COMPLIANCE CHECKLIST

LTC1: Long Term Care Facility – Level II & Level III Nursing Care Units

The following checklist is for plan review of new long-term care facilities and new additions to existing long-term care facilities. This checklist also applies to renovations projects affecting long-term care facilities constructed under the regulations effective March 19, 1968, or under their subsequent revisions. This checklist is derived from long-term care licensure regulations 105 CMR 150.000, entitled "Standards for Long-Term Care Facilities", as well as relevant parts of Chapter 111 of Massachusetts General Laws (specific sections indicated below). Applicants must verify project compliance with all licensure requirements when filling out this checklist, and must include the DPH Affidavit when submitting project documents according to the Self-Certification or Abbreviated Review process.

A separate checklist must be completed for each nursing care unit affected by the construction project.

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

- NFPA 101 Life Safety Code and applicable related standards contained in the appendices of the Code
- 708 CMR State Building Code
- The Joint Commission
- CDC Guidelines for Preventing the Transmission of Tuberculosis in Health-Care Settings
- Accessibility Guidelines of the Americans with Disabilities Act (ADA)
- Architectural Access Board
- Local Authorities having jurisdiction

Instructions:

- 1. The Checklist must be filled out completely with each application.
- 2. Each requirement line () of this Checklist must be filled in with one of the following codes, unless otherwise directed. If an entire Checklist section is affected by a renovation project, "E" for existing conditions may be indicated on the requirement line () next to the section title (e.g. E RESIDENTS BEDROOMS).
- **X** = Requirement is met for new space, for renovated space, or for existing support space for additional beds.
- \boxtimes = Check this box under selected checklist section titles or individual requirements for services that are not included in the project.
- by the construction project; this category does not apply to existing support spaces if the project includes additional beds.
- E = Functional space or area is existing and not affected W = Waiver requested for regulation that is not met (for each waiver request, complete separate Waiver Form & list the regulation reference number on the Affidavit).

Facility Name:	DoN Project Number: (if applicable)
Facility Address:	Nursing Care Unit Bed Complement:
	Current = Proposed =
	Building/Floor Location:
	Submission Dates:
Project Description:	Initial Date:
	Revision Date:

	Architectural Requirements	Building Systems Requirements
150.300 (A)	MAXIMUM NUMBER OF BEDS Level II unit (Skilled Nursing Care Unit) consists of not more than 41 beds □ check if <u>not</u> included in project	
(B)	Level III unit (Supportive Nursing Care Unit) consists of not more than 60 beds □ check if <u>not</u> included in project	
(C)	 Nursing care unit does not encompass beds on more than one floor 	
150.001	Identifiable unit includes adjacent rooms	
150.310	REQUIRED SUPPORTING ELEMENTS Required supporting elements listed below are centrally located in the nursing care unit: Nurse station Staff toilet Medicine room Clean utility room Soiled utility room Linen storage closet Drinking fountain or water dispenser Janitor's closet Storage room for supplies & equipment	
150.320	RESIDENT BEDROOMS	
(B)(1)	<u>Limited Renovations</u> ☐ check if <u>not</u> included in project Occupancy: No bedroom contains more than 2 beds ¹	
(A) (1)	Floor Areas: Single occupancy bedrooms check if <u>not</u> included in project floor area, excluding closet, vestibule & toilet room min. 125 sf Multiple occupancy bedrooms check if <u>not</u> included in project floor area, excluding closet, vestibule & toilet room 90 sf per bed	
(A)(4)	vestibule & toilet room 90 sf per bed Bed Clearances: Rooms shaped & sized so each bed can be placed at least 3'-0" from any lateral wall Rooms shaped & sized so each bed can be at least 3'-0" from any window or radiator Beds spaced at least 3'-0" from any other bed Unobstructed passageway of at least 4'-0" maintained at foot of each bed	

- (B)(1) Occupancy: No bedroom contains more than 2 beds
- (B)(2) Single Occupancy Bedrooms:

