**COMPLIANCE CHECKLIST**

**LTC2: Long Term Care Facility – Level IV Resident Care Unit**

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 resident 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:

1. NFPA 101 Life Safety Code and applicable related standards contained in the appendices of the Code
2. 708 CMR State Building Code
3. The Joint Commission
4. CDC Guidelines for Preventing the Transmission of Tuberculosis in Health-Care Settings
5. Accessibility Guidelines of the Americans with Disabilities Act (ADA)
6. Architectural Access Board
7. 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. | = Check this box under selected checklist section titles or individual requirements for services that are not included in the project. |
| **E** = Functional space or area is existing and not affected by the construction project; this category does not apply to existing support spaces if the project includes additional beds. | **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** |  |
| --- | --- | --- | --- | --- |
| 150.400 |  | **MAXIMUM NUMBER OF BEDS** |  |  |
|  |  | Level IV unit (Resident Care Unit) consists of not more than 60 beds |  |  |
| 150.001 |  | Identifiable unit includes adjacent rooms |  |  |
|  |  |  |  |  |
| 150.410 |  | **REQUIRED SUPPORTING ELEMENTS** |  |  |
|  |  | Required supporting elements listed below in this section are centrally located in the resident care unit:  Attendant station  Staff toilet  Medicine room  Linen storage closet  Drinking fountain or water dispenser  Janitor's closet  Storage room for supplies & equipment |  |  |
|  |  |  |  |  |
| 150.420 |  | **RESIDENT BEDROOMS** |  |  |
| (A) |  | Floor Area: |  |  |
| (1) |  | Single occupancy bedrooms  floor area, excluding closet, vestibule & toilet room min. 125 sf | Lighting:  Lighting fixtures provide uniform distribution of light | 150.800(B) |
|  |  | Multiple occupancy bedrooms  ☐ check if not included in project  floor area, excluding closet, vestibule & toilet room 90 sf per bed | Night lights  appropriately located  min. 12” above finished floor  fixtures recessed into wall  slotted covers produce subdued light | 150.810(B) |
|  |  |  | controlled either by switch at entrance to bedroom or from attendant station | 150.810(D) |
|  |  | No bedroom contains more than 4 beds | Reading light for each resident | 150.820 |
| (B)  (C)  (D) |  | Multi-bed rooms designed to permit no more than three beds side by side parallel to window wall  ☐ check if not included in project  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  Resident bedrooms have floor level above grade level adjacent to building | 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 |  |
| (E)  (F) |  | All resident bedrooms located along exterior walls with window access to exterior  All resident bedrooms open directly to main corridor  Each bedroom is permanently & clearly identified by number on or beside each entrance door | Power:  1 duplex receptacle per bed on headwall  on emergency power  1 duplex receptacle on another wall | 150.840(A)  150.830(D) |
|  |  |  | Nurse call System:  1 call station for each bed | 150.850(A) |
| (G) |  | Each bedroom has cubicle curtains or equivalent built-in devices for privacy for each resident  ☐ check if not included in project  (only if all bedrooms are single occupancy) |  |  |
|  |  |  |  |  |
| (H) |  | Each resident bedroom contains closet  closet interior space min. 2'-0" by 2'-0" per resident  closet with at least 5'-0" clear hanging space for storage of personal belongings |  |  |
|  |  | 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 |  |  |
| (I) |  | Furnishings Accommodated in Each Bedroom:  household size or hospital-type beds  bedside cabinet  easy chair or comfortable straight-back armchair |  |  |
|  |  |  |  |  |
| (J) |  | Unit does not encompass beds on more than one floor |  |  |
| 150.015  (F)(4) (a) |  | Each resident room has direct outside exposure with adequate, unobstructed natural light  Each resident room has adequate ventilation |  |  |
|  |  |  |  |  |
| 150.430 |  | **SPECIAL CARE ROOM** |  |  |
