**COMPLIANCE CHECKLIST**

**IP22\_Endoscopy Services**

The following checklist is intended to be used in plan review applications for health care facilities submitted to Massachusetts Department of Public Health This checklist summarizes & references applicable requirements from Licensure Regulations & 2022 Edition of FGI Guidelines for Design & Construction of Hospitals Applicants must verify compliance of plans submitted to Department with all referenced requirements from Licensure Regulations & FGI Guidelines when completing this Checklist separate Checklist must be completed for each nursing unit hospital or clinic department or clinical suite

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

1. NFPA 101 Life Safety Code (2012) & applicable related standards contained in appendices of Code
2. State Building Code (780 CMR)
3. Accreditation requirements of Joint Commission
4. CDC Guidelines for Preventing Transmission of Mycobacterium Tuberculosis in Health Care Facilities
5. USP 797 & Regulations of Massachusetts Board of Registration in Pharmacy
6. Occupational Safety & Health Standards (OSHA)
7. Accessibility Guidelines of 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 following instructions & included in plan submissions for Self-Certification Process or Abbreviated Review Process
2. This checklist must be completed by project architect or engineer based on design actually reflected in plans at time of completion of checklist
3. Each requirement line (\_\_\_) of this Checklist must be completed exclusively with one of following marks unless otherwise directed in checklist If functional space is not affected by renovation project mark “E” may be indicated on requirement line (\_\_\_) before name of 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 given required function (e.g patient room or exam room) that clarification should be provided in Project Narrative & requirement lines are understood to only address functional spaces that are involved in project

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

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

|  |  |  |
| --- | --- | --- |
| Facility Name: |  | DoN Project Number: (if applicable) |
| Facility Address: |  |  |
| Satellite Name: (if applicable) |  | Building/Floor Location: |
| Satellite Address: (if applicable) |  | Submission Dates: |
| Project Description: |  | Initial Date:  Revision Date: |