□ check if not included in project Floor Area:

____ Floor area, excluding closet, vestibule & toilet room min. 125 sf

Clearances:

- Rooms shaped & sized so each bed can be placed with min. clearance of 4'-0" from any lateral wall, window or radiator on transfer side of bed Rooms shaped & sized so each bed
- can be placed with min. clearance of 3'-0" from any lateral wall, window or radiator on non-transfer side of bed
- Unobstructed passageway of at least 3'-0" maintained at foot of each bed

Double Occupancy Bedrooms:

□ check if not included in project

Floor Area:

floor area, excluding closet, vestibule & toilet room 108 sf per bed

Clearances:

- Rooms shaped & sized so each bed can be placed with min. clearance of 4'-0" from any lateral wall, window or radiator on transfer side of bed
- Rooms shaped & sized so each bed can be placed with min. clearance of 3'-0" from any lateral wall, window or radiator on non-transfer side of bed
- Beds spaced at least 6'-0" apart
- Unobstructed passageway of at least 4'-0" maintained at foot of each bed

All Facilities

- Resident bedrooms have floor level above (A)(5) grade level adjacent to building (A)(6) All resident bedrooms located along exterior walls with window access to exterior All resident bedrooms open directly to main (A)(7)corridor Each bedroom is permanently & clearly

 - identified by number on or beside each entrance door

Lighting:

- Lighting fixtures provide 150.800(B) uniform distribution of light Night lights 150.810(B) ____ appropriately located min. 12" above finished floor fixtures recessed into wall slotted covers produce
 - subdued light

Building Systems Requirements

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Architectural Requirements	Building Systems Requirements	
Each bedroom has cubicle curtains or equivalent built-in devices for privacy for each resident Check if not included in project	controlled either by switch at entrance to bedroom or from nurse station	150.810(D)
(only if all bedrooms are single occupancy)	Reading light for each resident wall-mounted reading light mounted directly over each bed min. 64" from finished floor or reading lamp located on bedside cabinet stable & secure to minimize risk of fire light switch located for easy operation by resident lying in bed	150.820
closet interior space min. 2'-0" by 2'-0" per resident	1 duplex receptacle per bed on headwall	150.840(A)
closet with at least 5'-0" clear hanging space for storage of personal belongings	on emergency power 1 duplex receptacle on another wall	150.830(D)
each resident bedroom contains either built-in or free-standing multiple-drawer bureau not less than 2'-0" wide with min. of one drawer per resident	Nurse call System: 1 call station for each bed	150.850(A)

(A)(10) Furnishings Accommodated in Each Bedroom:

- hospital-type beds min. 76" long by 36" wide
- hospital-type bedside cabinet easy chair or comfortable straight-back
- armchair 150.015 Each resident room has direct outside (F)(4) (a) exposure with adequate, unobstructed natural light
 - Each resident room has adequate ventilation

150.330 ____ SPECIAL CARE ROOM

- (A) ______ Single bedroom provided for occupancy by resident requiring isolation or intensive care □ check if <u>not</u> included in project (only if all bedrooms in nursing care unit are single occupancy rooms with separate toilet, lavatory & bathing fixture)
 - located in close proximity to nurse station
 - ___ no direct access to any other resident room
 - ____ meets all resident bedrooms requirements
 - separate toilet, lavatory & bathing fixture

(B)

(A)(8)

(A)(9)

