COMPLIANCE CHECKLIST

IP25_Food & Nutrition Services

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:

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

Instructions:

1. All requirement lines must be completed according to the following instructions and included in the plan submissions for Self-Certification Process or 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.

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 <u>not</u> 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.

4. All room functions marked with "X" must be shown on the plans with the <u>same name labels</u> as in this checklist.
5. Mechanical, electrical & plumbing requirements are only partially mentioned in this checklist. The relevant section of the FGI Guidelines must be used for project compliance with all MEP requirements and for waiver references.
6. Oxygen, vacuum, medical air, waste anesthesia gas disposal and instrument air outlets (if required) are identified respectively by the abbreviations "OX", "VAC", "MA", "WAGD" & "IA".
7. Requirements referenced with "FI" result from formal interpretations from the FGI Interpretations Task Group.
8. The location requirements including asterisks (*) refer to the definitions of the Glossary in the beginning section of the FGI Guidelines and 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	
2.1-4.3	**FOOD & NUTRITION SERVICE**		
2.1-4.3.1.1	Application:		
	___ Facilities & equipment provided to support food services for staff visitors & patients		
2.1-4.3.1.2	Layout:		
	___ Equipment & design layout provide workflow that minimizes potential for cross-contamination of clean food & wares with contaminated trays from patients or retail customers		
2.1-4.3.2	**FOOD PREPARATION AREAS**		
2.1-4.3.2.1	___ Layout space are designed to prevent soiled trays or tray carts from passing through food preparation areas or areas with open food		
2.1-4.3.2.3	___ Food preparation surfaces	Ventilation:	
	___ combined preparation surface areas have length equal to or greater than length of all commercial cooking equipment	___ Min. 10 air changes per hour ___ No recirculating room units	Table 7.1
2.1-4.3.2.4	Equipment:		
(1)	___ Commercial-grade cooking equipment		
(2)	___ Commercial-grade refrigeration equipment refrigeration provided to hold chilled & frozen food		
(3)	___ Commercial equipment provided for maintaining food at hot temperatures		
2.1-4.3.2.5	___ Handwashing stations		
	___ provided within 20'-0" of each food preparation or serving area		
2.1-4.3.3	**ASSEMBLY & DISTRIBUTION FACILITIES**		
2.1-4.3.3.1	___ Space provided for patient food assembly in non-public service area	Ventilation:	
		___ Min. 10 air changes per hour ___ No recirculating room units	Table 7.1
2.1-4.3.3.3	Spaces for Functions to Support Food Service Cart Distribution:		
(1)	___ storing carts when not in use		
(2)	___ loading carts for distribution		
(3)	___ distributing meals		
(4)	___ receiving soiled carts		
(5)	___ sanitizing carts		
	___ designated area with grated or sloped floor with floor drain		
	___ source of water & sanitizing agents		
2.1-4.3.4	**WAREWASHING FACILITIES**		
2.1-4.3.4.1	___ Automatic dishwashing unit provided for dinnerware & utensil washing	Ventilation:	
	___ NSF-listed	___ Min. 10 air changes per hour ___ Exhaust	Table 7.1
2.1-4.3.4.2	___ Soak sinks	___ Negative pressure	

	Architectural Requirements	Building Systems Requirements	
2.1-4.3.4.3	___ Pot- & pan-washing facilities include three-compartment sink with integral sloped drainboard on both clean & soiled sides	___ No recirculating room units	
2.1-4.3.4.4	___ Handwashing station		
2.1-4.3.5	**DINING AREAS**		
2.1-4.3.5.1	___ Dining space(s) provided for ambulatory patients staff & visitors		
2.1-4.3.5.2	___ min. 3'-0" aisle spacing & chair clearance		
2.1-4.3.5.3	___ design of aisles, tables/chairs & casework used for self-service accommodate wheelchair access		
2.1-4.3.8	**SUPPORT AREAS FOR FOOD & NUTRITION FACILITIES**		
2.1-4.3.8.1	Receiving Area:		
(1)	___ located at receiving entrance to department		
(2)	___ space provided for vendor storage breakdown of boxes		
	___ space provided for delivery & transport equipment used such as receiving carts/jacks transport carts & returnables		
(3)	___ exterior door into receiving area has min. clear width 4'-0" & min. clear height 7'-0"		
2.1-4.3.8.4	___ Office space provided for food service management		
2.1-4.3.8.13	Food & Supply Storage:		
(1)(a)	___ dry storage & refrigerator/freezer space provided to support both patient & non-patient food service		
(1)(b)	___ dry storage room	Ventilation:	
	___ aisles with min. width 36" between storage units	___ Min. 2 air changes per hour ___ No recirculating room units	Table 7.1
(2)	___ refrigeration equipment		
	___ controls include audible & visible high- & low-temperature alarms		
	___ time of alarm automatically recorded		
(d)	___ coved base provided on interior & exterior of walk-in refrigerator & low-temperature units		
(e)	___ all walk-in refrigerator & low-temperature units have view panel in door & safety release mechanism for exit from inside		
(f)	___ shelving in walk-in refrigerator & low-temperature units is non-corrosive & mobile		
(g)	___ interior of walk-in refrigerator & low-temperature units lighted when occupied		