|  | | **Architectural Requirements** | | **Building Systems Requirements** | |  | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 2.2-3.11 | | **ENDOSCOPY SERVICES** | |  | |  | |
| 2.2-3.11.1.1 | | \_\_\_ Provisions are made for patient examination interview preparation & testing & for obtaining vital signs of patients for endoscopic procedures | |  | |  | |
|  | |  | |  | |  | |
| 2.2-3.11.1.2(1) | | Facility Layout & Circulation: | |  | |  | |
| (a) | | \_\_\_ procedure rooms | |  | |  | |
| (b) | | \_\_\_ endoscope processing room | |  | |  | |
| (c) | | \_\_\_ pre- & post-procedure patient care area | |  | |  | |
| (2) | | \_\_\_ circulation & restricted access | |  | |  | |
| (a) | | \_\_\_ endoscopy procedure suite designed to facilitate movement of patients & personnel into through & out of defined areas in suite | |  | |  | |
|  | |  | |  | |  | |
| 2.2-3.11.2 | | **ENDOSCOPY PROCEDURE ROOM** | |  | |  | |
| 2.2-3.11.2.1(1) | |  | |  | |  | |
| 2.2-3.3.2.1(1) | | Application: | |  | |  | |
| (a) | | \_\_\_ room designated for patient care that requires high-level disinfection or sterile instruments & some environmental controls but not be performed with environmental controls of operating room | |  | |  | |
|  | | \_\_\_ hospital has completed clinical assessment of procedures to be performed to determine appropriate room type & location for procedures & documented this in functional program included in Project Narrative | |  | |  | |
|  | |  | |  | |  | |
| 2.2-3.3.2.1(2) | | Location: | |  | |  | |
| (a) | | \_\_\_ procedure room meet requirements of semi-restricted area | |  | |  | |
| (b) | | \_\_\_ procedure room accessed from semi-restricted corridor or from unrestricted corridor | |  | |  | |
| 2.2-3.11.2.2 | | Space Requirements: | | Ventilation: | |  | |
| (1) | | \_\_\_ min clear floor area 180 sf | | \_\_\_ Min 6 air changes per hour | | Table 7-1 | |
| (2)(a)  (2)(b) | | \_\_\_ min 5’-0” at each side of gurney/table  \_\_\_ min 3’-6” at head & foot of gurney/table | | \_\_\_ No recirculating room units  Power: | |  | |
|  | |  | | \_\_\_ Min 12 receptacles in total | | Table 2.1-1 | |
| 2.2-3.3.2.3  (1) | | \_\_\_ Documentation area  \_\_\_ accommodations for written and/or electronic documentation provided in procedure room | | \_\_\_ Min 8 receptacles convenient to table placement with at least one on each wall  Nurse Call System: | |  | |
| 2.1‑2.8.3.1 | | \_\_\_ work surface to support documentation process | | \_\_\_ Emergency call station | | Table 2.1-2 | |
| 2.2-3.3.2.3(2) | | \_\_\_ use of documentation area allows for direct observation of patient | | Medical Gases:  \_\_\_ 1 OX, 3 VAC | | Table 2.1-3 | |
|  | |  | | \_\_\_ Inhalation anesthesia is used  check if not included in project | |  | |
|  | |  | | \_\_\_ waste anesthesia gas disposal (WAGD) system is provided | |  | |
|  | |  | |  | |  | |
| 2.2-3.3.2.4 | | \_\_\_ Provisions made for patient privacy | |  | |  | |
| 2.2-3.3.2.5 | | Handwashing Facilities: | |  | |  | |
| (1) | | \_\_\_ handwashing station located in procedure room  **or** | |  | |  | |
| (2) | | \_\_\_ hand scrub station directly accessible\* to procedure room | |  | |  | |
|  | |  | |  | |  | |
| 2.2-3.11.2.6 | | \_\_\_ Patient toilet room | |  | |  | |
| (1) | | \_\_\_ separate from public use toilets & readily accessible\* to procedure rooms & pre- & post-procedure areas | |  | |  | |
| 2.1‑2.2.6.3  (1)  (2)  (3) | | \_\_\_ toilet  \_\_\_ handwashing station  \_\_\_ bedpan washer | | Ventilation:  \_\_\_ Min 10 air changes per hour  \_\_\_ Exhaust  \_\_\_ Negative pressure | | Table 7-1 | |
