COMPLIANCE CHECKLIST

IP28_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 2022 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.
- 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.
- EX = Check box under section titles or individual requirements lines for optional services or functions that are not included in the project 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 same name labels 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 combined preparation surface areas have length equal to or greater than length of all commercial cooking equipment	Ventilation: 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 2.1-4.3.3.1	ASSEMBLY & DISTRIBUTION FACILITIES Space provided for patient food assembly in non-public service area	Ventilation: Min. 10 air changes per hour	Table 7-1
2.1-4.3.3.3	Spaces for Functions to Support Food Service Cart Distribution:	No recirculating room units	
(1)	storing carts when not in use		
(2)	loading carts for distribution distributing meals		
(3) (4)	receiving soiled carts		
(5)	sanitizing carts designated area with grated or sloped floor with floor drain source of water & sanitizing agents		

Building Systems Requirements Architectural Requirements 2.1-4.3.4 WAREWASHING FACILITIES 2.1-4.3.4.1 Automatic dishwashing unit provided for Ventilation: Min. 10 air changes per hour dinnerware & utensil washing Table 7-1 NSF-listed Exhaust Soak sinks Negative pressure 2.1-4.3.4.2 No recirculating room units Pot- & pan-washing facilities include 2.1-4.3.4.3 three-compartment sink with integral sloped drainboard on both clean & soiled sides 2.1-4.3.4.4 Handwashing station **DINING AREAS** 2.1-4.3.5 Dining space(s) provided for ambulatory 2.1-4.3.5.1 patients staff & visitors min. 3'-0" aisle spacing & chair clearance 2.1-4.3.5.2 design of aisles, tables/chairs & casework 2.1-4.3.5.3 used for self-service accommodate wheelchair access SUPPORT AREAS FOR FOOD & NUTRITION 2.1-4.3.8 FACILITIES 2.1-4.3.8.1 Receiving Area: located at receiving entrance to (1) department space provided for vendor storage (2) 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" Office space provided for food service 2.1-4.3.8.4 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)Ventilation: dry storage room Table 7-1 Min. 2 air changes per hour aisles with min. width 36" between No recirculating room units storage units (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

	Architectural Requirements	Building Systems Requirements
(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	
(h)	bottom shelf located not less than 10" above finished floor	
(3)	chemical storage Chemical storage provided	
(4) (a)	Emergency Storage: storage for emergency or disaster	
(a)	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	Ventilation: Min. 10 air changes per hour Table 7-1
	not shared with patient care units or	Exhaust
	clinical departments	Negative pressure No recirculating room units
(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	
(b)	& related janitorial equipment hot water or steam used for	
()	general cleaning	
	check if <u>not</u> included in project additional space provided in	
	room for storage of hoses &	
(2)	nozzles	
(3)	environmental services room is not combined with locations for trash storage	
2.1-2.8.14.2	-	
(1) (2)	service sink or floor-mounted mop sink	
(~)	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

Architectural Requirements Building Systems Requirements 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 Ventilation: Min. 10 air changes per hour Table 7-1 accessible* to food & nutrition services Exhaust department ___ Negative pressure No recirculating room units (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

*LOCATION TERMINOLOGY:

<u>Directly accessible</u>: 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 2.1-7.2.2.1	ARCHITECTURAL DETAILS CORRIDOR WIDTH: Aisles, corridors & ramps in adjunct areas not intended for the housing, treatment, or use of inpatients not less than 44" in clear & unobstructed width	(3) (a)	Door Swing: doors do not swing into corridors except doors to non-occupiable spaces (e.g. environmental services rooms & electrical closets) & doors with emergency breakaway hardware
2.1-7.2.2.2 (1)	CEILING HEIGHT: Min. ceiling height 7'-6" in corridors & in normally unoccupied spaces Min. ceiling height 7'-10" in other areas	(4)	Lever hardware or push/pull latch hardware
2.1-7.2.2.3 (1) (a)	DOORS & DOOR HARDWARE: Door Type: doors between corridors, rooms, or spaces subject to occupancy	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
(b)	swing type or sliding doors sliding doors check if <u>not</u> included in project manual or automatic sliding doors comply with NFPA 101 detailed code review incorporated in Project Narrative no floor tracks	2.1-7.2.2.8 (3)(a) (3)(b)	 HANDWASHING STATIONS: Handwashing station countertops made of porcelain, stainless steel, solid-surface materials or impervious plastic laminate assembly Countertops substrate □ check if <u>not</u> included in project marine-grade plywood (or equivalent material) with impervious seal

(4)	Handwashing station casework □ check if <u>not</u> included in project designed to prevent storage
(5)	beneath sink Provisions for drying hands □ check if <u>not</u> 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) (7)	 liquid or foam soap dispensers no mirror at hand scrub stations or at handwashing stations in food preparation areas & clean & sterile supply areas
2.1-7.2.2.12 (2)	NOISE CONTROL: 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
(4)	between different flooring materials —— 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 Walls Behind Cooking Equipment: (b) 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: Ceilings provided in all areas (1) except mechanical, electrical & communications equipment rooms Ceilings cleanable with routine (a) housekeeping equipment Acoustic & lay-in ceilings where (b) used not create ledges or crevices Food & Nutrition Service & Laundry (4) Areas: (a) either sealed monolithic & scrubbable gypsum board ceilina or (b) lay-in ceiling corrosion-resistant grid ceiling tiles weigh at least one pound per square foot smooth scrubbable nonabsorptive, non-perforated & capable of withstanding cleaning with chemicals **HEATING VENTILATION &** 2.1-8.2 **AIR-CONDITIONING (HVAC) SYSTEMS** Part 3/6.1.2 Heating & Cooling Sources: provide heat sources & Part 3/6.1.2.1 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;

fuel sufficient to support owner's facility operation plan upon loss of fuel service is provided on site