	Architectural Requirements	Building Systems Requirements	
150.340 (A)	NURSE STATION Nurse station conveniently located within each nursing unit		
	 all bedrooms are private nurse station located not more than 150 feet from entrance to any resident bedroom or not all bedrooms are private nurse station located not more than 100 feet from entrance to any resident bedroom 		
(B)	each nurse station sized to accommodate nursing & other clinical staff scheduled to be present during any given shift	Ventilation: Min. 10 air changes/hour	150.710(A)(4)
		Lighting: Emergency electrical connections to lighting circuits Nurse Call System: Master station	150.830(C) 150.850(C)
150.350 <u> </u>	MEDICINE ROOM - NURSING CARE UNITS Separate, locked medicine room sufficient square footage to accommodate staff working with medications provided directly off or immediately	Ventilation: Min. 10 air changes/hour	MGL C. 111 S. 72C
(B) (C)	 adjacent to each nurse station sufficient storage space equipped with counter top & sink with hot & cold running water separate locked compartment provided for storage of narcotics & other 	Lighting: Emergency electrical connections to lighting circuits	150.830(C)
(D)	dangerous drugs refrigerator for medications	Power: Receptacle on emergency power	150.830(D)
150.360	ACTIVITY AREA Day room solarium, sitting room or equivalent area with direct outside exposure provided in each unit	Lighting: Emergency electrical connections to lighting circuits	150.830(C)
	min. area of 9 sf for each bed in nursing care unit	Nurse Call System: Emergency pull-cord call station	150.850(A)

Architectural Requirements Building Systems Requirements 150.370 **RESIDENT BATHING & TOILET ROOMS** Bathing Facilities: Ventilation: (A) Bathing facilities provided in ratio of not ____ Min. 10 air changes/hour 150.710 less than one per 15 residents Exhaust (A)(2)&(C)One of bathing facilities in long-term Nurse call System: care facility is free-standing tub Emergency pull-cord call 150.850(B) accessible from two sides & one station end with min. 3'-0" clearance equipped with acceptable type bath lift (B) Showers Ventilation: ____ shower floors flush & without curbs ____ Min. 10 air changes/hour 150.710 floor sloped to center of shower stall Exhaust (A)(2) & (C) ____ mixing valves & controls mounted Nurse call System: outside shower stall Emergency pull-cord call 150.850(B) station shower enclosure not less than 4'-0" by 4'-0" or shower enclosure not less than 5'-0" wide by 30" deep private dressing area adjoining each common shower enclosure all common bathing facilities separated by solid wall partitions or dividers □ check if not included in project (only if nursing care unit has only private bathing facilities) Tub & shower enclosures equipped (D) with grab bars grab bars, accessories & anchorage meet structural & strength requirements in Architectural Access Board Regulations (521 CMR 5.0) (C) Toilets & Handwashing Facilities: Ventilation: _ Min. 10 air changes/hour 150.710 Exhaust (A)(2)&(C) Resident bedrooms provided with at Night Lights: (1)150.810(C) least one water closet & one lavatory Min.15 watts incandescent (may be positioned between adjacent equivalent fixtures mounted not less than rooms) directly accessible from each 12" from finished floor bedroom Resident night lights 150.810(D) controlled either by switch at

entrance to resident bedroom or from nurse station Nurse call System:

Emergency pull-cord call 150.850(B) station

	Architectural Requirements	Building Systems Requirements	
(2)	 One water closet & one lavatory provided for residents of each sex on each unit located in areas convenient to day rooms & any unit dining rooms sized to accommodate residents wheelchairs 	Ventilation: <u>Min. 10 air changes/hour</u> Exhaust Nurse call System: Emergency pull-cord call station	150.850(B)
(3)	Common Toilet Facilities: Check if <u>not</u> included in project all separated by solid wall partitions or dividers		
(D)	Toilets are equipped with grab bars grab bars, accessories & anchorage meet structural & strength requirements in Architectural Access Board Regulations (521 CMR 5.0)		
150.380 (A)	STORAGE AREAS - NURSING CARE UNITS Linen storage closet provided in each unit designed for storage of daily linen needs		
(B) (1) (2) (3)	Janitor's Closet one janitor's closet provided for each unit service sink equipped with hot & cold running water adequate space for housekeeping	Ventilation: Min. 10 air changes/hour Exhaust	150.710(A)(4) &(C)
	equipment shelving for storage of cleaning supplies		
150.016 (C)(3)	separate from utility rooms & toilet rooms does not open off utility room or toilet room		
(C) (C)(1)	General storage closet clear area large enough to permit easy storage of wheelchairs, lockers, resident lifts & other types of equipment		
	unit contains 20 or fewer single occupancy bedrooms & no multi-bed rooms adequately sized storage closet or		
	unit contains over 20 single occupancy resident bedrooms or has multi-bed rooms min. 50 sf storage closet		
(C)(2)	 Oxygen storage room □ check if <u>not</u> included in project provided in accordance with National Fire Protection Association Code 	Ventilation: Min. 10 air changes/hour Exhaust	150.710(B)