|  | |  | | \_\_\_ No recirculating room units | |  | |
| 2.2-3.11.2.7 | | Emergency Communication System:  \_\_\_ incorporates push activation of emergency call switch | |  | |  | |
|  | |  | |  | |  | |
| 2.2-3.11.3 | | **PRE- & POST-PROCEDURE 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  \_\_\_ Patient care stations accommodate seating space for family/visitors | |  | |  | |
|  | |  | |  | |  | |
| 2.1‑3.4.1.2 | | \_\_\_ Location in unrestricted area | |  | |  | |
| 2.1‑3.4.1.3(2) | | Layout: | |  | |  | |
| (a) | | \_\_\_ combination of pre‑ & post‑procedure patient care stations in one patient care area  \_\_\_ patient care stations combined in same area meet most restrictive requirements of areas to be combined  **or** | |  | |  | |
| (b) | | \_\_\_ separate pre‑procedure patient care area & post‑procedure recovery area  **or** | |  | |  | |
| (c) | | \_\_\_ three areas: pre‑procedure patient care area Phase I post‑anesthetic care unit (PACU) & Phase II recovery area | |  | |  | |
|  | |  | |  | |  | |
| 2.1‑3.4.1.4 | | Number of Patient Care Stations: | |  | |  | |
| (1) | | \_\_\_ pre‑ & post‑procedure patient care stations are combined into one patient care area  check if not included in project  \_\_\_ at least two patient care stations for each procedure room | |  | |  | |
|  | |  | |  | |  | |
| (2) | | \_\_\_ separate pre‑procedure & recovery areas  check if not included in project | |  | |  | |
| 2.1‑3.4.3 | | \_\_\_ pre‑procedure patient care area provides min. of one patient care station per procedure room | |  | |  | |
|  | |  | |  | |  | |
| 2.1‑3.4.5 | | \_\_\_ Phase II recovery room(s) or area | |  | |  | |
|  | | \_\_\_ minimum of one Phase II patient care station per procedure room | |  | |  | |
|  | |  | |  | |  | |
| 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:  \_\_\_ Emergency call station  Medical Gases: | | Table 2.1-2 | |
|  | |  | | \_\_\_ Portable OX & VAC available | | 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 units | | Table 7-1 | |
|  | | \_\_\_ min clearance 2’‑0” between foot of patient beds/gurneys/lounge chairs & cubicle curtain | | Power:  \_\_\_ Min 8 receptacles in total  \_\_\_ convenient to head of gurney or bed | | Table 2.1-1 | |
|  | |  | | Nurse Call System:  \_\_\_ Emergency call station | | Table 2.1-2 | |
|  | |  | | Medical Gases:  \_\_\_ Portable OX & VAC available | | 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 units | | Table 7-1 | |
|  | |  | | Power:  \_\_\_ 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:  \_\_\_ Portable OX & VAC available | | 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 | |  | |  | |
|  | |  | |  | |  | |
| 2.1‑3.4.4.2 | | \_\_\_ At least one route of patient transport provides direct access from procedure corridor to Phase I recovery area without crossing public corridors | |  | |  | |
|  | |  | |  | |  | |
| 2.2-3.11.4 | | **ENDOSCOPE PROCESSING ROOM**  check if not included in project (only if endoscope processing is conducted in Sterile Processing Suite) | |  | |  | |
| 2.2-3.11.4.1(2) | | \_\_\_ Readily accessible\* to procedure rooms | |  | |  | |
| (3) | | \_\_\_ Meets requirements of semi-restricted area | |  | |  | |
| (4) | | \_\_\_ Endoscope processing room includes decontamination area & clean work area | |  | |  | |
|  | |  | |  | |  | |
| (5) | | Layout: | |  | |  | |
| (a) | | \_\_\_ designed to provide one-way traffic pattern of contaminated instruments to cleaned instruments to sterilizer or mechanical processor | |  | |  | |
