessible\* |  |  |
|  |  |  |  |
| 2.5-2.2.8.8 |       Medication safety zone |  |  |
| 2.1‑2.8.8.1(2) |  Design Promoting Safe Medication Use: |  |  |
| (a)  |       medication safety zones located out of circulation paths |  |  |
| (b)  |       work space designed so that staff can access information & perform required tasks |  |  |
| (c)  |       work counters provide space to perform required tasks |  |  |
| (e)  |       sharps containers placed at height that allows users to see top of container |  |  |
| (f)  |       max. 45 dBA noise level caused by building systems  |  |  |
| 2.1‑2.8.8.2(1)  |       medication preparation room |  |  |
| (a)  |       under visual control of nursing staff | Ventilation:  |  |
| (b) |       work counter |       Min. 4 air changes per hour | Table 7.1 |
|  |       handwashing station | Lighting:  |  |
|  |       lockable refrigerator |       Task lighting | 2.1‑2.8.8.1(2)(d) |
|  |       locked storage for controlled drugs |  |  |
|  |       sharps containers[ ]  check if not included in project  |  |  |
| (c)  |       self‑contained medication‑dispensing unit [ ]  check if not included in project  |  |  |
|  |       room designed with space to prepare medications **or** |  |  |
| 2.1‑2.8.8.2(2)  |       automated medication‑dispensing unit |  |  |
| (a)  |       located at nurse station, in clean workroom or in alcove | Lighting:      Task lighting | 2.1‑2.8.8.1(2)(d) |
| (c)  |       handwashing station located next to stationary medication‑dispensing units or stations |  |  |
|  |  |  |  |
| 2.5-2.2.8.9 |  Nourishment Area: |  |  |
| (1) |       nourishment station**or** |  |  |
| (2) |       kitchenette designed for patient use       staff control of heating & cooking devices**or** |  |  |
| (3) (a)(b)(c)(d) |       kitchen area       handwashing station       secured storage       refrigerator       facilities for meal preparation and/or service |  |  |
|  |  |  |  |
| 2.5-2.2.8.10 |       Ice-making equipment |  |  |
|  |  |  |  |
| 2.5-2.2.8.11 |       Clean workroom or clean supply room |  |  |
| 2.1‑2.8.11.2 |       clean workroom       used for preparing patient care items | Ventilation:      Min. 4 air changes per hour | Table 7.1 |
| (1)  |       work counter |       Positive pressure |  |
| (2)  |       handwashing station |  |  |
| (3)  |       storage facilities for clean & sterile supplies **or** |  |  |
| 2.1‑2.8.11.3 |       clean supply room  | Ventilation:  |  |
|  |       used only for storage & holding as part of system for distribution of clean & sterile supplies |       Min. 4 air changes per hour      Positive pressure | Table 7.1 |
|  |  |  |  |
| 2.5-2.2.8.12 |       Soiled workroom or soiled holding room |  |  |
| 2.1‑2.8.12.2 |       soiled workroom | Ventilation:      Min. 10 air changes per hour | Table 7.1 |
| (1)(a)  |       handwashing station |       Exhaust |  |
| (1)(b)  |       flushing‑rim clinical service sink with bedpan‑rinsing device or equivalent flushing‑rim fixture |       Negative pressure      No recirculating room units |  |
| (1)(c)  |       work counter |  |  |
| (1)(d)  |       space for separate covered containers for waste & soiled linen |  |  |
| (2)  |       fluid management system is used[ ]  check if not included in project  |  |  |
| (a)  |       electrical & plumbing connections that meet manufacturer requirements |  |  |
| (b)  |       space for docking station **or** |  |  |
| 2.1‑2.8.12.3 |       soiled holding room | Ventilation:      Min. 10 air changes per hour | Table 7.1 |
| (1)  |       handwashing station or hand sanitation station |       Exhaust      Negative pressure |  |
| (2)  |       space for separate covered containers for waste & soiled linen |       No recirculating room units |  |
|  |  |  |  |
| 2.5-2.2.8.13(1) |       Clean linen storage |  |  |
| 2.1-2.8.13.1(1)  |       stored in clean workroom**or**       separate closet **or**       covered cart distribution system on each floor |  |  |
| 2.1-2.8.13.1(2)  |       storage of clean linen carts in designated corridor alcoves, clean workroom or closets |  |  |
|  |  |  |  |