| (A) |  | Single bedroom provided for occupancy by resident requiring isolation or intensive care  ☐ check if not included in project  (only if all bedrooms in resident 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 |  |  |
| (B) |  | separate toilet, lavatory & bathing fixture |  |  |
|  |  |  |  |  |
| 150.440 |  | **ATTENDANT STATION** |  |  |
| (A) |  | Attendant station  conveniently located within each resident care unit  located not more than 150 feet from entrance to any resident bedroom |  |  |
| (B) |  | each attendant station sized to accommodate 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 | 150.830(C) |
|  |  |  | Nurse Call System:  Master station | 150.850(C) |
| 150.450 |  | **MEDICINE CLOSET** |  |  |
| (A) |  | Provided directly off or immediately adjacent to each attendant station |  |  |
| (B) |  | Separate locked compartment provided for storage of narcotics & other dangerous drugs | Lighting:  Emergency electrical connections to lighting circuits | 150.830(C) |
| (C) |  | refrigerator for medications | Power:  Receptacle on emergency power | 150.830(D) |
| (D) |  | sufficient storage space  equipped with counter top & sink with hot & cold running water |  |  |
|  |  |  |  |  |
| 150.460 |  | **ACTIVITY AREA** |  |  |
|  |  | Day room solarium, sitting room or equivalent area with direct outside exposure provided in each unit  min. area of 9 sf for each bed in resident care unit | Lighting:  Emergency electrical connections to lighting circuits  Nurse Call System:  Emergency pull-cord call station | 150.830(C)  150.850(A) |
|  |  |  |  |  |
| 150.470 |  | **RESIDENT BATHING & TOILET ROOMS** |  |  |
| (A) |  | Bathing Facilities:  Bathing facilities provided in ratio of not less than one per 15 residents |  |  |
| (B) |  | Showers  shower floors flush & without curbs  floor sloped to center of shower stall  mixing valves & controls mounted outside shower stall | Ventilation:  Min. 10 air changes/hour  Exhaust  Nurse call System:  Emergency pull-cord call station | 150.710  (A)(2) & (C)  150.850(B) |
|  |  | 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 |  |  |
|  |  |  |  |  |
| (D) |  | Shower & tub enclosures equipped with grab bars  grab bars, accessories & anchorage meet structural & strength requirements in Architectural Access Board Regulations (521 CMR 5.0) |  |  |
|  |  |  |  |  |
| (C)  (1) |  | Toilets & Handwashing Facilities:  all resident bedrooms provided with at least one water closet & one lavatory | Ventilation:  Min. 10 air changes/hour  Exhaust | 150.710  (A)(2)&(C) |
|  |  | (may be positioned between adjacent rooms)  directly accessible from each bedroom | Night Lights:  Min.15 watts incandescent equivalent  fixtures mounted not less than 12” from finished floor | 150.810(C) |
| (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 | Resident night lights controlled either by switch at entrance to resident bedroom or from attendant station  Nurse call System:  Emergency pull-cord call station | 150.810(D)  150.850(B) |
| (3) |  | Common Toilet Facilities:  ☐ check if not included in project  all separated by solid wall partitions or dividers |  |  |
|  |  |  |  |  |
| (D) |  | Toilets equipped with grab bars  grab bars, accessories & anchorage meet structural & strength requirements in Architectural Access Board Regulations (521 CMR 5.0) |  |  |
|  |  |  |  |  |
| (E) |  | Hot water supplied to fixtures accessible to residents controlled to maintain temperature between 110° and 120°F |  |  |
|  |  |  |  |  |
| 150.480 |  | **STORAGE AREAS - RESIDENT CARE UNITS** |  |  |
| (A) |  | Linen storage closet provided in each unit  designed for storage of daily linen needs |  |  |
|  |  |  |  |  |
| (B) |  | Janitor’s Closet |  |  |
| (1) |  | one janitor's closet provided for each unit |  |  |
| (2) |  | service sink equipped with hot & cold running water | Ventilation:  Min. 10 air changes/hour | 150.710(A)(4) |
| (3) |  | adequate space for housekeeping equipment  shelving for storage of cleaning supplies | Exhaust | &(C) |
|  |  |  |  |  |
| 150.016  (C)(3) |  | separate from utility rooms & toilet rooms  does not open off utility room or toilet room |  |  |
|  |  |  |  |  |
| (C) |  | General storage closet |  |  |
| (C)(1) |  | min. floor area 50 sf |  |  |
|  |  |  |  |  |