| (b) | | \_\_\_ entrance to decontamination area from procedure room  **or**  \_\_\_ entrance to decontamination area from procedure corridor | |  | |  | |
|  | |  | |  | |  | |
| (c) | | \_\_\_ exit from clean work area into procedure room  **or**  \_\_\_ exit from clean work area into procedure corridor | |  | |  | |
|  | |  | |  | |  | |
| (d) | | \_\_\_ separation between decontamination area and clean work area (to avoid cross contamination): | |  | |  | |
|  | |  | |  | |  | |
|  | | \_\_\_ 4-foot distance from edge of sink  **or**  \_\_\_ separating wall  **or**  \_\_\_ physical barrier that extends min. 4’-0” above sink rim | |  | |  | |
|  | |  | |  | |  | |
| 2.2-3.11.4.2  (2)(a)  (2)(b) | | \_\_\_ Decontamination area  \_\_\_ work counter  \_\_\_ handwashing station | | Ventilation:  \_\_\_ Min 6 air changes per hour  \_\_\_ Exhaust | | Table 7-1 | |
| (2)(c) | | \_\_\_ utility sink | | \_\_\_ Negative pressure | |  | |
|  | | \_\_\_ two-basin sink with backsplash at least 12 inches high | | \_\_\_ No recirculating room units | |  | |
|  | | \_\_\_ minimum diagonal dimension of 24 inches | |  | |  | |
| (d) | | \_\_\_ eyewash station | |  | |  | |
| (f) | | \_\_\_ storage space for decontamination supplies & personal protective equipment (PPE) | |  | |  | |
|  | |  | |  | |  | |
| 2.2-3.11.4.3  (2)(a)  (2)(b) | | \_\_\_ Clean work area  \_\_\_ countertop with space for equipment  \_\_\_ storage for supplies | | Ventilation:  \_\_\_ Min 4 air changes per hour  \_\_\_ Positive pressure  \_\_\_ No recirculating room units | | Table 7-1 | |
| (4) | | \_\_\_ storage for clean endoscopes | |  | |  | |
| (a) | | \_\_\_ provided outside but adjacent\* to procedure room  **or**  \_\_\_ provided in clean work area | |  | |  | |
| (b) | | \_\_\_ storage cabinets with doors | |  | |  | |
|  | | \_\_\_ cabinets located at least 3’-0” from any sink | |  | |  | |
|  | | \_\_\_ cabinets located so staff do not have to cross through decontamination area to access clean scopes | |  | |  | |
|  | |  | |  | |  | |
| 2.2-3.11.8 | | **SUPPORT AREAS FOR ENDOSCOPY PROCEDURE SUITE & OTHER PATIENT CARE AREAS** | |  | |  | |
| 2.2-3.11.8.2 | | \_\_\_ Nurse station or control station | |  | |  | |
| 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\* | |  | |  | |
| 2.2-3.11.8.3 | |  | |  | |  | |
| 2.1‑2.8.3 | | \_\_\_ Documentation area | |  | |  | |
| 2.1‑2.8.3.1 | | \_\_\_ work surface to support documentation process | |  | |  | |
| 2.2-3.11.8.8 | |  | |  | |  | |
| 2.1‑2.8.8 | | \_\_\_ Medication safety zones | |  | |  | |
| 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 | | Lighting:  \_\_\_ Task‑specific lighting level min 100 foot‑candles | | 2.1‑2.8.8.1(2)(d) | |
| (c) | | \_\_\_ work counters provide space to perform required tasks | |  | |  | |
| (e) | | \_\_\_ sharps containers height 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 or hand sanitation dispenser located next to stationary medication-dispensing units or stations | |  | |  | |
|  | |  | |  | |  | |
| 2.2-3.11.8.12 | | \_\_\_ Soiled workroom | |  | |  | |
| (2)  (1) | | \_\_\_ physically separated from all other areas of department | | Ventilation:  \_\_\_ Min 10 air changes per hour | | Table 7-1 | |
| 2.1‑2.8.12.2  (1)(a) | | \_\_\_ handwashing station | | \_\_\_ Exhaust  \_\_\_ Negative pressure | |  | |
| (1)(b) | | \_\_\_ flushing‑rim clinical service sink with bedpan‑rinsing device or equivalent flushing‑rim fixture | | \_\_\_ 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 | |  | |  | |
| 2.2-3.11.8.13 | |  | |  | |  | |
| (2) | | \_\_\_ General equipment & supply storage | |  | |  | |