	Architectural Requirements	Building Systems Requirements	
(h)	___ bottom shelf located not less than 10" above finished floor		
(3)	___ chemical storage Chemical storage provided		
(4)	Emergency Storage:		
(a)	___ storage for emergency or disaster food & water		
(b)	___ emergency utility support for refrigerated storage & food preparation & serving areas		
2.1-4.3.8.14	___ Environmental services room		
(1)	___ located in food & nutrition services department ___ not shared with patient care units or clinical departments	Ventilation: ___ Min. 10 air changes per hour ___ Exhaust ___ Negative pressure ___ No recirculating room units	Table 7.1
(2)(a)	Size of Environmental Services Room Accommodates Following: ___ utility sink with check valves on hot & cold water supply lines ___ storage for warewashing & general cleaning chemicals ___ rack for air drying mops ___ mobile carts with water containers & related janitorial equipment		
(b)	___ hot water or steam used for general cleaning ☐ check if not included in project ___ additional space provided in room for storage of hoses & nozzles		
(3)	___ environmental services room is not combined with locations for trash storage		
2.1-2.8.14.2			
(1)	___ service sink or floor-mounted mop sink		
(2)	___ provisions for storage of supplies & housekeeping equipment		
(3)	___ handwashing station **or** ___ hand sanitation station		
2.1-4.3.8.16	___ Space for holding covered trash containers prior to removal to dock waste-handling facilities ___ provided in food preparation serving & sanitation areas		
2.1-4.3.9	**SUPPORT AREAS FOR FOOD & NUTRITION SERVICES STAFF**		
2.1-4.3.9.2	___ Toilet rooms		
(1)	___ provided in, adjacent* to or directly accessible* to food & nutrition services department	Ventilation: ___ Min. 10 air changes per hour ___ Exhaust ___ Negative pressure	Table 7.1

Architectural Requirements

(2) ___ do not open directly into food preparation or food storage areas

2.1-4.3.9.3
(1) ___ Lockers provided for food & nutrition services staff

(2) ___ readily accessible* to food & nutrition services department

or

___ staff lockers located on another floor

___ space for lockable storage for staff personal items provided in food & nutrition services department

Building Systems Requirements

___ No recirculating room units

*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

Architectural Details & MEP Requirements

2.1-7.2.2 **ARCHITECTURAL DETAILS**

CORRIDOR WIDTH:

2.1-7.2.2.1 NFPA 101, 18.2.3.4
___ 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

2.1-7.2.2.2 CEILING HEIGHT:

(1) ___ Min ceiling height 7'-6"in corridors & in normally unoccupied spaces

___ Min. ceiling height 7’-10” in other areas

2.1-7.2.2.3 DOORS & DOOR HARDWARE:

(1) Door Type:

(a) ___ doors between corridors, rooms, or spaces subject to occupancy swing type or

(b) 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

(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

2.1-7.2.2.7 GLAZING MATERIALS:

___ Glazing within 1 foot 6 inches of floor must be safety glass, wire glass or plastic break-resistant material

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

(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
___ it be designed to prevent storage beneath sink

(5) ___ Provisions for drying hands
☐ check if not included in project
(only at 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

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 kitchens, 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

(6) ___ Surfaces in preparation sanitation/ warewashing & serving areas be non-absorbent smooth & easily cleaned