| 2.5-2.2.8.13(3) |       Wheelchair storage space |  |  |
|  |  |  |  |
| 2.1‑2.8.13.4 |       Emergency equipment storage |  |  |
| (1)  |       each patient care unit has at least one emergency equipment storage location |  |  |
| (2)  |       provided under visual observation of staff |  |  |
| (3)  |       storage locations in corridors do not encroach on min. required corridor width |  |  |
|  |  |  |  |
| 2.5-2.2.8.13(5) |       Administrative supplies storage |  |  |
|  |  |  |  |
| 2.5-2.2.8.14(1) |       Environmental services room |  |  |
| 2.5-2.2.8.14(2) |       located outside patient care unit on same floor **or**      located in patient care unit       designed to minimize risk to patient population |  |  |
| 2.1‑2.8.14.2 |  |  |  |
| (1)  |       service sink or floor‑mounted mop sink |  |  |
| (2)  |       provisions for storage of supplies & housekeeping equipment | Ventilation:      Min. 10 air changes per hour | Table 7.1 |
| (3)  |       handwashing station **or**       hand sanitation station |       Exhaust      Negative pressure      No recirculating room units |  |
|  |  |  |  |
| 2.5-2.2.8.16 |       Consultation rooms |  |  |
| (1) |       min. clear floor area of 100 sf       one consultation room for each 12 psychiatric beds or fewer |  |  |
| (2) |       designed for acoustic & visual privacy       sound insulation per See Table 1.2-6 |  |  |
| (3) |       dedicated rooms **or**      combined with visitor room |  |  |
|  |  |  |  |
| 2.5-2.2.8.17 |       Conference & treatment planning room  |  |  |
| 2.5-2.2.8.18 |       Space for group therapy |  |  |
|  |       serves more than 12 patients      dedicated room where unit**or**      serves no more than 12 patients       combined with quiet activity space       at least 225 sf of enclosed private space is available for group therapy activities |  |  |
|  |  |  |  |
| 2.2-2.12.9 | **SUPPORT AREAS FOR STAFF** |  |  |
| 2.5-2.2.9.1 |       Staff lounge facilities |  |  |
| 2.5-2.2.9.2 |       Staff toilet room | Ventilation:      Min. 10 air changes per hour      Exhaust      Negative pressure      No recirculating room units | Table 7.1 |
| 2.5-2.2.9.3 |       Staff storage locations       securable closets or cabinet compartments for personal effects of nursing personnel       immediately accessible\* to administrative center or nurse station |  |  |
|  |  |  |  |
| 2.2-2.12.10 | **SUPPORT AREAS FOR PATIENTS & VISITORS** |  |  |
| 2.5-2.2.10.1 |       Visitor room       min. floor area of 100 sf |  |  |
|  |  |  |  |
| 2.5-2.2.10.2 |  Social Spaces: |  |  |
| (1) |       at least two separate social spaces one appropriate for noisy activities & one for quiet activities |  |  |
|  |       combined area of these spaces min. 25 sf per patient       at least 120 sf for each of two spaces  |  |  |
|  |  |  |  |
| (2)(a)  |       Dining area  |  |  |
| (2)(b) |       dedicated space      20 sf per patient provided for dining**or**      social space used for dining activities       additional 15 sf per patient (total 40 sf for two social spaces) |  |  |
|  |  |  |  |
| 2.5-2.2.10.3 |       patient laundry facilities       equipped with washer & dryer |  |  |
|  |  |  |  |
| 2.5-2.2.10.4 |       Patient storage facilities |  |  |
| (1) (2) |       staff-controlled secured storage area provided for patients effects determined to be potentially harmful (may be combined with clean workroom or clean supply room) |  |  |
|  |  |  |  |
| 2.5-2.2.10.5 |       Space for locked storage of visitor belongings |  |  |
|  |  |  |  |

\*LOCATION TERMINOLOGY:

Directly accessible: Connected to the identified area or room through a doorway, pass-through, or other opening without going through an intervening room or public space

Adjacent: Located next to but not necessarily connected to the identified area or room

Immediately accessible: Available either in or adjacent to the identified area or room

Readily accessible: Available on the same floor or in the same clinic as the identified area or room

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| Architectural Details & MEP Requirements Specific to Psychiatric Patient Care Units |