| (a) | | \_\_\_ storage rooms provided for storage of equipment & clean clinical supplies (including anesthesia equipment & supplies) used in procedure suite | |  | |  | |
| (b) | | \_\_\_ min storage rooms for equipment & clean clinical supplies have combined floor area of 25 sf per procedure room | |  | |  | |
|  | |  | |  | |  | |
| (3) | | \_\_\_ Gurney & wheelchair storage | |  | |  | |
|  | |  | |  | |  | |
| 2.2-3.11.8.13(4) | | \_\_\_ Emergency equipment storage  \_\_\_ space for emergency resuscitation equipment & supplies  \_\_\_ adjacent\* to procedure rooms  \_\_\_ adjacent\* to pre- & post-procedure patient care areas | |  | |  | |
| 2.1‑2.8.13.4 | |  | |  | |  | |
| (2) | | \_\_\_ provided under visual observation of staff | |  | |  | |
| (3) | | \_\_\_ storage locations in corridors do not encroach on min. required corridor width | |  | |  | |
|  | |  | |  | |  | |
| (5) | | \_\_\_ Medical gas storage including space for reserve cylinders provided for medical gases used in facility | |  | |  | |
|  | |  | |  | |  | |
| 2.2-3.11.8.14 | | \_\_\_ Environmental services room  \_\_\_ provided exclusively for endoscopy procedure suite | | Ventilation:  \_\_\_ Min 10 air changes per hour  \_\_\_ Exhaust | | Table 7-1 | |
| 2.1‑2.8.14.2 | |  | | \_\_\_ Negative pressure | |  | |
| (1) | | \_\_\_ service sink or floor‑mounted mop sink | | \_\_\_ No recirculating room units | |  | |
| (2) | | \_\_\_ provisions for storage of supplies & housekeeping equipment | |  | |  | |
| (3) | | \_\_\_ handwashing station  **or**  \_\_\_ hand sanitation station | |  | |  | |
|  | |  | |  | |  | |
| 2.2-3.11.8.16 | | Fluid Waste Disposal Facilities: | |  | |  | |
| (1) | | \_\_\_ in procedure area accommodated by clinical sink or equivalent equipment in soiled workroom | |  | |  | |
| (2) | | \_\_\_ in post-procedure area toilet equipped with bedpan-rinsing device in patient toilet room or separate soiled workroom | |  | |  | |
|  | |  | |  | |  | |
| 2.2-3.11.9 | | **SUPPORT AREAS FOR STAFF** | |  | |  | |
| 2.2-3.11.9.1 | | \_\_\_ Lounge & toilet facilities  (may be shared with other departments)  check if not included in project (only if hospital has fewer than 3 procedure rooms)  \_\_\_ staff lounge | |  | |  | |
|  | | \_\_\_ staff toilet room | | Ventilation:  \_\_\_ Min 10 air changes per hour  \_\_\_ Exhaust  \_\_\_ Negative pressure | | Table 7-1 | |
|  | |  | | \_\_\_ No recirculating room units | |  | |
| 2.2-3.11.9.4 | |  | |  | |  | |
| 2.2-3.3.9.4 | | \_\_\_ Staff changing area & toilet facilities | |  | |  | |
| (1) | | \_\_\_ one or more private changing rooms or areas for male & female staff | |  | |  | |
| (2)(a) | | \_\_\_ lockers | |  | |  | |
| (2)(b)  (2)(c) | | \_\_\_ showers  \_\_\_ toilets | | Ventilation:  \_\_\_ Min 10 air changes per hour  \_\_\_ Exhaust  \_\_\_ Negative pressure | | Table 7-1 | |
|  | |  | | \_\_\_ No recirculating room units | |  | |
| (2)(d) | | \_\_\_ handwashing stations | |  | |  | |
| (2)(e) | | \_\_\_ space for donning & doffing surgical attire | |  | |  | |
| (2)(f) | | \_\_\_ provisions for separate storage of clean & soiled surgical attire | |  | |  | |
|  | |  | |  | |  | |
| 2.2-3.11.10 | | **SUPPORT AREAS FOR PATIENTS** | |  | |  | |
| 2.2-3.11.10.3 | | \_\_\_ Patient changing areas | |  | |  | |
| (1)(a) | | \_\_\_ provisions for storing patients’ belongings | |  | |  | |
| (c) | | \_\_\_ separate changing or gowning areas  **or** | |  | |  | |
| (2) | | \_\_\_ private rooms bays or cubicles are provided for changing | |  | |  | |
|  | |  | |  | |  | |