150.390	Architectural Requirements UTILITY ROOMS	Building Systems Requirements	
(B)	Clean utility room wall hung & base cabinets counter top sink with hot & cold running water & gooseneck faucet	Ventilation: Min. 10 air changes/hour Exhaust	150.710(A)(4)
	 unit contains 20 or fewer single occupancy bedrooms & no multi-bed rooms adequately sized clean utility room unit contains over 20 single occupancy resident bedrooms or has multi-bed rooms min. area 70 sf min. dimension 6'-0" 		
(C)	Soiled utility room service sink with gooseneck faucet & hot & cold running water	Ventilation: Min. 10 air changes/hour Exhaust	150.710 (A)(4)&(C)
	 clinical service sink device to ensure adequate waste disposal means for washing & sanitizing equipment work counter with contiguous space at least 24" wide & 36" high by 4'-0" long handwashing facilities unit contains 20 or fewer single occupancy bedrooms & no multi-bed 		
	or unit contains over 20 single occupancy resident bedrooms or has multi-bed rooms min. area 70 sf min. dimension 6'-0"		

	Architectural Requirements	Building Systems Requirements	
150.023	DEMENTIA SPECIAL CARE UNIT DSCU means facility or unit that uses any word, term, phrase, or image, or suggests in any way, that it is capable of providing specialized care for residents with dementia □ check if <u>not</u> included in project		
150.029(A) (2)	DSCU encompasses entirety of Level II or Level III nursing care unit		
150.029(B)	Access design of DSCU does not require visitors or staff to pass through unit to reach other areas of facility		
150.029(C) (1)	Outdoor Recreation Space secured outdoor space & walkways allowing residents to ambulate, with or without assistive devices such as wheelchairs or walkers prevents undetected egress		
(2)	such outdoor space & walkways are wheelchair accessible		
(3)	residents have access to secured outdoor space & walkways during reasonable times with supervision		
(4)	appropriate to each resident outdoor recreation space has fencing or barriers that prevent injury & elopement		
		Lighting: Adequate & evenly distributed lighting that	150.029(D) (1)
		minimizes glare & shadows Artificial lighting meets following minimum lighting levels in FCs (FC): bedroom: 30 FC toilet room: 30 FC bathroom: 30 FC dining room: 30 FC corridors: 30 FC	(2)
150.029(E) (1)	 Finishes: Finishes include high visual contrasts between floors & walls Finishes include high visual contrasts between doorways & walls in resident use areas Finishes do not include visual contrasts between walls and doors to fire exits or near resident use areas 		
(2)	non-resident use areas Floors, walls & ceilings non-reflective to		
(3)	minimize glare Flooring does not include contrasted visual patterns		