|  |  |
| --- | --- |
| 2.5-7.2.2 | **ARCHITECTURAL DETAILS** |
|  | CORRIDOR WIDTH: |
| 2.1‑7.2.2.1NFPA 101, 18.2.3.4 |       Aisles, corridors & ramps required for exit access for an acute patient care unit are not less than 8'‑0" in clear & unobstructed width [ ]  check if not included in project |
|  | **or**      Detailed code review incorporated in Project Narrative |
|  |  |
| 2.1‑7.2.2.1NFPA 101, 18.2.3.5 |       Aisles, corridors & ramps required for exit access in a psychiatric unit are not less than 6'‑0" in clear & unobstructed width **or**      Detailed code review incorporated in Project Narrative |
|  |  |
|  |       Aisles, corridors & ramps in adjunct areas not intended for the housing, treatment, or use of inpatients not less than 44” in clear & unobstructed width**or**      Detailed code review incorporated in Project Narrative |
|  |  |
| 2.5-7.2.2.3 | DOORS & DOOR HARDWARE: |
| (2) |       Door openings for patient use have min. clear width of 34 inches |
| (3) |       Doors to private patient toilet rooms or bathing facilities swing out, are double-acting with emergency strike or have other barricade-resistant provisions to allow for staff emergency access |
|  |  |
| (4)  | Door Closers:[ ]  check if not included in project  |
|  |       door closer devices required for patient care reasons on patient bedroom door       mortised type or surface mounted on public side of door rather than private patient side of door |
| (5)(a)(b) |  Door Hinges:       Door hinges be designed to minimize points for hanging (i.e. cut hinge type)       Door hinges consistent with level of care for patient |
| (6) |  Fasteners:       all hardware have tamper-resistant fasteners |
|  |  |
| 2.5-7.2.2.5 | WINDOWS: |
| (1) (a) |       Windows located in areas used by patients are designed to limit opportunities for patients to seriously harm themselves       Glass mirrors fabricated with polycarbonate or laminate on inside of glazing       Glazing meets or exceeds requirements for Class 1.4 per ASTM F1233 |
| (b) |       All glazing for borrowed lights fabricated with polycarbonate, laminate or tempered glass |
| (2)(a)(b) |  Window Assembly: (includes anchorage, frame & hardware)      designed to resist impact loads of 2,000 foot-pounds applied from inside       tested in accordance with AAMA 501.8 |
| (3) |       Min. net glazed area of no less than 8% of floor area of each social & dining space |
|  |  |
| 2.5-7.2.2.6 | PATIENT TOILET/BATHING ROOMS:      hardware & accessories designed to prevent injury & suicide |
| (1) |       grab bars anchored to sustain concentrated load of 250 pounds |
| (2)(a) (2)(b) (2)(c) |       no towel bars       no shower curtain rods       no lever handles (except where specifically designed anti-ligature lever handle is used) |
|  |  |
| 2.5-7.2.2.7 | FIRE SPRINKLERS & OTHER PROTRUSIONS: |
| (1) |       Fire sprinklers in patient areas are designed to minimize patient tampering  |
| (2) |       In patient toilet rooms & bathing facilities light fixtures, fire sprinklers, electrical receptacles & other appurtenances are tamper/ligature-resistant types |
|  |  |
| 2.5-7.2.3 | SURFACES: |
| 2.5-7.2.3.3 |  Ceilings in Seclusion Rooms, Patient Bedrooms, Toilet Rooms & Bathing Facilities: |
| (1)(a)(b) |       monolithic ceilings       ceiling secured from patient access       mechanical electrical & plumbing systems other than terminal elements serving room are concealed above ceiling |
|  |  |
| (2) |       Ventilation grilles in seclusion rooms, bedrooms, patient toilet rooms & bathing facilities are designed to prevent them from being used as ligature points  |
|  |  |
| (3) |       Ceiling access doors are without gaps & secured with keyed lock and/or tamper-resistant fasteners |
|  |  |
| 2.1‑8.1.1 |       Ceiling & air distribution devices, lighting fixtures, sprinkler heads & other appurtenances are of tamper‑ & ligature‑resistant type in patient rooms, toilet rooms & seclusion rooms  |
| 2.5-7.2.4 | **FURNISHINGS:** |