\*LOCATION TERMINOLOGY:

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

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

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

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

Architectural Details & MEP Requirements

|  |  |
| --- | --- |
| 2.1‑7.2.2 | **ARCHITECTURAL DETAILS** |
|  |  |
| 2.1‑7.2.2.1  NFPA 101, 18.2.3.3 | CORRIDOR WIDTH:  \_\_\_ Aisles, corridors & ramps required for exit access in a hospital not less than 8'‑0" in clear & unobstructed width  **or**  \_\_\_ Detailed code review incorporated in Project Narrative |
|  |  |
|  | \_\_\_ Aisles, corridors & ramps in adjunct areas not intended for the treatment or use of inpatients not less than 44” in clear & unobstructed width |
|  |  |
| 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)  (b) | DOORS & DOOR HARDWARE:  Door Type:  \_\_\_ doors between corridors, rooms, or spaces subject to occupancy swing type or sliding doors  \_\_\_ sliding doors  check if not included in project |
|  | \_\_\_ manual or automatic sliding doors comply with NFPA 101  \_\_\_ detailed code review incorporated in Project Narrative  \_\_\_ no floor tracks |
|  |  |
| (2)  (a) | Door Opening:  \_\_\_ min. 45.5” clear door width for diagnostic/treatment areas  \_\_\_ min. 83.5” clear door height for diagnostic/treatment areas |
| (b) | \_\_\_ swinging doors for personnel use in addition to sliding doors  check if not included in project  \_\_\_ min. clear width 34.5” |
|  |  |
| (3) | Door Swing: |
| (a) | \_\_\_ doors do not swing into corridors except doors to non‑occupiable spaces (e.g. environmental services rooms & electrical closets) & doors with emergency breakaway hardware |
|  |  |
| (4) | \_\_\_ Lever hardware or push/pull latch hardware |
|  |  |
| (5) | Doors for Patient Toilet Facilities: |
| (a) | \_\_\_ two separate doors  **or** |
|  | \_\_\_ door that swings outward  **or** |
|  | \_\_\_ door equipped with emergency rescue hardware (permits quick access from outside the room to prevent blockage of the door)  **or** |
|  | \_\_\_ sliding door other than pocket door |
|  |  |
| (b) | \_\_\_ toilet room opens onto public area or corridor  check if not included in project |
|  | \_\_\_ visual privacy is maintained |
|  |  |
| 2.1‑7.2.2.7 | GLAZING MATERIALS:  \_\_\_ Glazing within 1 foot 6 inches of floor  check if not included in project |
|  | \_\_\_ must be safety glass, wire glass or plastic break‑resistant material |
| 2.1‑7.2.2.8 | HANDWASHING STATIONS: |
| (1)(c) | \_\_\_ Handwashing stations in patient care areas located so they are visible & unobstructed |
| (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  check if not included in project  (only in the case of hand scrub facilities) |
| (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 |
| (7) | \_\_\_ No mirror at hand scrub stations or at handwashing stations in clean & sterile supply areas |
| 2.1‑7.2.2.9 | GRAB BARS: |
| (1) | \_\_\_ Grab bars anchored to sustain concentrated load 250 pounds |
| (3) | \_\_\_ Ends of grab bars constructed to prevent snagging clothes of patients staff & visitors |
| 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 |
|  |  |
| 2.1‑7.2.2.12 | NOISE CONTROL: |
| (1) | \_\_\_ Recreation rooms, exercise rooms equipment rooms & similar spaces where impact noises may be generated are not located directly over operating suites  **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 |
| (7)(a) | Floors are monolithic & integral coved wall bases are at least 6” high & tightly sealed to wall in rooms listed below: |
|  | \_\_\_ soiled workroom & soiled holding room |
|  |  |
| 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 (e.g. environmental services rooms) are monolithic or have sealed seams that are tight & smooth |
| (5) | \_\_\_ Wall protection devices & corner guards durable & scrubbable |
|  |  |
| 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 |
|  |  |
| 2.1‑7.2.4 | FURNISHINGS: |
| 2.1‑7.2.4.1 | \_\_\_ built‑in furnishings upholstered with impervious materials in patient treatment areas with risks of exposure & contamination from bodily fluids & other fluids |
| 2.1‑7.2.4.3 | \_\_\_ Privacy curtains in patient care areas are washable |
|  |  |