Part 3/6.1.2.2	Central cooling systems greater than 400 tons (1407 kW) peak cooling load □ check if <u>not</u> 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.	b. c. d. e.	 Outdoor air filtered in accordance with Table 7-1 Air supplied from equipment serving multiple or different spaces is filtered in accordance with Table 7-1 Air recirculated within room be filtered in accordance with Table 7-1 or Section 7.1(a)(5) Design includes all necessary provisions to prevent moisture accumulating on filters located downstream of cooling coils &
Part 3/6.2 Part 3/6.2.1	AIR-HANDLING UNIT (AHU) DESIGN: AHU casing is designed to prevent water intrusion, resist corrosion & permit access for inspection & maintenance	h.	humidifiers 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.
Part 3/6.3 Part 3/6.3.1.1	OUTDOOR AIR INTAKES located such that shortest distance from intake to any		filter requirement listed in Table 7-1 is installed downstream of all wet-air cooling coils & supply fan
	specific potential outdoor contaminant source be equal to or greater than separation distance listed in Table 6-1 located min. of 25 ft from cooling towers & all exhaust & vent discharges 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 contain features for draining away precipitation equipped with birdscreen of mesh no smaller than 0.5 in	Part 3/6.7 Part 3/6.7.1 Part 3/6.7.2 Part 3/6.7.3	AIR DISTRIBUTION SYSTEMS: 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 Air Distribution Devices: Smoke Barriers: HVAC zones coordinated with compartmentation to minimize ductwork penetrations of fire & smoke barriers.
Part 3/6.3.1.4	 intake in areaway □ check if <u>not</u> 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 3/6.8 Part 3/6.8.1	ENERGY RECOVERY SYSTEMS: □ check if <u>not</u> included in project Located upstream of filters required by Part 3/6.8.4
		Part 3/7 Part 3/7.1.a Part 3/7.1.a.1	SPACE VENTILATION-HOSPITAL SPACES: Spaces ventilated according to Table 7-1 Air movement is from clean to less- clean areas
Part 3/6.4 a.	FILTRATION: — 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	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 <u>not</u> included in project complies with Table 7-1 room unit receive filtered & conditioned outdoor air serve only a single space provides min MERV 8 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 (1)	Panelboards: panelboards serving life safety branch circuits serve floors on which they are located & floors
(2)	immediately above & below 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 2.1-8.3.4.1(6)	LIGHTING: Food & nutrition areas light sources in kitchen & serving areas are either encapsulated or covered by diffuser or lens or use fixtures designed to contain fragments
2.1-8.3.5 2.1-8.3.5.1	ELECTRICAL EQUIPMENT — Handwashing sinks & scrub sinks that depends on building electrical service for operation are connected
2.1-8.3.5.2	to essential electrical system Electronic health record system servers & centralized storage provided with uninterruptible power supply

2.1-8.3.6 2.1-8.3.6.1 (1)	ELECTRICAL RECEPTACLES Receptacles In Corridors: 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
(1)	Receptacles: cover plates for electrical receptacles supplied from essential electrical system are distinctively colored or marked for identification same color is used throughout
(2)	facility
2.1-8.4 2.1-8.4.2 2.1-8.4.2.1(3)	PLUMBING SYSTEMS Plumbing & Other Piping Systems: 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 does not exceed 25'-0" in length
(3)(a)	no installation of dead-end piping (except for empty risers mains &
(3)(c) (3)(b)	branches for future use) any existing dead-end piping is removed
(4)(a)	 check if <u>not</u> included in project water-heating system supplies water at temperatures & amounts indicated in Table 2.1-4
2.1-8.4.2.6 (1)(a)	Drainage Systems: 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

procedure rooms trauma rooms

Compliance Checklist: Food & Nutrition Services

	 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 	(7) (8) (a)	 anchored so that allowable stresses are not exceeded where vertical or horizontal force of 250 lbs. is applied sinks used by medical & nursing staff, patients, public & food handlers have fittings that can be operated without using hands (may be single-lever or wrist blade devices) blade handles check if not included in project at least 4 inches in length provide clearance required
(1)(b)	 areas electric closets drip pan for drainage piping above ceiling of sensitive area □ check if <u>not</u> included in project accessible overflow drain with outlet located in normally occupied area that is not open to restricted area 	(b)	for operation for operation sensor-regulated water fixtures □ check if <u>not</u> 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) (c)	Floor Drains: floor drains & floor sinks in food & nutrition services	2.1-8.6.2	ELECTRONIC SURVEILLANCE SYSTEMS
(3) (a)	areas Kitchen Grease Traps: located to permit easy access without need to enter food preparation or storage areas	2.1-8.6.2.1 2.1-8.6.2.2	 Display screens in patient areas are mounted in tamper-resistant enclosure that is unobtrusive Display screens are located so they are not readily observable by
(b)	grease traps accessible from outside building without need to interrupt any services	2.1-8.6.2.3	general public or patients Electronic surveillance systems receive power from essential electrical system
2.1-8.4.3 2.1-8.4.3.1(1)	PLUMBING FIXTURES Materials used for plumbing fixtures are non-absorptive & acid-resistant		
2.1-8.4.3.2 (1)	Handwashing Station Sinks: 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 0 inches in width or length 		
(3)	 9 inches in width or length sink basins are made of porcelain, stainless steel or solid-surface materials 		
(5)	water discharge point of faucets is at least 10 inches above bottom of basin		