| 2.5-7.2.4.1(1) |       Built-in furnishings constructed to minimize potential for injury, suicide or elopement  |
| 2.5-7.2.4.1(2) |       no doors or drawers |
| 2.5-7.2.4.1(3) |       open shelves fixed with tamper-resistant hardware |
| 2.5-7.2.4.2 |       no clothing rods       robe or towel hooks designed for ligature resistance [ ]  check if not included in project  |
| 2.5-7.2.4.3 |       Window treatments in patient areas [ ]  check if not included in project       designed without accessible anchor points or cords  |
|  |  |
| 2.1‑8.2 | **HEATING VENTILATION & AIR‑CONDITIONING (HVAC) SYSTEMS** |
| Part 3/7.6 |       Exposed equipment located in patient areas have enclosures with rounded corners & tamper-resistant fasteners       HVAC equipment arranged so that maintenance personnel are not required to enter patient care spaces for service (except for any room recirculating units) |
|  |  |
| 2.5-8.3 | **ELECTRICAL SYSTEMS** |
| 2.5-8.3.4 | LIGHTING: |
| 2.5-8.3.4.1 |       General luminaires tamper-resistant |
| 2.5-8.3.4.2(1) |       Patient bedrooms have general lighting & night lighting       at least one nightlight fixture in each bedroom is controlled at room entrance |
|  |  |
| 2.5-8.3.6 | RECEPTACLES: |
| 2.5-8.3.6.1 |       Receptacles in patient bedrooms[ ]  check if not included in project  |
| (1) |       tamper-resistant |
| (2) |       controlled by single switch under control of staff outside room |
| (3) |       equipped with ground-fault circuit interrupter devices **or**      on circuit protected by ground-fault circuit breaker |
|  |  |
| 2.5-8.4 | **PLUMBING SYSTEMS** |
| 2.5-8.4.2 |       Shower heads of flush-mounted design minimizes hanging appendages |
|  |  |
| 2.5-8.5.1 | **CALL SYSTEMS**[ ]  check if patient use call system is not included in project |
| 2.5-8.5.1.1(1) |       Staff response call systems low voltage with limited current |
| 2.5-8.5.1.1(2) |       Controls to limit unauthorized use[ ]  check if not included in project  |
| 2.5-8.5.1.2 |  |
| (1)  |       Provisions for easy removal or covering of call buttons |
| (2) |       All hardware have tamper-resistant fasteners |
|  |  |
| (3)(a)(b) |  Signal Location:       calls activate visible signal in corridor at patient room door & at annunciator panel at nurse station       in multi-corridor units additional visible signals are installed at corridor intersections |
| (4) |       Call cords or strings max. 6 inches |
|  |  |
| 2.5-8.5.1.3 |       Emergency call system  |
| (1) |       signal activated by staff will initiate visible & audible signal distinct from regular nurse call system |
| (2) |       signal activates annunciator panel at nurse station & distinct visible signal in corridor at door to room where signal was initiated |
|  |  |
| 2.5-8.6 | **ELECTRONIC SAFETY & SECURITY SYSTEMS** |
| 2.5-8.6.1 | Fire Alarm System: |
|  |       fire extinguisher cabinets & fire alarm pull stations located in staff areas **or**       secured in patient-accessible locations |
|  |  |
| 2.5-8.7.2 | **ELEVATORS** |
| 2.5-8.7.2.5(2) |       Elevator call buttons & car buttons are key-controlled [ ]  check if not included in project (only if allowed by safety risk assessment) |

General Architectural Details & MEP Requirements

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| 2.1‑7.2.2 | **ARCHITECTURAL DETAILS** |
| 2.1‑7.2.2.2 | CEILING HEIGHT: |
| (1) |       Min ceiling height 7'-6"in corridors & in normally unoccupied spaces  |
| (3) |       Min. height 7’‑6” above floor of suspended tracks, rails & pipes located in traffic path for patients in beds & on stretchers |
|  |       Min. ceiling height 7’‑10” in other areas |
| 2.1‑7.2.2.3(1)(a) | DOORS & DOOR HARDWARE:Door Type:      doors between corridors, rooms, or spaces subject to occupancy swing type or sliding doors |
| (b)  |       bathing area or toilet room opens onto public area or corridor [ ]  check if not included in project  |
|  |       visual privacy is maintained |
|  |  |
| 2.1‑7.2.2.5 | WINDOWS IN PATIENT ROOMS: |
| 2.1‑7.2.2.5(1)  |       Each patient room provided with natural light by means of window to outside |