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| 2.1‑8.2 | **HEATING VENTILATION & AIR‑CONDITIONING (HVAC) SYSTEMS** |
| Part 3/6.1 | UTILITIES: |
| Part 3/6.1.1 | Ventilation Upon Loss of Electrical Power:  \_\_\_ space ventilation & pressure relationship requirements of Table 7-1 are maintained for AII Rooms & PE Rooms in event of loss of normal electrical power |
|  |  |
| Part 3/6.1.2 | Heating & Cooling Sources: |
| Part 3/6.1.2.1 | \_\_\_ heat sources & essential accessories provided in number & arrangement sufficient to accommodate 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 heating for operating rooms & recovery 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 owner’s 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 |
| Part 3/6.3.1.1 | \_\_\_ located such that shortest distance from intake to any specific potential outdoor contaminant source be equal to or greater than separation distance listed in Table 6-1 |
|  | \_\_\_ located min of 25’-0” from cooling towers & all exhaust & vent discharges  \_\_\_ air intakes located away from public access  \_\_\_ all intakes are designed to prevent entrainment of wind-driven rain  \_\_\_ contain features for draining away precipitation  \_\_\_ equipped with birdscreen of mesh no smaller than 0.5 in |
|  |  |
| 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: |
| a. | \_\_\_ Particulate matter filters, minimum MERV-8 provided upstream of first heat exchanger surface of any air-conditioning system that combines return air from multiple rooms or introduces outdoor air. |
| b. | \_\_\_ Outdoor air filtered in accordance with Table 7-1 |
| c. | \_\_\_ Air supplied from equipment serving multiple or different spaces is filtered in accordance with Table 7-1 |
| d. | \_\_\_ Air recirculated within room is filtered in accordance with Table 7-1, or Section 7.1(a)(5) |
| e. | \_\_\_ Design includes all necessary provisions to prevent moisture accumulating on filters located downstream of cooling coils & humidifiers |
| h. | \_\_\_ For spaces that do not permit air recirculated by means of room units & have minimum filter efficiency of MERV-14, MERV-16 or HEPA in accordance with Table 7-1, the min. filter requirement listed in Table 7-1, is installed downstream of all wet-air cooling coils & supply fan |
|  |  |
| Part 3/6.5 | HEATING & COOLING SYSTEMS: |
| Part 3/6.5.3 | \_\_\_ Radiant heating systems  check if not included in project  \_\_\_ ceiling or wall panels with exposed cleanable surfaces or radiant floor heating are provided in AII room, PE room, operating room or procedure room |
|  |  |
| Part 3/6.7 | AIR DISTRIBUTION SYSTEMS: |
| Part 3/6.7.1 | \_\_\_ Maintain pressure relationships required in tables 7.1 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 & recovery rooms are served by fully ducted return or exhaust systems |
| Part 3/6.7.2 | Air Distribution Devices: |
|  | \_\_\_ supply air outlets comply with Table 6-2 |
|  |  |
| 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 filters required by Part 3/6.8.4 |
|  |  |
| Part 3/7 | SPACE VENTILATION—HOSPITAL SPACES: |
| Part 3/7.1.a  Part 3/7.1.a.1 | \_\_\_ Spaces ventilated according to Table 7-1  \_\_\_ Air movement is from clean to less-clean areas |
| Part 3/7.1.a.3 | \_\_\_ Min number of total air changes required for positive pressure rooms is provided by total supply airflow  \_\_\_ Min number of total air changes required for negative pressure rooms is provided by total exhaust airflow |
| Part 3/7.1.a.4 | \_\_\_ Entire min. outdoor air changes per hour required by Table 7-1 for each space meet filtration requirements of Section 6.4 |
|  |  |
| Part 3/7.1a.5 | \_\_\_ Air recirculation through room unit  check if not included in project  \_\_\_ complies with Table 7-1 |
|  | \_\_\_ room unit receive filtered & conditioned outdoor air  \_\_\_ serve only single space |
|  | \_\_\_ provides min MERV 8 filter located upstream of any cold surface so that all of air passing over cold surface is filtered |
|  |  |
| Part 3/7.4.3 | Imaging Procedure Rooms  check if not included in project |
|  | \_\_\_ Anesthetic gases are administered  \_\_\_ ventilation requirements for operating rooms are met  **or**  \_\_\_ No anesthetic gases are administered |