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. kitchens, environmental services rooms) are monolithic or have sealed seams that are tight & smooth

(3)

(a) Walls in Food Preparation Sanitation/ Warewashing & Serving Areas:
___ walls non-absorbent, smooth easily cleaned & light in color
___ walls adjacent to cooking equipment have sealed surfaces that are cleanable & made of non-combustible materials

(b) Walls Behind Cooking Equipment:
___ fire-rated non-combustible materials with surface that facilitates cleaning
___ walls of these materials match or exceed width of exhaust hood

(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 not create ledges or crevices

(4) Food & Nutrition Service & Laundry Areas:

(a) ___ sealed monolithic & scrubbable gypsum board ceiling

or

(b) ___ lay-in ceiling
___ corrosion-resistant grid
___ ceiling tiles weigh at least one pound per square foot
___ smooth scrubbable non-absorptive, non-perforated & capable of withstanding cleaning with chemicals

2.1-8.2 **HEATING VENTILATION & AIR-CONDITIONING (HVAC) SYSTEMS**

Part 3/6.1.2 Heating & Cooling Sources:

Part 3/6.1.2.1 ___ provide heat sources & essential accessories 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 for domestic hot water, sterilization & dietary purposes

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 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

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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 ft above grade
- ___ facilities with moderate-to-high risk of natural or man-made extraordinary incidents locate new air intakes away from public access
- ___ all intakes are designed to prevent entrainment of wind-driven rain

Part 3/6.3.1.3
- ___ intakes on top of buildings
  - ☐ check if not included in project
  - ___ located with bottom of air intake min. of 3 ft 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 ft above grade
  - ___ bottom of air intake opening from areaway into building is at least 3 ft above bottom of areaway

Part 3/6.3.2 Exhaust Discharges:

Part 3/6.3.2.1
- ___ ductwork within building is under negative pressure for exhaust of contaminated air (i.e. air from pharmacy hazardous-drug exhausted enclosures & laboratory work area chemical fume hoods)
- ___ exhaust discharge outlets with contaminated air located such that they reduce potential for recirculation of exhausted air back into building

Part 3/6.3.2.2
- ___ exhaust discharge outlets with contaminated air additionally is arranged to discharge to atmosphere in vertical direction at least 10 ft above adjoining roof level
- ___ exhaust discharge outlets from pharmacy hazardous-drug exhausted enclosures, laboratory work area chemical fume hoods discharge with stack velocity of at least 2500 fpm
- ___ exhaust discharge outlets from pharmacy hazardous-drug exhausted enclosures, laboratory work area chemical fume hoods is located not less than 25 ft horizontally from outdoor air intakes, openable windows/doors & areas that are normally accessible to public

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
- ___ 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

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.a ___ Spaces ventilated according to Table 7.1

Part 3/7.1.a.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 minimum 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 a single space

___ provides min. MERV 6 filter located upstream of any cold surface so that all of air passing over cold surface is filtered

2.1-8.3 **ELECTRICAL SYSTEMS**

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**

2.1-8.3.4.2 ___ Luminaires in wet areas (e.g. kitchens) have smooth cleanable shatter-resistant lenses & no exposed lamps

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

2.1-8.3.5.2 ___ 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

___ no plumbing piping exposed overhead or on walls where leaks would create potential for food contamination

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) ___ no installation of dead-end piping (except for empty risers mains &

(3)(c) 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
- Central kitchens
- Sterile processing facilities
- Electronic mainframe rooms (TSERs & TECs)
- 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

(2) Floor Drains:

(c) ___ floor drains & floor sinks in food & nutrition services areas

(3) Kitchen Grease Traps:

(a) ___ located to permit easy access without need to enter food preparation or storage areas

(b) ___ grease traps accessible from outside building without need to interrupt any services

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) ___ handwashing sinks designed with basins that will reduce risk of splashing to areas where medications are 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 min. 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 staff, patients, public & food handlers 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
___ meet user need for temperature & length of time water flows
___ designed to function at all times and during loss of normal power

2.1-8.4.4 **MEDICAL GAS & VACUUM SYSTEMS**

___ Station outlets provided as indicated in Table 2.1-3

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

2.1-8.6.2.2 ___ 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