| 2.1‑7.2.2.5(2)  |       Operable windows in patient rooms [ ]  check if not included in project       window operation is limited with either stop limit/restrictor hardware or open guard/screen      prevents passage of 4‑inch diameter sphere through opening |
| 2.1‑7.2.2.6 |       insect screens |
|  |  |
| 2.1‑7.2.2.5(3)  |  Window Size In Patient Rooms: |
| (a)  |       minimum net glazed area be no less than 8% of required min. clear floor area of room served |
| (b)  |       maximum 36 inches windowsill height above finished floor  |
| 2.1‑7.2.2.8 | HANDWASHING STATIONS: |
| (3)(a)  |       Handwashing station countertops made of porcelain, stainless steel, solid‑surface materials or impervious plastic laminate assembly |
| (3)(b)  |       Countertops substrate [ ]  check if not included in project       marine‑grade plywood (or equivalent material) with impervious seal |
| (4)  |       Handwashing station casework [ ]  check if not included in project       designed to prevent storage beneath sink |
| (5)  |       Provisions for drying hands  |
| (a)  |       hand‑drying device does not require hands to contact dispenser |
| (b)  |       hand‑drying device is enclosed to protect against dust or soil & to ensure single‑unit dispensing |
| (6)  |       Liquid or foam soap dispensers |
| 2.1‑7.2.2.10 | HANDRAILS: |
| (1)  |       Handrails installed on both sides of patient use corridors |
| (3)  |       Rail ends return to wall or floor |
| (4)  |       Handrail gripping surfaces & fasteners are smooth (free of sharp or abrasive elements) with 1/8‑inch min. radius |
| (5)  |       Handrails have eased edges & corners |
| (6)  |       Handrail finishes are cleanable |
| 2.5-7.2.4.2/ Policy  |       Handrails are ligature-resistant |
| 2.1‑7.2.2.12 | NOISE CONTROL: |
| (1)  |       Recreation rooms, exercise rooms equipment rooms & similar spaces where impact noises may be generated are not located directly over patient bed areas **or**      Special provisions are made to minimize impact noise |
|  |  |
| (2)  |       Noise reduction criteria in Table 1.2‑6 applicable to partitions, floors & ceiling construction are met in patient areas  |
| 2.1‑7.2.3 | **SURFACES** |
| 2.1‑7.2.3.1 | FLOORING & WALL BASES: |
| (1)  |       Flooring surfaces cleanable & wear‑resistant for location |
| (3)  |       Smooth transitions provided between different flooring materials |
| (4)  |       Flooring surfaces including those on stairways are stable, firm & slip‑resistant |
| (5)  |       Floors & wall bases of soiled workrooms, toilet rooms & other areas subject to frequent wet cleaning are constructed of materials that are not physically affected by germicidal or other types of cleaning solutions |
| 2.1‑7.2.3.2 | WALLS & WALL PROTECTION: |
| (1)(a)  |       Wall finishes are washable |
| (1)(b)  |       Wall finishes near plumbing fixtures are smooth, scrubbable & water‑resistant |
| (2)  |       Wall surfaces in areas routinely subjected to wet spray or splatter are monolithic or have sealed seams that are tight & smooth |
| 2.1‑7.2.3.3 | CEILINGS: |
| (1)  |       Ceilings provided in all areas except mechanical, electrical & communications equipment rooms |
| (a)  |       Ceilings cleanable with routine housekeeping equipment |
| (b)  |       Acoustic & lay‑in ceilings where used do not create ledges or crevices |
|  |  |
| 2.1‑8.2 | **HEATING VENTILATION & AIR‑CONDITIONING (HVAC) SYSTEMS** |

|  |  |
| --- | --- |
| Part 3/6.1 | UTILITIES: |
| Part 3/6.1.2 |  Heating & Cooling Sources: |
| Part 3/6.1.2.1 |       heat sources sufficient for facility needs (reserve capacity) even when any one of heat sources or essential accessories is not operating due to breakdown or routine maintenance  |
|  |       capacity of remaining source or sources is sufficient to provide for domestic hot water & to provide heating for inpatient rooms |
| Part 3/6.1.2.2 |  Central cooling systems greater than 400 tons (1407 kW) peak cooling load [ ]  check if not included in project       number & arrangement of cooling sources & essential accessories is sufficient to support facility operation plan upon breakdown or routine maintenance of any one of cooling sources |