Architectural Details & MEP Requirements

|  |  |
| --- | --- |
| 150.600 | **CORRIDORS** |
| (A)(1) | Corridor widths in all other corridors comply with 780 CMR Chapter 10 & IBC Section 1018.2 |
|  | corridor width min. 44” with 50 occupants or more  **or**  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. width of corridor  no less than 30” high above finished floor  curved returns |
| (C) | No fixed appurtenance which may reduce required min. width of corridor, ramp or stair |
|  |  |
| 150.610  (A) | **INTERIOR RAMPS**  ☐ check if not included in project |
|  | Widths of ramps comply with 780 CMR Chapter 10 & IBC Section 1018.2 |
| (B) | Ramp surfaces constructed & maintained in such manner as to prevent slipping |
|  |  |
| (C) | Exits to exterior above grade  ☐ check if not included in project  have at least one ramp leading to grade  accommodate residents using wheelchair & litter residents |
|  |  |
| (D) | Handrails provided on both sides of ramps  handrails firmly anchored  do not project more than 3½” into required min. width of ramp  no less than 30” high above finished floor  curved returns |
| (E) | Ramps gradient not greater than 8% |
|  |  |
| 150.620 | **STAIRS & STAIRWAYS**  ☐ check if not included in project |
| (A) | 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 3½z” into required min. width of stairs  no less than 30” high above finished floor  curved returns |
|  |  |
| (C) | 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 | **DOORS & DOORWAYS** |
| (A) | 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 |
|  |  |
| (B) | no locks on doors used by residents  **or**  each lock can be operated without key or tools on both sides of door |
|  |  |
|  | Doors in Exit Stairway Enclosures:  ☐ check if not included in project  min. 32” in clear width |
|  |  |
| (C) | Outside doors & doorways made draft-free by installation of weather stripping or caulking material |
|  |  |
| 150.640 | **WINDOWS** |
| (A) | Total glass area of windows in each resident room not less than 10% of entire floor area |
| (B) | 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 screens |
| (E) | Outside windows made draft-free by installation of either weather stripping or caulking material |
|  |  |
| 150.650 | **CARPETING** |
|  | Carpet or carpet assemblies  ☐ check if not included in project  installed wall-to-wall  not installed in "wet areas", such as bathrooms or kitchens |
|  |  |
| 150.660 | **ROOM SURFACE FINISHES** |
| (B) | Interior wall surfaces of all areas assigned for resident housing, care, & recreation, finished with smooth, non-absorbent, washable surface  Walls of bathrooms, toilet rooms & nourishment kitchen to height of at least 72” from finished floor with impervious material |
|  |  |
| (C) | Floors of bathrooms, toilets, showers & 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) | New Construction or Major Renovations  (such as installation HVAC system or complete interior reconstruction)  ☐ check if not included in project  Facility equipped with cooling system which is capable of maintaining maximum temperature of 75°F throughout resident areas affected by new construction or renovation at all times at summer design temperatures |
| 150.017(B)  (13)(e) | **or**  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 a maximum temperature of 75º F in those areas at all times at summer design temperatures |
|  |  |
| 150.710 | **VENTILATION SYSTEMS** |
| (D) | Ducts penetrating floors or fire rated walls have fire dampers at point of penetration |
| (E) | Corridors not used as plenums for supply or return air to heating or air conditioning systems |
|  |  |
| 150.800 | **LIGHTING** |
| (A) | Electrical lighting provided throughout facility |
| (B) | Adequate lighting fixtures installed in each resident room to provide uniform distribution of light |
|  |  |
| 150.810 | Night Light Locations: |
| (A) | corridors  stairways  nurse stations  attendant station |
|  |  |
| 150.015(F)  (4)(b) | Adequate artificial lighting available in all rooms, stairways, hallways, corridors, bathrooms, toilets, nurses or attendant stations |
|  |  |
| (E) | Electrical Power for Space Heating:  ☐ check if not included in project |
|  | Emergency service provides for heating of resident rooms  **or**  Facility is supplied by at least two utility service feeders, each supplied by separate generating sources |
|  |  |
| (F) | Automatic transfer switch installed to transfer to emergency power within ten seconds |
|  |  |
| 150.850 | **CALL SYSTEMS** |
| (B) | Nurse call in toilet, bath & shower rooms emergency call station  pull cord reachable by resident lying on floor near each toilet & each shower enclosure |
| (C) | All calls register at attendant station  Actuate visible signal in corridor by room where call originates |
| (D) | Bedrooms containing two or more calling stations  ☐ check if not 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 not included in project  complies with UL Standard 1069: Hospital Signaling & Nurse Call Equipment |
|  |  |