Arc	chitectural Requirements	Building Systems Requirements	
150.029(F) (3)	Resident Centered Environment: Comfortable seating in common use areas		
150.029(G) (1)	Noise Control: Acoustical ceilings in corridors, dining areas & activity areas to reduce noise levels		
(2)	No overhead paging system used in DSCU except in case of emergency	Nurse Call System: Sound signal adjustable to minimize disruption of residents & resident activities	150.029 (G)(3)
150.029(H) (2)	Egress Control: Electronic locking devices used on exit doors, as approved by local building inspector & fire department Electronic locking devices release when following occurs: (a) activation of fire alarm or sprinkler system; (b) loss of electrical power; or (c) use of keypad located at each locked door for routine staff access Electronic locking devices are connected to emergency power circuits		
(3)	 Keypads to lock & unlock exits check if <u>not</u> included in project (only if lock operation does not require keypad or if entire nursing home is a DSCU) directions for the operation of the keypads is posted on outside of door to allow access No door with keyed lock is placed between resident & exit 		
150.029(I) (1) (2)	Safety: <u>Windows operable & equipped with</u> secure locks under control of DSCU staff DSCU equipped with cooling system capable of maintaining maximum		
	temperature of 75°F throughout resident areas at all times at summer design temperatures		
150.029(J)	Common Space: Multipurpose room or rooms for dining, group & individual activities, & family visits Included in DSCU Min. 10 sf per bed for dining Min. 8 sf per bed for group activities Min. 9 sf per bed for day room Total common space min. 27 sf per bed		

150.110

TYPE OF CONSTRUCTION

__ Facility of type 1B construction

(complete fire resistance table below)

Fire-Resistance Ratings of Structural Elements

(Type 1B construction per M.G.L. Chapter 111 §71 and 780 CMR/IBC Table 601) Complete table below with fire-resistance ratings and U.L. numbers for structural elements constituting the proposed structure.

FIRE RESISTANCE (HOURS)	RATING R	REQUIRED	RATING P	ROVIDED	U.L. NU	JMBER
STRUCTURAL ELEMENTS	Supporting Floor	Supporting Roof Only	Supporting Floor	Supporting Roof Only	Supporting Floor	Supporting Roof Only
EXTERIOR BEARING WALLS	2	2				
INTERIOR BEARING WALLS	2	1				
COLUMNS	2	1				
BEAMS	2	1				
FLOOR STRUCTURE	2					
ROOF STRUCTURE		1				

Architectural Details & MEP Requirements

150.600 (A)(1)	CORRIDORS Corridors in areas used primarily by residents min. 8'-0" wide Corridor widths in all other corridors comply with 780 CMR Chapter 10 & IBC Section 1018.2 staff corridor width min. 44" with 50 occupants or more or staff corridor width min. 36" with less than 50 occupants
(B)	Handrails on both sides of corridors handrails firmly anchored do not project more than 3½" into required min. corridor width no less than 30" high above finished floor
(C)	curved returns No fixed appurtenance which may reduce required minimum width of corridor, ramp or stair

150.610 (A)	INTERIOR RAMPS □ check if <u>not</u> included in project Interior ramps in areas used primarily by residents min. 8'-0" wide Widths of all other interior ramps comply with 780 CMR Chapter 10 & IBC Section 1018.2
(B) (D)	 Ramp surfaces constructed & maintained in such manner as to prevent slipping Handrails provided on both sides of ramps handrails firmly anchored do not project more than 3½" into required minimum width of ramp no less than 30" high above finished floor
(E)	curved returns ramps gradient not greater than 8%

Compliance	Checkist. Long form Care Fusinty Level in a
(C)	 Exits to exterior above grade check if <u>not</u> included in project have at least one ramp leading to grade accommodate residents using wheelchair & litter residents
150.620 (A)	STAIRS & STAIRWAYS □ check if <u>not</u> included in project Surfaces of treads & landings constructed & maintained so as to prevent slipping
(B)	 Handrails provided on both sides of stairs handrails firmly anchored do not project more than 3½" into required min. width of stairs no less than 30" high above finished floor
(C)	 curved returns Steps in stairways do not have abrupt (square) nosing Risers tapered back approximately 1½" at bottom of each riser Risers do not exceed 7 inches
150.630 (A)	DOORS & DOORWAYS Doors Used by Residents: swing-type min. 41.5" in clear width except doors to toilet rooms & stairways
	Resident Toilet Room Doors: min. 32" in clear width outswinging or in-swinging, have pivots & manually operated emergency release or surface mounted sliding doors specifications comply with Life Safety Code
(B)	 no locks on doors used by residents or each lock can be operated without key or tools on both sides of door
(C)	Doors in Exit Stairway Enclosures: ☐ check if <u>not</u> included in project min. 32" in clear width Outside doors & doorways made draft-free by installation of weather stripping or caulking material