|  |  |
| Part 3/6.2 | AIR-HANDLING UNIT (AHU) DESIGN: |
| Part 3/6.2.1 |       AHU casing is designed to prevent water intrusion, resist corrosion & permit access for inspection & maintenance |
| . |  |
| Part 3/6.3 | OUTDOOR AIR INTAKES & EXHAUST DISCHARGES: |
| Part 3/6.3.1 |  Outdoor Air Intakes: |
| Part 3/6.3.1.1 |       located min. of 25 ft from cooling towers & all exhaust & vent discharges       outdoor air intakes located such that bottom of air intake is at least 6'-0" above grade       air intakes located away from public access  |
| Part 3/6.3.1.3 |       intakes on top of buildings [ ]  check if not included in project       located with bottom of air intake min. 3'-0" above roof level |
| Part 3/6.3.1.4 |       intake in areaway [ ]  check if not included in project       bottom of areaway air intake opening is at least 6'-0" above grade       bottom of air intake opening from areaway into building is at least 3'‑0" above bottom of areaway |
| Part 3/6.4 | FILTRATION: |
|  |       Two filter banks for inpatient care (see Table 6.4)      Filter Bank No. 1: MERV 7       Filter Bank No. 2: MERV 14       Each filter bank with efficiency of greater than MERV 12 is provided with differential pressure measuring device to indicate when filter needs to be changed  |
|  |  |
| Part 3/6.4.1 |       Filter Bank No. 1 is placed upstream of heating & cooling coils |
| Part 3/6.4.2 |       Filter Bank No. 2 is placed downstream of all wet-air cooling coils & supply fan |
|  |  |
| Part 3/6.7 | AIR DISTRIBUTION SYSTEMS: |
| Part 3/6.7.1 |       pressure relationships required in tables 7.1 maintained in all modes of HVAC system operation       Spaces that have required pressure relationships are served by fully ducted return systems or fully ducted exhaust systems       Inpatient facilities are served by fully ducted return or exhaust systems |
|  |  |
| Part 3/6.7.2 |  Air Distribution Devices:  |
|  |       supply air outlets comply with Table 6.7.2 |
|  |  |
| Part 3/6.7.3 |  Smoke Barriers:       HVAC zones coordinated with compartmentation to minimize ductwork penetrations of fire & smoke barriers. |
|  |  |
| Part 3/6.8 | ENERGY RECOVERY SYSTEMS:[ ]  check if not included in project  |
| Part 3/6.8.1 |       Located upstream of Filter Bank No. 2  |
|  |  |
| Part 3/6.8.3 |       Energy recovery systems with leakage potential [ ]  check if not included in project       arranged to minimize potential to transfer exhaust air directly back into supply airstream       designed to have no more than 5% of total supply airstream consisting of exhaust air  |
|  |  |
| Part 3/7  | SPACE VENTILATION |
| Part 3/7.1.aPart 3/7.1.a.1 |       Spaces ventilated according to Table 7.1      Air movement is from clean to less-clean areas  |
|  |  |
| Part 3/7.1a.5 |       Air recirculation through room units [ ]  check if not included in project       comply with Table 7.1 |
|  |       room units receive filtered & conditioned outdoor air |
|  |       provide min. MERV 6 filter located upstream of any cold surface so that all of air passing over cold surface is filtered |
|  |  |

|  |  |
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| 2.1‑8.3 | **ELECTRICAL SYSTEMS** |
| 2.1‑8.3.2.2 |  Panelboards: |
| (1)  |       panelboards serving life safety branch circuits serve floors on which they are located & floors immediately above & below |
| (2)  |       panelboard critical branch circuits serve floors on which they are located |
| (3)  |       panelboards not located in exit enclosures or exit passageways |
| 2.1‑8.3.4 | LIGHTING: |
| 2.1‑8.3.4.2 |       Luminaires in wet areas (e.g. kitchens showers) have smooth cleanable shatter‑resistant lenses & no exposed lamps |
| 2.1‑8.3.4.3(1)  |       Reading light for each bed |
| (a)  |       incandescent & halogen lights [ ]  check if not included in project  |
|  |       placed or shielded to protect patient from injury |
|  |       light source covered by diffuser or lens |