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| 2.1‑8.3 | **ELECTRICAL SYSTEMS** |
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| 2.1‑8.3.2 | **ELECTRICAL DISTRIBUTION & TRANSMISSION** |
| 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 |
|  |  |
| 2.1-8.3.3 | **POWER-GENERATING & -STORING EQUIPMENT** |
| 2.1-8.3.3.1 | \_\_\_ Essential electrical system or emergency electrical power |
| (1) | \_\_\_ essential electrical system complies with NFPA 99 |
| (2) | \_\_\_ emergency electrical power complies with NFPA 99 |
|  |  |
| 2.1‑8.3.4 | **LIGHTING** |
| 2.1-8.3.4.1(1) | \_\_\_ Luminaires in patient areas have smooth, cleanable, impact-resistant lenses concealing light source |
| 2.1-8.3.4.1(2) | \_\_\_ Luminaires designed to dissipate heat such that touchable surfaces will not burn occupants or ignite materials. |
|  |  |
| (7) | \_\_\_ Uplight fixtures installed in patient care areas are covered |
|  |  |
| 2.1‑8.3.5 | **ELECTRICAL EQUIPMENT** |
| 2.1‑8.3.5.1 | \_\_\_ Handwashing sinks & scrub sinks that depends on building electrical service for operation are connected to essential electrical system |
| 2.1‑8.3.5.2 | \_\_\_ Electronic health record system servers & centralized storage provided with uninterruptible power supply |
|  |  |
| 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 |
|  |  |
| 2.1‑8.3.6.3 | Essential Electrical System Receptacles: |
| (1) | \_\_\_ cover plates for electrical receptacles supplied from essential electrical system are 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 not more than 25’‑0” long |
| (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 rooms listed below piping have special provisions (e.g double wall containment piping or oversized drip pans) to protect space below from leakage & condensation |
|  | * operating rooms * delivery rooms * procedure rooms * trauma rooms * nurseries * central kitchens * one-room sterile processing facilities * clean workroom of two-room sterile processing facilities * pharmacies * Class 2 & 3 imaging rooms * electronic mainframe rooms (EFs & TERs) * main switchgear * electrical rooms * electronic data processing areas * electric closets |
| (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 that is not open to restricted area |
| (2) | Floor Drains: |
| (a) | \_\_\_ no floor drains in procedure rooms, operating rooms Class 2 & Class 3 imaging rooms |
|  |  |
| 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: |
| (1) | \_\_\_ designed with basins & faucets that reduce risk of splashing to areas where direct patient care is provided, sterile procedures are performed, medications are prepared or food is prepared |
| (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 of faucets is at least 10” above bottom of basin |
| (7) | \_\_\_ anchored so that allowable stresses are not exceeded where vertical or horizontal force of 250 lbs is applied |
| (8) | \_\_\_ sinks used by medical & nursing staff patients & public have fittings that can be operated without using hands (may be single‑lever or wrist blade devices) |
| (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 & during loss of normal power |
|  |  |
| 2.1‑8.4.3.4 | Ice‑Making Equipment:  \_\_\_ copper tubing provided for supply connections to ice‑making equipment |
|  |  |
| 2.1‑8.4.3.5 | Clinical Flushing-Rim Sinks: |
| (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 |
|  |  |
| 2.1‑8.4.4 | **MEDICAL GAS & VACUUM SYSTEMS** |
|  | \_\_\_ Station outlets provided as indicated in Table 2.1‑3 |
|  |  |
| 2.1‑8.5.1 | **CALL SYSTEMS** |
| 2.1‑8.5.1.1(1) | \_\_\_ Nurse call stations provided as required in Table 2.1‑2 |
| 2.1‑8.5.1.1(2) | \_\_\_ Nurse call systems report to attended location with electronically supervised visual & audible annunciation as indicated in Table 2.1‑2 |
| 2.1‑8.5.1.1(4) | \_\_\_ Call system complies with UL 1069 “Standard for Hospital Signaling & Nurse Call Equipment” |
| 2.1‑8.5.1.1(5) | \_\_\_ Wireless nurse call system  ☐ check if not included in project |
|  | \_\_\_ complies with UL 1069 |
|  |  |
| 2.1‑8.5.1.2(4) | \_\_\_ Nurse call system provided in each patient care area as required in Table [2.1‑2](http://www.madcad.com/library/230687/664174/#table-2.1-2) |
|  |  |
| 2.1‑8.5.1.3 | Bath Stations:  \_\_\_ bath station that can be activated by patient lying on floor provided at each patient toilet |
| (1) | \_\_\_ alarm in these areas can be turned off only at bath station where it was initiated |
| (3) | \_\_\_ toilet bath stations located on the side of toilets within 12” of front of toilet bowl & 3'-0" to 4’‑0” above floor |
|  |  |
| 2.1‑8.5.1.5 | \_\_\_ Emergency call stations are equipped with continuous audible or visual confirmation to person who initiated the code call |
|  |  |
| 2.1‑8.5.3 | **EMERGENCY COMMUNICATION SYSTEM** |
|  | \_\_\_ Emergency‑radio communication system provided in each facility |
| 2.1‑8.5.3.1 | \_\_\_ operates independently of building’s service & emergency power systems during emergencies |
| 2.1‑8.5.3.2 | \_\_\_ frequency capabilities to communicate with state emergency communication networks |
|  |  |
| 2.1‑8.6.2 | **ELECTRONIC SURVEILLANCE SYSTEMS**  ☐ check if not included in project |
| 2.1-8.6.2.1 | \_\_\_ Display screens in patient areas are mounted in tamper-resistant enclosure that is unobtrusive |
| 2.1-8.6.2.2 | \_\_\_ Display screens 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 |
|  |  |