150.640 (А) (В)	 WINDOWS Total glass area of windows in each resident room not less than 10% of entire floor area In order to furnish natural fresh air, windows in each resident bedroom operable
(C)	Windows in Resident Areas: window sills at least 30" from finished floor or window sills less than 30" from finished floor provided with readily removable window guards or special safety beams for protection of residents
(D)	operable windows provided with screens constructed from not less than 16 mesh wire screen
(E)	Outside windows made draft-free by installation of either weather stripping or caulking material
150.650	CARPETING Carpet or carpet assemblies Carpet or carpet assemblies check if <u>not</u> included in project installed wall-to-wall not installed in "wet areas", such as laundries, bathrooms, utility rooms, kitchens
150.660 (B)	ROOM SURFACE FINISHES Interior wall surfaces of all areas assigned for resident housing, care, & recreation, finished with smooth, non-absorbent, washable surface Walls of bathrooms, toilet rooms, utility rooms & nourishment kitchen finished to height of at least 72" from finished floor with impervious material
(C)	Floors of bathrooms, toilets, showers, food preparation areas, utility rooms & nourishment kitchens covered with impervious material
(D)	Cove bases provided for all tile floors
150.670	CEILING HEIGHT ceiling height min. 8'-0" in areas used by residents

150.700	HEATING & AIR CONDITIONING SYSTEMS
(A)	Facility equipped with heating system which is sufficient to maintain minimum temperature of 75°F throughout facility at all times at winter design temperatures
(B)	Heating fixtures & all exposed pipes shielded for safety of residents
(C)	Each heating fixture equipped with hand temperature controls or
	Individual automatic room temperature control is provided
(D) 150.017(B) (13)(e)	 New Construction or Major Renovations: (such as installation HVAC system or complete interior reconstruction) □ check if <u>not</u> included in project Facility equipped with cooling system capable of maintaining max. temperature 75°F throughout resident areas affected by new construction or renovation at all times at summer design temperatures Minor Renovations: Existing air conditioning systems maintained or improved in dining rooms, activity rooms, day rooms, solariums, sitting rooms or equivalent other common resident areas Air conditioning systems are capable of maintaining max. temperature 75°F in those areas at all times at summer design temperatures
150.710 (D)	VENTILATION SYSTEMS Ducts penetrating floors or fire rated
(E)	walls have fire damper at point of penetration Corridors not used as plenums for supply or return air to heating or air
	conditioning systems

150.800 (A) (B)	LIGHTING Electrical lighting provided throughout facility Adequate lighting fixtures installed in each resident room to provide uniform distribution of light
150.810 (A)	Night Light Locations: corridors stairways nurse stations
150.015(F) (4)(b)	Adequate artificial lighting available in all rooms, stairways, hallways, corridors, bathrooms, toilets, nurse station
150.850 (В)	CALL SYSTEMS Nurse's call in toilet, bath & shower rooms emergency call station pull cord reachable by resident lying on floor near each toilet &
(C)	each shower enclosure All calls register at nurse station Actuate visible signal in corridor by room where call originates
(D)	Bedrooms containing two or more calling stations □ check if <u>not</u> included in project (only if all single-occupancy bedrooms) indicating lights provided at each calling station
(G)	 Wireless nurse call (used in lieu of analog wired call system or digital wired call system) □ check if <u>not</u> included in project complies with UL Standard 1069: Hospital Signaling & Nurse Call Equipment