| 2.1‑8.3.4.3(2)  |       Patient care unit corridors have general illumination with provisions for reducing light levels at night |
| 2.1‑8.3.5 | ELECTRICAL EQUIPMENT: |
| 2.1‑8.3.5.1 |       Handwashing sinks that depends on building electrical service for operation are connected to essential electrical system[ ]  check if not included in project  |
| 2.1‑8.3.6 | ELECTRICAL RECEPTACLES: |
| 2.1‑8.3.6.1 |  Receptacles In Corridors: |
| (1)  |       duplex‑grounded receptacles for general use installed 50’‑0” apart or less in all corridors       duplex‑grounded receptacles for general use installed within 25’‑0” of corridor ends |
| (2)  |       receptacles in corridors are of tamper‑resistant type |
|  |  |
| 2.1‑8.3.6.3 |  Essential Electrical System Receptacles: |
| (1)  |       cover plates distinctively colored or marked for identification |
| (2)  |       same color is used throughout facility |
|  |  |
| 2.1‑8.4 | **PLUMBING SYSTEMS** |
| 2.1‑8.4.2 |  Plumbing & Other Piping Systems: |
| 2.1‑8.4.2.1(3)  |       no plumbing piping exposed overhead or on walls where possible accumulation of dust or soil may create cleaning problem  |
|  |  |
| 2.1‑8.4.2.5 |  Heated Potable Water Distribution Systems: |
| (2)  |       heated potable water distribution systems serving patient care areas are under constant recirculation       non‑recirculated fixture branch piping max. length 25’‑0” |
| (3)(a) (3)(c) |       no installation of dead‑end piping (except for empty risers mains & branches for future use) |
| (3)(b)  |       any existing dead‑end piping is removed☐ check if not included in project  |
| (4)(a)  |       water‑heating system supplies water at temperatures & amounts indicated in Table 2.1‑4 |
| 2.1‑8.4.2.6 |  Drainage Systems: |
| (1)(a)  |       drainage piping installed above ceiling of or exposed in electronic data processing areas & electric closets [ ]  check if not included in project  |
|  |       special provisions to protect space below from leakage & condensation |
| (1)(b)  |       drip pan for drainage piping above ceiling of sensitive area ☐ check if not included in project       accessible       overflow drain with outlet located in normally occupied area |
|  |  |
| 2.1‑8.4.3 | PLUMBING FIXTURES |
| 2.1‑8.4.3.1(1)  |       Materials used for plumbing fixtures are non‑absorptive & acid‑resistant |
|  |  |
| 2.1‑8.4.3.2 |  Handwashing Station Sinks: |
| (2)  |       sink basins have nominal size of no less than 144 square inches       sink basins have min. dimension 9 inches in width or length |
| (3)  |       sink basins are made of porcelain, stainless steel or solid‑surface materials |
| (5)  |       water discharge point min. 10” above bottom of basin |
| (7)  |       anchored to resist so that allowable stresses are not exceeded where vertical or horizontal force of 250 lbs. is applied |
| (8)  |       sinks used by medical staff, patients & public have fittings that can be operated without using hands (may be single‑lever or wrist blade) |
| (a) |       blade handles [ ]  check if not included in project       at least 4 inches in length |
|  |       provide clearance required for operation |
| (b)  |       sensor‑regulated water fixtures[ ]  check if not included in project  |
|  |       meet user need for temperature & length of time water flows |
|  |       designed to function at all times and during loss of normal power |
| 2.1‑8.4.3.3 |  Showers & Tubs: |
| (1)  |       nonslip surfaces |
| 2.1‑8.4.3.5 |  Clinical Flushing-Rim Sinks:[ ]  check if not included in project  |
| (1) (a) |       trimmed with valves that can are operated without hands (may be single‑lever or wrist blade devices) |
| (b)  |       handles are at least 6 in. long |
| (2)  |       integral trap wherein upper portion of water trap provides visible seal |
|  |  |
| 2.1‑8.6.2 | **ELECTRONIC SURVEILLANCE SYSTEMS**[ ]  check if not included in project  |
| 2.1‑8.6.2.2 |       Monitoring devices are located so they are not readily observable by general public or patients |
| 2.1‑8.6.2.3 |       Electronic surveillance systems receive power from essential electrical system |